

Berkeley Police Department

Law Enforcement Manual

CHIEF'S PREFACE

The men and women of the Berkeley Police Department aspire to provide exceptional community service to the citizens of Berkeley. The character and responsibilities surrounding the law enforcement field requires that all personnel be given specific and consistent instructions to execute their duties and obligations. This manual is designed to provide each member a working guide to follow to aid in the requirements of their duties. While sworn and non-sworn personnel are responsible for making discretionary decisions, we are all bound by law and standards to be fair, consistent, impartial and professional. The policies, procedures, and rules set forth in this manual are a guide to the exercise of discretion and execution of duty.

The system of policy and procedure outlined in this manual reflects basic departmental functions in the major operational and administrative areas. These systems are provided to establish a format for a methodical approach to achieving Department goals and objectives. Policies and procedures are designed to support a clear understanding of the constraints and limitations allowed under law and to convey the Department's expectations of work performance.

This manual is a tool to be used to supplement individual training and experience, and is not intended to discourage employee initiative. It will not encompass every situation encountered by a member, so judicious exercise of discretion may be required.

All personnel are required to be familiar with the directives in this manual and when necessary, seek guidance and clarification from a supervisor. Members are encouraged to submit recommendations for constructive changes to improve the Department's efficiency and effectiveness. This manual will be updated as necessary to reflect changes in the law, personnel responsibilities, and Department goals and objectives.

Disclaimer: The policies, procedures, and rules expressed in this manual are for Departmental use only and do not apply in any criminal or civil proceeding. Any policy, procedure and/or rule shall not be construed as a higher legal standard of care or safety in an evidentiary sense with respect to third party claims. When a conflict occurs in any directive in this manual with Federal laws, State Statutes, City Ordinances or City Personnel Policies, the existing Federal law, State Statute, City Ordinance or City Personnel Policy will supersede the directive in conflict.

Jennifer Louis

Chief of Police

Berkeley Police Department

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

MISSION - VISION - VALUES

MISSION

United in service, our mission is to safeguard our diverse community through proactive law enforcement and problem solving, treating all people with dignity and respect.

VISION

The Berkeley Police Department will be a team of leaders at every level. We will foster strong relationships with our community, inspiring trust through our service, building on our historic tradition of progressive policing, and dedicated to the safety of all.

VALUES

Service is our calling. As members of this community, the Berkeley Police Department team is committed to proactive law enforcement and problem solving, holding these as our core values:

Integrity: We are ethical, fair, and trustworthy in all we do.

Safety: We strive to keep our community and each other safe.

Respect: We fulfill our duties with dignity, compassion, and empathy.

Diversity: We value the strength of a diverse workplace and community. We endeavor to reflect the community we serve, promoting inclusion and fairness.

Professionalism: We commit to organizational excellence through progressive training, positive attitude, and superior performance.

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Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Berkeley Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Berkeley Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate the abuse of law enforcement authority.

100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.1 et seq.).

100.3.1 DELIVERY TO NEAREST MAGISTRATE

When an officer makes an arrest pursuant to a warrant with bail set, and the warrant was issued in a county other than where the person was arrested, the officer shall inform the person in writing of the right to be taken before a magistrate in the county where the arrest occurred (Penal Code § 821; Penal Code § 822).

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE BERKELEY POLICE DEPARTMENT

The arrest authority outside the jurisdiction of the Berkeley Police Department includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the officer has probable cause to believe the person committed a felony.
- (b) When the officer has probable cause to believe the person has committed a misdemeanor in the presence of the officer and the officer reasonably believes there is immediate danger to person or property or of escape.
- (c) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of the officer such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.
- (d) When authorized by a cross jurisdictional agreement with the jurisdiction in which the arrest is made.
- (e) In compliance with an arrest warrant.

On-duty arrests will not generally be made outside the jurisdiction of this department except in cases of hot or fresh pursuit, while following up on crimes committed within the City or while assisting another agency.

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On-duty officers who discover criminal activity outside the jurisdiction of the City should when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

100.3.3 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE BERKELEY POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Berkeley Police Department includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the officer has probable cause to believe the person has committed a felony, whether or not committed in the presence of the officer.
- (b) When the officer has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the officer.
- (c) When the officer has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the officer and the officer reasonably believes there is an immediate danger to person or property, or of escape.
- (d) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the officer such as certain domestic violence offenses.
- (e) In compliance with an arrest warrant.

100.3.4 TIME OF MISDEMEANOR ARRESTS

Officers shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

- (a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
 1. A misdemeanor committed in the presence of the officer.
 2. Misdemeanor domestic violence offenses (See the Domestic Violence policy).
- (b) The arrest is made in a public place.
- (c) The arrest is made with the person in custody pursuant to another lawful arrest.
- (d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters an adjoining state in close or fresh pursuit of a person believed to have committed a felony (ARS § 13-3832; NRS 171.158; ORS 133.430).

The person arrested out of state must be taken without unnecessary delay before a magistrate of the county in which the arrest was made (ARS § 13-3833; NRS 171.158; ORS 133.440).

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100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Berkeley Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

“I, (employee name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Berkeley Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Berkeley Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Berkeley Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

CHP- The California Highway Patrol.

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CFR - Code of Federal Regulations.

City - The City of Berkeley.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Department/BPD - The Berkeley Police Department.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Juvenile- Any person under the age of 18 years.

Manual - The Berkeley Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Berkeley Police Department, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Non-sworn employees
- Volunteers.

Officer - Those employees, regardless of rank, who are sworn peace officers of the Berkeley Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

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When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each division captain will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their division captain, who will consider the recommendations and forward them to the command staff as appropriate.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 ORGANIZATIONAL STRUCTURE

The general hierarchy of the department's divisions, bureaus, etc. is as follows:

- Department
- Divisions
- Bureaus
- Units
- Details
- Officer / Sergeant / Detective

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Berkeley Police Department. There are four divisions in the Police Department as follows:

- Investigations Division
- Operations Division
- Professional Standards Division
- Support Services Division

200.4 OFFICE OF THE CHIEF

The Office of the Chief includes the Chief of Police, the Internal Affairs Bureau and two Administrative Assistants.

- (a) The Chief of Police is responsible to the City Manager. Functions of the Chief of Police include, but are not limited to the following:
 1. Setting objectives for the Department
 2. Developing and adopting policies and procedures
 3. Prescribing penalties for violations of any such policies or procedures and providing for the enforcement of said penalties
 4. Providing for staffing
 5. Inspecting, assigning and promoting personnel
 6. Reporting on Department accomplishments
 7. Maintaining good public, employee and official relations

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Organizational Structure and Responsibility

8. Developing the Departmental budget
9. Keeping the City Manager informed of incidents or developments that may adversely affect public or official relations
 - b. The Internal Affairs Bureau is administered by two sergeants who are directly responsible to the Chief of Police. For the functions of the Internal Affairs Bureau, see the Personnel Complaints Policy.

200.5 PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division is commanded by a captain, whose primary responsibility is to provide general management, direction and control for the Professional Standards Division. The Professional Standards Division consists of the Professional Standards Bureau and the Personnel and Training Bureau.

- (a) The Professional Standards Bureau is administered by two sergeants who are directly responsible to the Professional Standards Division Captain. The Professional Standards Bureau consists of the Audit and Inspection Sergeant and the Policy and Planning Sergeant.
 1. The Audit and Inspection Sergeant's functions include, but are not limited to:
 - i. Planning and conducting research
 - ii. Preparing surveys, studies and projects
 - iii. Auditing medical expenses incurred by the Department in its investigative and custodial activities
 2. The Policy and Planning Sergeant's functions include, but are not limited to:
 - i. Coordinating the presentation of the annual Memorandum of Understanding
 - ii. Maintaining and updating Departmental policies
- (b) The Personnel and Training Bureau is administered by a Lieutenant who is directly responsible to the Professional Standards Division Captain. The Personnel and Training Bureau consists of the Personnel and Training Sergeant, a Training Officer, an Associate Management Analyst, an OSIII, and Police Aides. Functions of the Personnel and Training Bureau include:
 1. Ensuring officers and employees complete required training, including but not limited to training mandated by the California Peace Officer Standards and Training Commission (POST).
 2. Administering reimbursement monies from POST and maintaining a close liaison with the City Auditor in this accounting responsibility
 3. Processing expense accounts for police personnel
 4. Assisting Human Resources with hiring examinations
 5. Conducting pre-employment personnel investigations
 6. Developing and directing Departmental training programs

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7. Preparing and issuing Departmental Orders
8. Processing internal and external commendations
9. Developing specifications for uniforms and other equipment and determining if the equipment used by members of the Department complies with specifications
10. Maintaining an inventory of issued safety equipment
11. Developing and supervising health and safety programs
12. Investigation the preparation of reports of injuries to personnel received in the line of duty, and preparing reports to contractor administering Worker's Compensation Insurance, City Human Resources Department and City Risk Manager
13. Assisting other Department personnel as needed or assigned
14. Processing leaves of absence, terminations and retirements
15. Processing Performance Appraisal Reports
16. Providing the administrative processing of disciplinary sanctions
17. Participating as member(s) of Departmental Boards of Review dealing with personnel complaints
18. Developing and managing employee incentive programs
19. Developing and disseminating information pertaining to the promotion of health, welfare and morale of police personnel
20. Scheduling annual physical exams
21. Maintaining Departmental personnel files
22. Compiling Department strength and assignment reports as needed.

200.6 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a captain, whose primary responsibility is to provide general management, direction and control for the Support Services Division. The Support Services Division consists of the Support Services Bureau, the Communications Center and info Information Management.

The Support Services Bureau is administered by a Lieutenant who is directly responsible to the Support Services Division Captain. The Support Services Bureau consists of the Jail, the Property and Evidence Unit, Records Management, Report Review and the Warrant Detail.

- (a) The Jail is administered by the Support Services Lieutenant and the Jail Operations Sergeant, who are directly responsible to the Support Services Division Captain. The functions of Jail Operations include, but are not limited to:
 - i. Ensuring the safe and efficient operation of the City Jail
 - ii. Providing for the short term detention of persons pending arraignment in court

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- iii. Ensuring there is adequate staffing to provide for the physical needs and safety of all inmates
- iv. Providing for the safekeeping of prisoners' property during their detention in the City Jail

2. The Property and Evidence Unit is administered by a supervisor who is directly responsible to the Support Services Lieutenant. The functions of the Property and Evidence Unit include, but are not limited to:

- i. Safeguarding inventory
- ii. Processing property and evidence related to investigations conducted by Department personnel
- iii. Maintaining and monitoring supplies for the police facility.

3. Records Management and Report Review are administered by a supervisor who reports directly to the Support Services Lieutenant. For the functions of Records Management and Report Review, see the Records Management policy.

4. The Warrant Detail is administered by an officer who is directly responsible to the Support Services Lieutenant. For the functions of the Warrant Detail, see the Warrant Service Policy.

5. The Communications Center is administered by a Manager who is directly responsible to the Support Services Division Captain. For the functions of Communication Center, see the Communications Center Policy.

6. Information Management is administered by an Sergeant who is directly responsible to the Support Services Lieutenant. The functions of Information Management include, but are not limited to developing, implementing and maintaining all computer related information management systems applicable throughout the Department.

200.7 OPERATIONS DIVISION

The Operations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Operations Division. The Operations Division consists of the Patrol Bureau, the Community Services Bureau and the Special Response Team.

- (a) The Patrol Bureau is administered by four lieutenants who are directly responsible to the Operations Division Captain. The Patrol Bureau consists of Patrol Teams and the Field Training Officer Program.
- (a) Patrol Teams consist of 7 teams, each with 10-12 officers and 2 supervising sergeants. The Sergeants are directly responsible to their assigned Patrol Lieutenant. For the functions of Patrol, see the Patrol Function policy.
- (b) The FTO Program is administered by three sergeants who are directly responsible to the FTO Lieutenant. For the functions of Field Training Officer Program, see the Field Training Program Policy.

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b. The Community Services Bureau (CSB) is administered by a lieutenant who is directly responsible to the Operations Division Captain. CSB consists of the Area Coordinators and the Reserve Officer Program.

1. The CSB Area Coordinators are commanded by a sergeant who is directly responsible to the CSB Lieutenant. For the functions of CSB, see the Community Relations Policy.
2. The Police Reserve Program is administered by the Community Services Sergeant who is directly responsible to the CSB Lieutenant. For the functions of Police Reserve Program, see the Police Reserve Program Policy.
3. The Special Response Team is administered by employees who are directly responsible to the Operations Division Captain. For the functions of the Special Response Team, see the Special Response Team Policy.

200.8 INVESTIGATIONS DIVISION

The Investigations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Investigations Division. The Investigations Division consists of the Detective Bureau and the Traffic Bureau

a. The Detective Bureau is administered by a lieutenant who is directly responsible to the Investigations Division Captain. The Detective Bureau consists of six investigative units, the Identification Unit and Crime Analysis.

- (a) The six investigative units are each commanded by a sergeant who is directly responsible to the Detective Bureau Lieutenant. For the functions of each unit, see the Detective Bureau Policy.
- (b) The Identification Unit is administered by an Identification Expert who is responsible to the Detective Bureau Lieutenant. The functions of Identification Unit include, but are not limited to:
 - i. Providing identification services, including fingerprinting, photography and the maintenance of fingerprint identification and photograph files
 - ii. Examining crime scenes for identification evidence
 - iii. Providing other technical services as appropriate

3. Crime Analysis consists of one Crime Analyst. Crime Analysis is administered by an officer who is directly responsible to the Detective Bureau Lieutenant. For the functions of Crime Analysis, see the Crime Analysis Policy.

b. The Traffic Bureau is administered by a lieutenant who is directly responsible to the Investigations Division Captain. The Traffic Bureau consists of the Traffic Unit and Parking Enforcement.

- (a) The Traffic Unit is commanded by a sergeant who is directly responsible to the Traffic Bureau Lieutenant. The functions of the Traffic Bureau include, but are not limited to:
 - i. Enforcing traffic regulations
 - ii. Investigating traffic hazards and initiating remedial measures

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- iii. Cooperating with public schools, other agencies and organizations to provide traffic safety education and information
- iv. Preparing reports for the Chief of Police, City Manager, City Council, or others as directed
- v. Cooperating with the City Traffic Engineer in developing engineering plans for the solution of traffic problems
- vi. Overseeing the police tow contract with private contractors and conducting post storage tow hearings
- vii. Reviewing traffic collision reports
- (a) Parking Enforcement is administered by a Parking Manager who is directly responsible to the Traffic Bureau Lieutenant. The functions of the Parking Bureau include, but are not limited to:
 - i. Enforcing local parking regulations
 - ii. Overseeing the operation of parking garages
 - iii. Maintaining and regulating parking in off street lots
 - iv. Enforcing preferential parking regulations
 - v. Making routine collections from meters
 - vi. Keeping records and accounting for all parking revenues

200.9 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate a division captain to serve as the acting Chief of Police.

200.10 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., SRT, bike patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.11 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

200.12 DUTY COMMAND OFFICER

- (a) Purpose: The purpose of the Duty Command Officer (DCO) is to provide Command Staff level supervision to those persons charged with the operation of the Department during those times when no Command Staff is on duty. All Command Staff officers, with the exception of the Chief of Police shall serve as DCO.

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- (b) **Service:** Service as DCO shall be for a one-week period, commencing at 0800 hours on Monday through 0800 hours on the following Monday. Selection of on-call weeks shall be based on seniority in rank. The Operations Division Captain shall coordinate the selection of on-call weeks, prepare a written schedule, and distribute the schedule, when completed, to the Chief of Police, each Division Captain, the Patrol Lieutenants' Office, the Patrol Sergeants' Office and the Communications Center.
- (c) **Availability:** The DCO shall be immediately available by telephone to provide Command Staff level supervision either by instructions via telephone or by responding directly to the Police Department of field command post. Other responsibilities may include attending City Council or other City meetings as assigned.
- (d) **Notifications:** The DCO shall be notified of all cases involving:
 - 1. Homicide
 - 2. Escape or jail break
 - 3. Death or serious injury of a person in custody
 - 4. Kidnapping
 - 5. Missing juveniles under the age of 12 years
 - 6. Bombing
 - 7. Serious injury to an officer or caused by an officer
 - 8. Officer-involved shootings
 - 9. Hazardous spills
 - 10. Other events which, in the judgment of the ranking on-duty officer, require DCO notification.

The DCO notification shall be made at the direction of the ranking on-duty officer.

- (a) **Police Accountability Board (PAB):** The DCO shall serve as the representative of the Police Department at all PAB Boards of Inquiry and regular PAB business meetings. This duty shall include the authority to remove officers from hearings if the hearing appears out of control.
 - 1. The DCO should be responsive to requests for information and/or assistance by the PAB, but should confine responses to:
 - The scope of the Internal Affairs Bureau investigation.
 - Department policies and procedures.
 - Applicable local, state and federal laws.
 - Procedures of allied agencies in the Criminal Justice System.
- (b) **PAB Reports:** A written report shall be prepared and forwarded to the Chief of Police on the day following the attended PAB Board of Inquiry. An exemplar below shows the proper format for this report. Reports should be completed and delivered to the Office of the Chief on the day following the Board of Inquiry session attended.
- (c) **Exemplar:**

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On _____, the PAB Board of Inquiry

Commissioners: _____, _____ and _____ met to make findings on PRC Case Number(s) _____.

- (a) PRC Case No. _____ / IAB Case No. _____
- (b) Complainant: _____
- (c) Accused Officer(s)/Employee(s): _____
- (d) Allegations and dispositions: _____
- (e) 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: "PAB vs. BPD") and may include such other information as may be reasonably be included for the Chief's information).
- (f) Time Spent - (List those Departmental employees attending on and off-duty and actual time spent at the Board session).

Signature _____

200.13 GENERAL RESPONSIBILITIES OF OFFICERS AND EMPLOYEES

It shall be the duty and responsibility of each employee to fulfill, to the greatest extent possible, the functions of the Police Department and the Division, Bureau or Unit to which one is assigned and to perform any duty assigned by a supervisor. An employee's work performance shall be in keeping with the focus of the Department's Mission Statement.

200.14 INDIVIDUAL RESPONSIBILITIES OF OFFICERS AND EMPLOYEES

Each employee of the Department is individually responsible for:

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

200.15 RESPONSIBILITIES OF SUPERVISORY EMPLOYEES

Each supervisory employee, in addition to the general and individual responsibilities, shall be responsible for:

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- (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

200.16 RESPONSIBILITIES OF COMMAND 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
- (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

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Organizational Structure and Responsibility

200.17 FUNCTIONAL RESPONSIBILITIES OF THE POLICE DEPARTMENT

The functions of the Police Department include, but are not limited to the following:

- (a) Maintaining law and order in the City
- (b) Enforcing 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
- (c) Administering the City jail and the care, custody and control of prisoners
- (d) Performing other functions as may be assigned by the City Manager or prescribed by Ordinance of the Council or by applicable State law.
- (e) 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/her judgment require."

Departmental Orders and Policies

201.1 PURPOSE AND SCOPE

The purpose of this policy is to explain administrative management procedures for maintaining, issuing, revising, and rescinding Departmental Orders and Policies.

201.2 POLICY

It is the policy of the Berkeley Police Department that departmental orders and policies will govern the operations of the department and actions of its employees.

Documents issued in accordance with this policy will include procedural and instructional information necessary for department personnel to comply with orders and policies.

Employees shall, upon receipt, read any communication regarding a new, revised, or rescinded order or policy.

Should a principle, policy, or procedure communicated in a departmental order be made permanent, it shall be reissued in the form of a policy.

201.3 DEFINITIONS

Departmental Policy: a written order issued by the Chief of Police applicable to the department as a whole, or a division or bureau thereof, which establishes a principle, policy, and/or procedure concerning a given subject, and which is effective until revised by subsequent policy or rescinded.

Departmental Order: a written order issued by the Chief of Police applicable to the Department as a whole, a division or bureau thereof, a group of employees, or an individual employee, which communicates a temporary principle, policy, procedure, direction, or assignment on a given subject. The effective period of a department order shall be specified therein or, absent a "sunset clause", will automatically become inoperative with the passage of the incident or assignment which caused its issuance. A departmental order may be issued in one of the following forms:

- (a) **Operational Order:** A document issued to direct police activity at a planned event (e.g., "BHS Graduation", "Juneteenth"). The Professional Standards Bureau shall issue and maintain the master list of document identification numbers for operational orders.
- (b) **Administrative Order:** A document issued to present temporary policy or procedural guidelines on administrative matters. (i.e. "Daylight Savings Time"). The Professional Standards Bureau shall issue and maintain the master list of document identification numbers for administrative orders.
- (c) **Administrative Instruction:** A written directive issued by the Chief of Police or a division captain (e.g., "Captain's Instruction"), applicable to subordinate division(s), bureau(s), employees, or an individual employee, which communicates a temporary principle, policy, procedure, direction, or assignment on a particular subject. The Professional Standards Bureau shall issue and maintain the master list of document identification numbers for administrative instructions.

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Departmental Orders and Policies

- (d) Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.
- (e) Training Order: A document issued to communicate assignment of particular employees to an authorized training course/program. The Personnel and Training Bureau shall issue and maintain the master list of document identification numbers for training orders.

201.4 NUMBERING

Departmental orders shall be numbered consecutively starting with the year, followed by a three digit number 001. For example, 2019 - 001 on a special order signifies the first special order for the year 2019. For training orders, the numbers may be obtained from the Personnel and Training Bureau, for all other orders, the numbers may be obtained from the Policy & Planning Sergeant.

201.5 FONT

All font shall be "Arial"

"DEPARTMENTAL ORDER" shall be 14 point font. The rest of the document shall be 11 point font.

201.6 HEADERS

Administrative Instructions, shall begin with the "SUBJECT" header and may incorporate additional headers and sub-headers to effectively structure and present information.

Administrative Orders should contain the following headers

- PURPOSE
- POLICY
- EFFECTIVE TERM
- PROCEDURES

Operational Orders should employ the following section headers, and when appropriate, incorporate elements and labels associated with standardized emergency management systems (NIMS):

- (a) Purpose:
- (b) SITUATION: A summary description of the incident, involved parties, and relevant safety-related information necessitating police action.
- (c) MISSION: A statement of the objective(s) of police action.
- (d) EXECUTION: Sufficiently detailed presentation of "how" the stated mission(s) will be achieved.
- (e) ADMINISTRATION: A summary of relevant logistical elements supporting the operation (e.g., staging issues, vehicles, radios, logs, payslips, etc.)

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- (f) **COMMAND/COMMUNICATIONS:** Sufficiently detailed presentation of the operational chain of command, and mechanisms of communication to be employed in the operation (e.g., radio frequency, telephone numbers, etc.)

Special Orders shall begin with the "SUBJECT" header and may incorporate additional headers and sub-headers to effectively structure and present information.

201.7 DOCUMENT DISTRIBUTION

- (a) Department policies shall be distributed to the following personnel by the Professional Standards Bureau upon issuance or revision:
 1. All Department personnel;
 2. The Police Accountability Board; and
 3. The City's website (for public viewing).
- (b) Distribution of Department Orders shall be coordinated by the issuing authority.

201.8 EXAMPLE DOCUMENTS / TEMPLATES

The following documents can be converted from a PDF to a Word document for editing.

[Administrative Order Example](#)

[Captain's Instruction Example](#)

[Special Order Example](#)

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

The City has prepared an Emergency Operations Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610). The Department has prepared a supplemental Disaster Response Plan Manual, specific to the Department's initial procedures in the event of a disaster or other emergency event.

202.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated on the order of the official designated by local ordinance.

The Disaster Response Plan can be activated on the order of the Watch Commander or ranking Sergeant.

202.3 LOCATION OF THE PLAN

The City's Emergency Response Plan is located on the Department's internal server under: GDrive/p_admin/Professional Standards/Manuals/COB Disaster Response Manual.

The Department's Disaster Response Plan Manual is available on the Department's internal server under: GDrive/p_admin/Professional Standards/Manual as well as in multiple locations throughout the PSB including the Patrol Sergeants' office and the Watch Commander's office. All supervisors should familiarize themselves with the Disaster Response Plan.

202.4 NOTIFICATIONS

In the event of a major disaster or other emergency event, the following notifications shall be made:

- (a) The Fire Department
- (b) Command Staff, up to and including the Chief
- (c) The City Manager
- (d) The California Offices of Emergency Services (916) 845-8911
- (e) For mass casualty incidents, the on-scene supervisor or Incident Commander shall notify the Chief or Assistant Chief of Inspectors at the Alameda County District Attorney's Office to utilize their assistance with investigation of the incident and/or providing victim services. Contact can be made via the Alameda County Sheriff's Office Emergency Services Dispatch at (925) 803-7800, or ACSO Dispatch at (510) 667-7721
- (f) The PIO

202.5 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Berkeley Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or his/her designee.

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Emergency Operations Plan

Failure to promptly respond to an order to report for duty may result in discipline.

202.6 RECALL DURING OFF-DUTY HOURS

If a disaster occurs during off-duty hours, employees should first assure the security of their immediate family and make any needed short term arrangements. Employees should then do the following:

- (a) Contact the Communications Center and/or their direct supervisor for instructions as to when to report to work. If the employee is unable to make contact with the Communications Center or their direct supervisor due to disrupted communications, they shall report to work as follows:
 - 1. All off-duty employees (on a regularly scheduled work day wherein they have not yet started) shall report for duty as soon as possible after taking care of family arrangements.
 - 2. All off-duty employees (on a day off or who have completed their regularly scheduled duty shift for that day) shall report for duty twelve hours after the disaster strikes or at their regular duty time, whichever comes first after taking care of family arrangements.
- (b) Employees should stay updated on disaster/emergency relief efforts through available media and news outlets.

202.7 DISASTER WORK IN ANOTHER JURISDICTION

In the event an employee is not able to return to Berkeley because of road conditions, he/she has the option to become a disaster service worker in the jurisdiction where he/she resides.

If an employee elects to become a disaster service worker in the jurisdiction where he/she resides, they are required to contact that agency's Communications Center for further instructions. The employee shall then advise the BPD Communications Center and/or their direct supervisor of their intent to work in that jurisdiction. Once the employee reports for duty in that jurisdiction, they should attempt to obtain written documentation regarding their assignment (i.e., an operations plan or list of assignments).

- (a) In order to receive payment for disaster service work in another jurisdiction, employees are required to complete an improvised timesheet and have it approved by their temporary supervisor in that jurisdiction. The employee shall then submit the timesheet to their BPD supervisor where it will be processed through the normal payroll procedure.
- (b) Employees are required to communicate with the BPD Communication Center and/or their direct BPD supervisor and return to work as soon as travel to Berkeley is possible.

202.8 WAGES

Employees will be paid regular wages while performing disaster work, in accordance with the terms of their collective bargaining unit's Memorandum of Understanding.

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Emergency Operations Plan

Employees who do not report to work at the City of Berkeley or in another jurisdiction during the emergency will be considered on unpaid leave unless the employee submits documentation which supports justification to receive paid leave.

202.9 UPDATING OF THE PLAN

The Chief of Police or his/her designee, shall review the Emergency Operations Plan at least once every two years to ensure that the Plan conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed updates.

202.10 RESOURCES

In addition to the City's Plan, the State has provided a comprehensive Guide for Emergency Operations, available on the Department's internal server under: GDrive/p_admin/Professional Standards/Manual.

Training

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

A training plan will be developed and maintained by the Personnel and Training Bureau Officer and Sergeant. It is the responsibility of the Personnel and Training Bureau Officer and Sergeant to maintain, review, and update the training plan on an annual basis.

203.5 TRAINING SERGEANT

The Training Sergeant shall be assigned to the Professional Standards Division's Personnel and Training Bureau, under the immediate supervision of the Personnel and Training Bureau Lieutenant. However, he/she may be required to report directly to the Professional Standards Division Captain or Chief of Police on training or administrative matters, as necessary. The Training Sergeant shall supervise the Training Officer.

203.6 TRAINING OFFICER

The Training Officer shall be assigned to the Professional Standards Division, Personnel and Training Bureau, under the immediate supervision of the Training Sergeant. The Training Officer will work with the Training Sergeant in the coordination of departmental training.

The Training Officer shall be responsible for management of departmental training, including but not limited to the following:

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- (a) Identifying training needs.
- (b) Scheduling, coordinating, and evaluating in-house and outside training programs.
- (c) Notifying personnel of required and available training.
- (d) Maintaining departmental training materials.
- (e) Monitoring training attendance and maintaining attendance records.
- (f) Implementing training programs.
- (g) Developing and maintaining roll call training programs.
- (h) Evaluating training programs.
- (i) Participating in local and regional training associations.
- (j) Reviewing lesson plans for department in-service training programs.
- (k) Including community engagement and quality of service in training.
- (l) Implementing department-wide Continuing Professional Training (CPT) on a regular basis.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. Scheduled vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations
 - 6. Time constraints involving an ongoing investigation (with supervisor approval)
- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training and;
 - 2. Make arrangements through his/her supervisor and the Training Officer or Sergeant to attend the required training on an alternate date.

203.8 TRAINING AUTHORIZATION

Those assigned to attend training during their regular duty shift shall attend in an on-duty status. Employees shall not flex or adjust their schedule in order to attend training and receive overtime or compensatory time.

All outside training requests shall be approved by the employee's division captain.

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Training

203.9 EMPLOYEE RESPONSIBILITY

Personnel of any classification may be required to attend assigned training.

All employees are expected to achieve and maintain levels of work proficiency as established by the Chief of Police. Employees who fail to achieve or maintain a level of proficiency as established will be required to achieve or regain such level within a period of time and under conditions as determined by the Chief of Police.

All employees shall be expected to perform their job functions in the manner in which they were trained.

Employees shall give particular attention to the safety needs of all personnel and shall bring any safety-related errors found in procedures or training to the attention of their supervisor for appropriate action.

Employees who exhibit unsafe tactical field procedures shall be interviewed by their supervisor, who shall make a determination as to whether or not an update in training is in order. If the supervisor is unable to provide such training he/she shall, with the permission of the division captain, contact the Training Sergeant for advice on how best to proceed.

When an employee is assigned to training, a Departmental Training Order directing the employee to attend will be issued as soon as possible.

203.10 TRAINING TIME CREDIT RECORD AND EXPENSE ACCOUNT

All employees attending outside department sponsored training, shall complete and submit a [Training Time Credit Report](#), [Statement of Expense Form](#) and/or a [Mileage Reimbursement Form](#) and any received certificates to the Personnel and Training Bureau within five days of the completion of training. The Training Sergeant shall route the forms to the Personnel and Training Bureau's Assistant Management Analyst (AMA) to log the training credit and, if applicable, reimburse the employee, per COB Administrative Regulation 3.4 and POST requirements.

203.11 PERSONNEL AND TRAINING SERGEANT

The Chief of Police shall designate the Personnel and Training Sergeant who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Personnel and Training Sergeant should review the training plan annually.

203.11.1 TRAINING RESTRICTION

The Personnel and Training Sergeant is responsible for establishing a process to identify officers who are restricted from training other officers for the time period specified by law because of a sustained use of force complaint (Government Code § 7286(b)).

Electronic Communication

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic communication systems by employees of this department. Electronic communication is a tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the Department's electronic communication systems must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administrations or practices of the Department.

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Department's email system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 CHECKING EMAIL AND THE CRIME FORUM

Employees shall check their email and Crime Forum accounts for new messages or posts at least two times each duty shift.

- (a) It is recommended that the accounts be checked close to the beginning and end of each shift in order to maximize the employee's exposure to new email messages and crime information.

When requested by the sender of a message, or as otherwise necessary or appropriate, employees shall respond to received email in a timely fashion.

Mis-addressed email should be sent back to the original sender with an advisement that the message was mis-addressed.

Employees may forward or re-distribute copies of email messages only when doing so fulfills a legitimate work-related purpose.

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204.4 PROHIBITED USE OF EMAIL

Sending email messages which are derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or in any other way inappropriate, is prohibited and may result in discipline.

Email messages addressed to the entire department should only be used for official business related items that are of particular interest to all users. Personal advertisements are not acceptable. Email messages addressed to the entire city must be approved by the Chief of Police or City Manager.

204.5 SECURITY

It is a violation of this policy to transmit a message under another employee's name. Employees are strongly encouraged to log off the network when their computer is unattended.

Employees should protect the security of their network, email and Crime Forum accounts by regularly changing their passwords.

Employees shall not share their passwords with any other individual.

The unauthorized use, or attempted use, of another employee's password, computer files or email without that person's expressed consent is prohibited.

An employee who observes another person use a departmental communication system inappropriately shall immediately notify their supervisor, or if unavailable, the next person in their chain of command.

204.6 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be considered a public record under the California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

Administrative Communications

205.1 PURPOSE AND SCOPE

The purpose of this policy is to describe appropriate forms of administrative communication.

205.2 BULLETIN NOTICE

A Bulletin Notice may be issued periodically by the Chief of Police to announce and document a promotion, transfer, new hire, retirement or other change in a member's status.

205.3 CORRESPONDENCE

All external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or a division captain.

Retiree Concealed Firearms

206.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Berkeley Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Code § 25455).

206.2 POLICY

It is the policy of the Berkeley Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

206.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

206.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Berkeley Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

206.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by California law or by a private person or entity on his/her property if such prohibition is permitted by California law.

206.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

Any full-time sworn officer of this department who was authorized to, and did, carry a concealed firearm during the course and scope of his/her employment shall be issued an identification card with a Carrying Concealed Weapon endorsement, "CCW Approved," upon honorable retirement (Penal Code § 25455).

- (a) For the purpose of this policy, honorably retired includes all peace officers who have qualified for, and accepted, a service or disability retirement. It shall not include any officer who retires in lieu of termination.
- (b) No CCW Approved endorsement shall be issued to any officer retiring because of a psychological disability (Penal Code § 26305).

206.4.1 CALIFORNIA IDENTIFICATION CARD FORMAT

The identification card issued to any qualified and honorably retired officer shall be 2 inches by 3 inches, and minimally contain (Penal Code § 25460):

- (a) A photograph of the retiree.
- (b) The retiree's name and date of birth.
- (c) The date of retirement.
- (d) The name and address of this department.
- (e) A stamped CCW Approved endorsement along with the date by which the endorsement must be renewed. If a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege."

206.4.2 QUALIFIED RETIREES FROM INCORPORATED JURISDICTION

The Berkeley Police Department shall provide an identification card with a CCW Approved endorsement to honorably retired peace officers from any jurisdiction that this department now serves under the following conditions (Penal Code § 25905):

- (a) The retiree's previous agency is no longer providing law enforcement services or the relevant government body is dissolved.

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- (b) This department is in possession of the retiree's complete personnel record or can verify the retiree's honorably retired status.
- (c) The retiree is in compliance with all of the requirements of this department for the issuance of a CCW Approved endorsement.

206.4.3 QUALIFIED RETIRED RESERVES

Qualified retired reserve officers who meet the department requirements shall be provided an identification card with a CCW Approved endorsement (Penal Code § 26300).

206.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Berkeley Police Department Communications Center of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, and advise that they have been issued a card with a CCW endorsement. The Communications Center employee receiving the information shall notify the Professional Standards Division Captain or Lieutenant for follow up. The Communications Center employee is responsible for ensuring that the message is received, whether it is verbally communicated or in writing.

206.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Qualify annually with the authorized firearm at a course approved by this department at the retired officer's expense.
- (b) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (c) Remain subject to all applicable department policies and federal, state and local laws.
- (d) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (e) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

[Retiree Firearms Waiver](#)

206.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired officer shall (Penal Code § 26305):

- (a) Qualify every five years with the authorized firearm at a course approved by this department at the retired officer's expense.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.

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- (d) Only be authorized to carry a concealed firearm inspected and approved by the Department.

206.6 DENIAL, SUSPENSION OR REVOCATION OF A LEOSA IDENTIFICATION CARD

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

206.7 DENIAL, SUSPENSION OR REVOCATION OF A CALIFORNIA CCW ENDORSEMENT CARD

A CCW endorsement under Penal Code § 25470 for any officer retired from this department may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Watch Commander when the conduct of a retired peace officer compromises public safety.

- (a) In the event that a CCW endorsement is initially denied, the retired officer shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.
- (b) Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26315).
 - 1. The retiree shall have 15 days from the date of service to file a written request for a hearing.
 - 2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 26315).
 - 3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
- (c) A hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Department, one selected by the retiree or his/her employee organization and one selected jointly (Penal Code § 26320).
 - 1. The decision of such hearing board shall be binding on the Department and the retiree.
 - 2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department will then reissue a new identification card which shall be stamped "No CCW Privilege."
- (d) Members who have reason to suspect the conduct of a retiree has compromised public safety shall notify the Professional Standards Division as soon as practicable. The

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Professional Standards Division should promptly take appropriate steps to look into the matter and, if warranted, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.

1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
2. The Professional Standards Division should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief of Police.
3. The personal and written notification should be as follows:
 - i. The retiree's CCW endorsement is immediately and temporarily suspended.
 - ii. The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
 - iii. The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Professional Standards Division should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Professional Standards Division may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

206.8 FIREARM QUALIFICATIONS

The Personnel and Training Sergeant may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Personnel and Training Sergeant will maintain a record of the qualifications and weapons used.

License to Carry a Firearm

207.1 PURPOSE AND SCOPE

The Chief of Police is given the statutory discretion to issue a license to carry a firearm to residents within the community (Penal Code § 26150; Penal Code § 26155). This policy will provide a written process for the application and issuance of such licenses. Pursuant to Penal Code § 26160, this policy shall be made accessible to the public.

207.1.1 APPLICATION OF POLICY

Nothing in this policy shall preclude the Chief or other head of a municipal police department from entering into an agreement with the Sheriff of the county or preclude the Sheriff of the county from entering into an agreement with the Chief of any municipal police department to process all applications and license renewals for the carrying of concealed weapons (Penal Code § 26150; Penal Code § 26155).

207.2 POLICY

The Berkeley Police Department will fairly and impartially consider all applications to carry firearms in accordance with applicable law and this policy.

207.3 QUALIFIED APPLICANTS

In order to qualify for a license to carry a firearm, the applicant must meet certain requirements, including:

- (a) Be a resident of the City of Berkeley (Penal Code § 26150; Penal Code § 26155).
- (b) Be at least 21 years of age (Penal Code § 29610).
- (c) Fully complete an application that will include substantial personal information. Much of the information in the application may be subject to public access under the Public Records Act.
- (d) Be free from criminal convictions that would disqualify the applicant from carrying a firearm. Fingerprints will be required and a complete criminal background check will be conducted.
- (e) Be of good moral character (Penal Code § 26150; Penal Code § 26155).
- (f) Pay all associated application fees. These fees are set by statute and may not be refunded if the application is denied.
- (g) Provide proof of ownership or registration of any firearm to be licensed.
- (h) Be free from any psychological conditions that might make the applicant unsuitable for carrying a firearm (Penal Code § 26190).
- (i) Complete required training (Penal Code § 26165).

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207.4 APPLICATION PROCESS

The application process for a license to carry a firearm shall consist of two phases. Upon the successful completion of each phase, the applicant will advance to the next phase until the process is completed and the license is either issued or denied.

No person determined to fall within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, or Welfare and Institutions Code § 8103 will be issued a license to carry a firearm. A license shall not be issued if the California Department of Justice (DOJ) determines that the applicant is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm (Penal Code § 26195).

207.4.1 PHASE ONE (TO BE COMPLETED BY ALL APPLICANTS)

- (a) Any individual applying for a license to carry a firearm shall first fully complete a California Department of Justice (DOJ) application to be signed under penalty of perjury. Any applicant who provides false information or statements on the application will be removed from further consideration and may be prosecuted for a criminal offense (Penal Code § 26180).
 1. In the event of any discrepancies in the application or background investigation, the applicant may be required to undergo a voice stress analysis examination, at no cost to the applicant.
 2. If an incomplete application package is received, the Chief of Police or the authorized designee may do any of the following:
 - (a) Require the applicant to complete the package before any further processing.
 - (b) Advance the incomplete package to phase two for conditional processing pending completion of all mandatory conditions.
 - (c) Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction).
- (b) At the time the completed application is submitted, the applicant shall submit a check made payable to the California Department of Justice for the required California DOJ application fee, along with a separate check made payable to the City of Berkeley for a nonrefundable 20 percent of the application fee to cover the cost of processing the application (Penal Code § 26190).
 1. Additional fees may be required for fingerprinting, training or psychological testing, in addition to the application fee.
 2. Full payment of the remainder of the application fee will be required upon issuance of a license.
 3. Payment of related fees may be waived if the applicant is a duly appointed reserve peace officer as defined in Penal Code § 830.6 (a) or (b) (Penal Code § 26170).

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- (c) The applicant shall be required to submit to fingerprinting and a complete criminal background check by the California DOJ. A second set of fingerprints may be required for retention in department files. Two recent passport-size photos (2 inches by 2 inches) of the applicant shall be submitted for department use. No person determined to fall within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 will be issued a license to carry a firearm. A license shall not be issued if the California DOJ determines that the applicant is prohibited by state or federal law from possessing, receiving, owning or purchasing a firearm (Penal Code § 26195).
- (d) The applicant should submit at least three signed letters of character reference from individuals other than relatives.
- (e) The applicant shall submit proof of ownership or registration of each firearm to be licensed.

Once the Chief of Police or authorized designee has reviewed the completed application package and relevant background information, the application will either be advanced to phase two or denied.

In the event that an application is denied at the conclusion of, or during, phase one, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

207.4.2 PHASE TWO

This phase is to be completed only by those applicants successfully completing phase one.

- (a) Upon successful completion of phase one, the applicant shall be scheduled for a personal interview with the Chief of Police or the authorized designee. During this stage, there will be further discussion of any potential restrictions or conditions that might be placed on the license.
- (b) The Chief of Police may, based upon criteria established by the Chief of Police, require that the applicant be referred to an authorized psychologist used by the Department for psychological testing. The cost of such psychological testing (not to exceed \$150) shall be paid by the applicant. The purpose of any such psychological testing is intended only to identify any outward indications or history of psychological problems that might render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a firearm, the applicant shall be removed from further consideration (Penal Code § 26190).
- (c) The applicant shall complete a course of training approved by the department, which complies with Penal Code § 26165 (Penal Code § 26165).
- (d) The applicant shall submit any firearm to be considered for a license to the Personnel and Training Sergeant or other department authorized gunsmith, at no cost to the applicant, for a full safety inspection. The Chief of Police reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).

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- (e) The applicant shall successfully complete a firearms safety and proficiency examination with the firearm to be licensed, to be administered by a qualified BPD firearms instructor, or provide proof of successful completion of another department-approved firearms safety and proficiency examination, including completion of all releases and other forms. The cost of any outside inspection/examination shall be the responsibility of the applicant.

Once the Chief of Police or authorized designee has verified the successful completion of phase two, the license to carry a firearm will either be granted or denied.

Whether an application is approved or denied at the conclusion of or during phase two, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

207.5 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED FIREARM

The authority to issue a limited business license to carry a concealed firearm to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department may not issue limited licenses (Penal Code § 26150). Therefore, such applicants may be referred to the Sheriff for processing.

An individual who is not a resident of the county but who otherwise successfully completes all portions of phases one and two above, may apply for and be issued a limited license subject to approval by the Sheriff and subject to the following:

- (a) The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the City of Berkeley (Penal Code § 26150).
- (b) Such a license will be valid for a period not to exceed 90 days from the date of issuance (Penal Code § 26220).
- (c) The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).
- (d) Any application for renewal or reissuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).

207.6 ISSUED FIREARMS PERMITS

In the event a license to carry a firearm is issued by the Chief of Police, the following shall apply:

- (a) The license will be subject to any and all reasonable restrictions or conditions the Chief of Police has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the firearm.

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1. All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).
 2. The licensee will be required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.
- (b) The license shall be laminated, bearing a photograph of the licensee with the expiration date, type of firearm, restrictions and other pertinent information clearly visible.
1. Each license shall be numbered and clearly identify the licensee.
 2. All licenses shall be subjected to inspection by the Chief of Police or any law enforcement officer.
- (c) The license will be valid for a period not to exceed two years from the date of issuance (Penal Code § 26220).
1. A license issued to a state or federal magistrate, commissioner or judge will be valid for a period not to exceed three years.
 2. A license issued to any reserve peace officer as defined in Penal Code § 830.6(a) or (b), or a custodial officer employed by the Sheriff as provided in Penal Code § 831.5 will be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve officer.
- (d) If the licensee's place of residence was the basis for issuance of a license and the licensee moves out of the county of issuance, the license shall expire 90 days after the licensee has moved (Penal Code § 26210).
- (e) The licensee shall notify this department in writing within 10 days of any change of place of residency.

207.6.1 LICENSE RESTRICTIONS

- (a) The Chief of Police may place special restrictions limiting time, place, manner and circumstances under which any license shall be valid. In general, these restrictions will prohibit the licensee from:
1. Consuming any alcoholic beverage while armed.
 2. Falsely representing him/herself as a peace officer.
 3. Unjustified or unreasonable displaying of a firearm.
 4. Committing any crime.
 5. Being under the influence of any medication or drug while armed.
 6. Interfering with any law enforcement officer's duties.

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7. Refusing to display his/her license or firearm for inspection upon demand of any peace officer.
 8. Loading the permitted firearm with illegal ammunition.
- (b) The Chief of Police reserves the right to inspect any license or licensed firearm at any time.
- (c) The alteration of any previously approved firearm including, but not limited to adjusting the trigger pull, adding laser sights or modifications shall void any license and serve as grounds for revocation.

207.6.2 AMENDMENTS TO LICENSES

Any licensee may apply to amend a license at any time during the period of validity by completing and submitting a written Application for License Amendment along with the current processing fee to the Department in order to (Penal Code § 26215):

- (a) Add or delete authority to carry a firearm listed on the license.
- (b) Change restrictions or conditions previously placed on the license.
- (c) Change the address or other personal information of the licensee (Penal Code § 26210).

In the event that any amendment to a valid license is approved by the Chief of Police, a new license will be issued reflecting the amendment. An amendment to any license will not serve to extend the original expiration date and an application for an amendment will not constitute an application for renewal of the license.

207.6.3 REVOCATION OF LICENSES

Any license issued pursuant to this policy may be immediately revoked by the Chief of Police for any of the following reasons:

- (a) The licensee has violated any of the restrictions or conditions placed upon the license.
- (b) The licensee becomes psychologically unsuitable to carry a firearm.
- (c) The licensee is determined to be within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103, or any state or federal law.
- (d) The licensee engages in any conduct which involves a lack of good moral character for the original issuance of the license.
- (e) If the license is one to carry "loaded and exposed," the license shall be revoked immediately upon a change of the licensee's place of residence to another county (Penal Code § 26210).

The issuance of a license by the Chief of Police shall not entitle the holder to either a property or liberty interest as the issuance, amendment, or revocation of such license remains exclusively within the discretion of the Chief of Police as set forth herein.

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If any license is revoked, the Department will immediately notify the licensee in writing and the California DOJ (Penal Code § 26225).

207.6.4 LICENSE RENEWAL

No later than 90 days prior to the expiration of any valid license to carry a firearm, the licensee may apply to the Chief of Police for a renewal by:

- (a) Verifying all information submitted in the original application under penalty of perjury.
- (b) Completing a department-approved training course pursuant to Penal Code § 26165.
- (c) Submitting any firearm to be considered for a license renewal to the Personnel and Training Sergeant, or their designee, for a full safety inspection. The Chief of Police reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).
- (d) Paying a non-refundable renewal application fee.

Once the Chief of Police or the authorized designee has verified the successful completion of the renewal process, the renewal of the license to carry a firearm will either be granted or denied. Prior issuance of a license shall not entitle any licensee to any property or liberty right to renewal.

Whether an application for renewal is approved or denied, the applicant shall be notified in writing within 90 days of the renewal application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later (Penal Code § 26205).

207.7 DEPARTMENT REPORTING AND RECORDS

Pursuant to Penal Code § 26225, the Chief of Police shall maintain a record of the following and immediately provide copies of each to the California DOJ:

- (a) The denial of a license
- (b) The denial of an amendment to a license
- (c) The issuance of a license
- (d) The amendment of a license
- (e) The revocation of a license

The Chief of Police shall annually submit to the State Attorney General the total number of licenses to carry firearms issued to reserve peace officers and judges.

207.8 CONFIDENTIAL RECORDS

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, court commissioner, or judge contained in an application shall not be considered public record (Government Code § 7923.805).

Any information in an application for a license to carry a firearm that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of the applicant's family shall not be considered public record (Government Code § 7923.800).

Departmental Forms

208.1 PURPOSE AND SCOPE

The purpose of this policy is to delineate proper procedures to follow when creating a new form or revising a currently used form.

208.2 POLICY

All departmental forms, including revisions, shall be approved by the Chief of Police.

208.3 NEW FORMS

- (a) Requests for new forms or revisions to current forms shall be submitted to the Support Services Division Captain along with a short statement explaining the need for the form or form revision.
- (b) The Support Services Division Captain shall review the request and forward it to the Chief of Police with recommendations.
- (c) If approved, the Support Services Division Captain shall arrange for the implementation or revision of the form, or if not approved, return the request to the originator.
- (d) The Support Services Division Captain shall maintain a file of all approved forms.

208.4 SPECIAL FORMS

This policy shall not apply to special forms designed for a project of temporary duration, provided the form is not to be used outside of the Department and that its use ceases with completion of the project.

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300.1 SANCTITY OF LIFE

The Berkeley Police Department's highest priority is safeguarding the life, dignity, and liberty of all persons. Officers shall demonstrate this principle in their daily interactions with the community they are sworn to protect and serve. The Department is committed to accomplishing this mission with respect and minimal reliance on the use of force by using rapport-building communication, crisis intervention, and de-escalation tactics before resorting to force. Officers must respect the sanctity of all human life, act in all possible respects to preserve human life, do everything possible to avoid unnecessary uses of force, and minimize the force that is used, while still protecting themselves and the public.

300.1.1 PURPOSE AND SCOPE

This policy sets forth criteria governing the use of force. All officers are responsible for knowing and complying with this policy and conducting themselves in a manner that reflects the Berkeley Police Department's Use of Force Core Principles. Violations of this policy may result in disciplinary action, including and up to termination, and may subject the officer to criminal prosecution. Supervisors shall ensure that all personnel in their command know the content of this policy and operate in compliance with it.

300.1.2 USE OF FORCE STANDARD

In dealing with suspects, officers shall use alternatives to physical force whenever reasonably possible. In all cases where physical force is used, officers shall use a minimum amount of force that is objectively reasonable, objectively necessary, and proportional to effectively and safely resolve a conflict.

The United States Supreme Court in *Graham v. Connor*, 490 U.S. 386 (1989), held that, in order to comply with the U.S. Constitution, an officer's use of force must be objectively reasonable under the totality of circumstances known to the officer at the time. Additionally, Penal Code section 835(a) imposes further restrictions on an officer's use of force. But these standards merely set the minimum standard for police conduct, below which an officer's conduct would be regarded as unlawful.

In fulfilling this Department's mission to safeguard the life, dignity, and liberty of officers themselves and all members of the community they are sworn to protect and serve, this policy requires more of our officers than simply not violating the law. As a result, this policy is more restrictive than the minimum constitutional standard and state law in two important respects.

First, it imposes a higher duty upon officers to use a minimal amount of force objectively necessary to safely achieve their legitimate law enforcement objective. And, second, this policy imposes a stricter obligation on officers to exert only such force that is objectively proportionate to the circumstances, requiring a consideration of the seriousness of the suspected offense, the availability of de-escalation and other less aggressive techniques, and the risks of harm presented to members of the public and to the officers involved.

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Additionally, Penal Code section 835(a) imposes further restrictions on an officer's use of force.

300.1.3 CORE PRINCIPLES

A. DE-ESCALATION AND FORCE MINIMIZATION. Every officer's goal, throughout an encounter with a member of the public, shall be to de-escalate wherever possible and resolve the encounter without resorting to the use of force. Wherever possible, officers shall employ de-escalation techniques to increase the likelihood of voluntary compliance with law enforcement requests or directives and, thereby, decrease the likelihood that a use of force will become necessary during an incident. Further, in any encounters that do call for applying force, officers must always use a minimal amount of force that is objectively reasonable and objectively necessary to safely achieve their legitimate law enforcement objective.

B. PROPORTIONALITY. When determining the appropriate level of force, at all times officers shall balance the severity of the offense committed and the level of resistance based on the totality of the circumstances known to or perceived by the officer at the time. It is particularly important that officers apply proportionality and critical decision making when encountering a subject who is unarmed or armed with a weapon other than a firearm.

C. MINIMIZING THE USE OF DEADLY FORCE. Deadly force may only be used when it is objectively reasonable that such action is immediately necessary to protect the officer or another person from imminent danger of death or serious bodily harm. Officers shall not use deadly force if it is objectively reasonable that alternative techniques will eliminate the imminent danger and ultimately achieve the law enforcement purpose with less risk of harm to the officer or to other persons

D. DUTY TO INTERCEDE. Whenever possible, officers shall intervene when they know or have reason to know that another officer is about to use, or is using, unnecessary force. Officers shall promptly report any use of unnecessary force and the efforts made to intervene to a supervisor.

E. VULNERABLE POPULATIONS. Officers should be particularly sensitive when considering the use of force against vulnerable populations, including children, elderly persons, pregnant women, people with physical and mental disabilities, and people with limited English proficiency.

F. FOSTER STRONG COMMUNITY RELATIONSHIPS. The Berkeley Police Department understands that uses of force, even if lawful and proper, can have a damaging effect on the public's perception of the Department and the Department's relationship with the community. The Department is committed to fostering strong community relations by building on its historic tradition of progressive policing, ensuring accountability and transparency, and striving to increase trust with our community.

G. FAIR AND UNBIASED POLICING. Members of the Berkeley Police Department shall carry out their duties, including the use of force, in a manner that is fair and unbiased, in accordance with Policy 401, Fair and Impartial Policing.

300.1.4 DEFINITIONS

Definitions related to this policy include:

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Minimal amount necessary– The least amount of force within a range that is objectively reasonable and objectively necessary to safely effect an arrest or achieve some other legitimate law enforcement purpose.

Deadly force - Any use of force that creates a substantial risk of causing death or serious bodily injury, including, but not limited to, the discharge of a firearm.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows themselves to be searched, escorted, handcuffed or restrained.

Less-Than-Lethal Force – Any use of force which, due to possible physiological effects of application, presents less potential for causing death or serious injury than conventional lethal force options. Less-than-lethal force options include, but are not limited to, a specialized launcher, or other authorized device that can discharge, fire, launch or otherwise propel single or multiple flexible or non-flexible projectiles designed to cause physiological effects consistent with blunt force impact.

Non-Lethal Force – Any use of force other than lethal force or less-than lethal force.

Compliant Suspect – Cooperative and/or responsive to lawful commands.

Passive Resistance - When an individual does not follow the lawful verbal commands of a police officer, but does not physically resist in any way.

Examples: A person who goes completely limp, sits down and refuses to stand or walk, or who may stand with arms at their sides without attempting to strike at or physically resist officers.

Active Resistance - An individual who is uncooperative and fails to comply with the lawful verbal commands of a police officer, and attempts to avoid physical control and/or arrest by physically struggling to free oneself from being restrained. The individual may also use verbal non-compliance (refusing a lawful order or direction).

Examples: A person who attempts to avoid physical control and/or arrest by pulling or pushing away from the officer, tensing arm or muscles, hiding from the officer, and/or fleeing.

Combative Resistance - An individual not only resists the officer, but poses a threat of harm to the officer or others, in an aggressive manner that may cause physical injury.

Examples: A person who violently attempts to or attacks an officer. This action is sometimes preceded by “pre-assault” cues such as taking a threatening stance (clenching fists, facial expressions, threats, etc.) and verbal non-compliance.

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Control Hold - Any Department approved hold, designed to allow an officer to control the movement of a subject (e.g., twist lock, rear wrist lock, finger lock, etc.). A control hold can be applied without implementing pain.

Pain Compliance Technique- Involves either the manipulation of a person's joints or activating certain pressure points intended to create sufficient pain for the purpose of motivating a person to comply with verbal commands (examples of pressure points include buccal nerve, gum nerve, sternum rub).

Control Techniques– Personal Impact Weapons and Take Downs.

Personal Body Weapons- An officer's use of his/her body part, including but not limited to hand, foot, knee, elbow, shoulder, hip, arm, leg or head by means of kinetic energy transfer (impact) to gain control of a subject.

Blue Team (BT)– Computer software that allows officers to enter use of force and other incidents from a Department computer.

Concealment - Anything which conceals a person from view.

Cover - Anything which provides protection from bullets or other projectiles fired or thrown. Cover is subjective and its effectiveness depends upon the threat's ballistic capability (handgun, rifle, etc.).

Blocking- The positioning of a police vehicle in the path of an occupied subject vehicle where contact between the vehicles is not anticipated or is anticipated to be minimal.

Ramming- The use of a vehicle to intentionally hit another vehicle

Serious bodily injury- A bodily injury that creates a substantial risk of death, causes serious, permanent disfigurement or results in a prolonged loss or impairment of the functioning of any bodily member or organ

Officer (or) Police Officer- Any sworn peace officer.

Authorized Employee- Any non-sworn employee who has received defensive tactics training and has been authorized by the Chief of Police to use non-lethal force.

Employee– Any non-sworn employee of the Berkeley Police Department, including those deemed “authorized employees.”

Objectively Reasonable – “Objectively reasonable” means an officer's conduct will be evaluated through the eyes of the hypothetically reasonable officer standing in the shoes of the involved officer.

Totality of the circumstances – All facts known to the officer at the time, including the conduct of the officer and the subject leading up to the use of force.

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300.2 DUTY TO INTERCEDE AND DUTY TO REPORT

Any officer who observes another officer or member of the Berkeley Police Department using force that is clearly in violation of this policy shall immediately take reasonable action to attempt to mitigate such use of force. This may include verbal intervention or, when in a position to do so, physical intervention. Further, any officer who learns of a potentially unauthorized use of force, even if the officer did not witness it personally, shall promptly report this information to an on-duty sergeant or a command officer at the first opportunity.

Any officer who observes an employee or member of a different law enforcement agency use force that exceeds the degree of force permitted by law shall promptly report these observations to an on-duty sergeant or a command officer at the first opportunity.

300.3 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use objectively reasonable, objectively necessary, and proportional force to effect an arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. For the purpose of this policy, "retreat" does not mean tactical repositioning or other de-escalation tactics.

300.3.1 FACTORS USED TO DETERMINE THE REASONABLENESS, NECESSITY, AND PROPORTIONALITY OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable, objectively necessary, and proportional force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) The apparent immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The conduct of the involved officer.
- (e) The effects of drugs or alcohol.
- (f) The individual's apparent mental state or capacity.
- (g) The individual's apparent ability to understand and comply with officer commands.
- (h) Proximity of weapons or dangerous improvised devices.
- (i) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (j) The availability of other reasonable and feasible options and their possible effectiveness.

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- (k) Seriousness of the suspected offense or reason for contact with the individual.
- (l) Training and experience of the officer.
- (m) Potential for injury to officers, suspects, bystanders, and others.
- (n) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (o) The risk and reasonably foreseeable consequences of escape.
- (p) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (r) Prior contacts with the subject or awareness of any propensity for violence.
- (s) Any other exigent circumstances.

The level of resistance that an officer encounters is a key factor in determining the proportionate amount of force. It is not possible to determine ahead of time what the proportionate level of force is for every possible situation that officers may face. Nevertheless, one of the key factors in determining what level of force is objectively reasonable, objectively necessary, and proportionate in a given situation is the level of resistance that an officer encounters. In general, the less resistance an officer faces, the less force the officer should use. The types of resistance officers may encounter fall along a continuum, from a cooperative person to an active assailant. Consistent with training, the following general rules apply when officers are exercising judgment in determining what level of force is necessary and proportionate:

- Compliant – In general, when dealing with a compliant person, officers may rely on police presence and/or verbal control techniques, but should not use greater force.
- Passive resistance – In general, when dealing with a suspect involved in passive resistance, officers may rely on police presence, verbal control techniques, or control holds, but should not use greater force.
- Active resistance – In general, in dealing with a suspect involved in active resistance, in addition to the options available for passive resistance, officers may rely on pain compliance techniques or takedowns, but should not use greater force.
- Combative resistance – In general, in dealing with a suspect involved in combative resistance, officers have all use-of-force options available to them, but deadly force shall only be used in compliance with this policy as described in Section 300.4.

300.3.2 USE OF FORCE CONTINUUM

The Department uses a “use of force continuum” that refers to the concept that there are reasonable responses for every threat an officer faces in a hostile situation. The force utilized need not be sequential (e.g., gradual or preceded by attempts at lower levels of force) if those lower levels are not appropriate. All Uses of Force must be objectively reasonable, objectively necessary, and proportional, based on a totality of the circumstances. All progressions must rest

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on the premise that officers shall escalate and de-escalate their level of force in response to the subject's actions.

Continuum of Force

- **Officer Presence — No force is used. Considered the best way to resolve a situation.**
 - The mere presence of a law enforcement officer works to deter crime or diffuse a situation.
 - Officers' attitudes are professional and nonthreatening.
- **Verbalization — Force is not physical.**
 - Officers issue calm, nonthreatening commands, such as "Let me see your identification and registration."
 - Officers may increase their volume and shorten commands in an attempt to gain compliance. Short commands might include "Stop," or "Don't move."
- **Weaponless defense — Officers use bodily force to gain control of a situation.**
 - Pain Compliance and control holds. Officers use grabs, holds and joint locks to restrain an individual.
 - Personal body weapons. Officers may use punches and kicks to restrain an individual.
- **Less-Lethal Force Methods — Officers use less-lethal technologies to gain control of a situation.**
 - Blunt impact. Officers may use a baton or projectile to immobilize a combative person.
 - Chemical. Officers may use chemical sprays or projectiles embedded with chemicals to restrain an individual (e.g., pepper spray).
- **Lethal Force — Officers may use lethal weapons only in compliance with Section 300.4.**

300.3.3 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Berkeley Police Department for this specific purpose.

300.3.4 DE-ESCALATION TACTICS

De-escalation tactics and techniques are actions used by officers which seek to minimize the need to use force during an incident. Such tactics and techniques may increase the likelihood of

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voluntary compliance when employed and shall be used when it is safe to do so, De-escalation tactics emphasize slowing an incident down to allow time, distance and flexibility for the situation to resolve. Officers shall continually assess the dynamics of a situation, and modulate their response and actions appropriately. Officers may be justified in using force at one moment, but not justified in using force the next moment due to a change in dynamics.

The application of these tactics is intended to increase the potential for resolution with a minimal reliance on the use of force, or without using force at all.

If immediate action is not necessary, an officer(s) shall attempt to use verbal de-escalation techniques. When available and when practicable, a Crisis Intervention Team (CIT) officer, crisis negotiator, or Berkeley Mental Health Mobile Crisis Team member shall be called upon as a resource.

Officers shall gather information about the incident, assess the risks, assemble resources, attempt to slow momentum and communicate and coordinate a response. In their interaction with subjects, officers should use advisements, warnings, verbal persuasion and other tactics and alternatives to any levels of force. Officers should move to a position that is tactically more secure or allows them greater distance to consider or deploy a greater variety of force options.

- (a) De-escalation techniques may include verbal persuasion, warnings and tactical de-escalation techniques, such as: slowing down the pace of an incident; “waiting out” subjects; creating distance (and thus the reactionary gap) between the officer and the threat; and requesting additional resources (e.g., specialized units, mental health care providers, negotiators, etc.) to resolve the incident.
- (b) Officers should recognize that they may withdraw to a position that is tactically advantageous or allows them greater distance to de-escalate a situation.
- (c) Officers should consider a variety of options, including lesser force or no force options.
- (d) Officers should attempt to understand and consider possible reasons why a subject may be noncompliant or resisting arrest.
- (e) A subject may not be capable of understanding the situation because of a medical condition; mental, physical, or hearing impairment; language barrier; drug interaction; or emotional crisis, and have no criminal intent. These situations may not make the subject any less dangerous, but understanding a subject’s situation may enable officers to calm the subject and allow officers to use de-escalation techniques while maintaining public and officer safety.
- (f) Officers should continue de-escalation techniques, when feasible and appropriate, and take as much time as reasonably necessary to resolve the incident, in effort to avoid and/or minimize the use of force.
- (g) When an officer recognizes that mental illness, post-traumatic stress disorder, alcohol and/or drug addictions, or other health issues are causing an individual to behave erratically, the officer shall, when feasible and appropriate, try to de-escalate the situation using de-escalation and/or crisis Intervention techniques.

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- (h) Establishing communication with non-compliant subjects is often most effective when officers establish rapport, use the proper voice intonation, ask questions and provide advice to defuse conflict and achieve voluntary compliance before resorting to force options.
- (i) The officer's physical actions may also de-escalate a potentially volatile/violent situation; e.g., exhibiting relaxed body language.

When time and circumstances allow, officers shall consider the following tactical principles:

- (a) Make a tactical approach to the scene.
- (b) Maintain a safe distance.
- (c) Use available cover or concealment and identify escape routes.
- (d) Stage Berkeley Fire Department.
- (e) Control vehicle and pedestrian traffic.
- (f) Establish communication, preferably with one officer.
- (g) Create an emergency plan and a deliberate plan with contingencies.
- (h) The officer's physical actions may also de-escalate a potentially volatile/violent situation; e.g., exhibiting relaxed body language.

300.3.5 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.
- (c) Whether the person has been given sufficient opportunity to comply.

The purpose of pain compliance is to direct a person's actions. The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.6 USE OF NON-LETHAL FORCE

When lethal force and less-than-lethal force are not authorized, officers and authorized employees may use objectively reasonable, objectively necessary, and proportional approved non-lethal force techniques and weapons in the following circumstances:

- (a) To protect themselves or another person from physical injury;
- (b) To restrain or subdue a resistant individual; or
- (c) To bring an unlawful situation safely and effectively under control.

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300.3.7 RESTRAINT AND CONTROL DEVICES

Restraint and control devices shall not be used to punish, to display authority or as a show of force. Handcuffs, body wraps and spit hoods shall only be used consistent with Policy 302. Batons, approved less-lethal projectiles, and approved chemical agents shall only be used consistent with Policy 303. As per City Council resolution (June 9, 2020), the use of tear gas by employees of the Berkeley Police Department, or any outside department or agency called to respond to mutual aid in Berkeley, is prohibited. Pepper spray or smoke for crowd control by employees of the Berkeley Police Department, or any outside department or agency called to respond to mutual aid in Berkeley, is prohibited during the COVID-19 pandemic, or until such time as the City Council removes the prohibition.

300.3.8 CHOKEHOLD PROHIBITION

The use of a Carotid Restraint Hold is prohibited. Carotid Restraint Hold: Council Resolution No. 52,605 - N.S., February 14, 1985, "Prohibiting use of 'chokehold' for law enforcement purposes in the City of Berkeley" states: "Be it resolved by the Council of the City of Berkeley as follows: That the chokehold, including but not limited to the carotid restraint and the bar-arm hold, is hereby banned from use for law enforcement purposes in the City of Berkeley."

The term bar-arm refers to a variety of techniques. The use of any chokehold is strictly prohibited. A chokehold is any hold or contact with the neck – including a carotid restraint -- that may inhibit breathing by compression of the airway in the neck, may inhibit blood flow by compression of the blood vessels in the neck, or that applies pressure to the front, side, or back of the neck. As defined in the City Council Resolution, "bar-arm hold" refers to any use of the forearm to exert pressure against the front of the neck. However, other types of arm hold techniques (e.g., those that involve control of the arm, wrist or elbow) remain authorized.

300.4 USE OF DEADLY FORCE

An officer's use of deadly force is justified only when it is objectively reasonable, based on the totality of the circumstances, that such force is objectively necessary to, 1) defend against an imminent threat of death or serious bodily injury to the officer or another or 2) apprehend a suspected fleeing person for any felony that threatened or resulted in death or serious bodily injury, provided that it is objectively reasonable that the person will cause imminent death or serious bodily injury to another unless immediately apprehended.

Where feasible, the officer shall, prior to the use of deadly force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless it is objectively reasonable that the person is aware of those facts.

An officer shall not use deadly force against another person if it reasonably appears that doing so would unnecessarily endanger innocent people.

Lethal force is prohibited when its sole purpose is to effect an arrest, overcome resistance or prevent a subject from escaping when the subject does not present an immediate danger of death or serious bodily injury. Lethal force is also prohibited solely to prevent property damage or prevent the destruction of evidence.

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An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, it is objectively reasonable to believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An officer’s subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention.

300.4.1 DRAWING AND POINTING FIREARMS

Given that individuals may perceive the display of a firearm as a potential application of force, officers should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines:

- (a) If the officer does not initially perceive a threat but it is objectively reasonable that the potential for such threat exists, firearms should generally be kept in the low-ready or other position not directed toward an individual.
- (b) If it is objectively reasonable that a significant threat exists based on the totality of circumstances presented at the time (e.g., high-risk stop, tactical entry, armed encounter), firearms may be directed toward said threat until the officer no longer perceives such threat.

Once it is reasonably safe to do so, officers should carefully secure all firearms.

300.4.2 DIRECTED FIRE

Officers may use controlled gunfire that is directed at the suspect, reducing the suspect’s ability to return fire while a group or individual movement is conducted, such as in a rescue operation.

Officers may only employ this tactic when dealing with a suspect who poses an immediate and ongoing lethal threat and only under circumstances where the use of deadly force is legally justified. Target acquisition and communication are key elements in the successful use of this tactic. Officers remain accountable for every round fired under these circumstances. Officers must consider their surroundings and potential risks to bystanders, to the extent reasonable under the circumstances, before discharging a firearm.

300.4.3 SHOOTING AT OR FROM MOVING VEHICLES

Absent exigent circumstances, officers shall not discharge firearms from a moving vehicle.

Firearms shall not be discharged at a stationary or moving vehicle, the occupants of a vehicle, or the tires of a vehicle unless a person in the vehicle is imminently threatening an officer or another person present with deadly force. The moving vehicle alone does not presumptively constitute a threat that justifies the use of deadly force.

Officers shall not move into, remain, or otherwise position themselves in the path of a vehicle in an effort to detain or apprehend the occupants. Any officer in the path of a moving vehicle shall immediately attempt to move to a position of safety rather than discharging a firearm at the vehicle or any of the occupants.

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Because this policy may not cover every situation that may arise, a deviation from this policy may be objectively reasonable and objectively necessary depending on the totality of the circumstances. A deviation from this policy would, for instance, be justified if the officer used a firearm in an attempt to stop an imminent vehicle attack on a crowd or a mass casualty terrorist event.

Factors that may be used to evaluate the reasonableness of the use of a firearm against a vehicle include:

- (a) The availability and use of cover, distance and/or tactical relocation
- (b) Incident command and personnel placement
- (c) Tactical approach
- (d) Regard for viable target acquisition and background including location, other traffic, the presence of innocent persons, and police officers.

300.5 USE OF VEHICLES

Officers shall not use police vehicles to ram or block other vehicles, persons, or moving objects in a manner that reasonably appears to constitute the use of lethal force, except under circumstances outlined in section 300.4 and in Policy V-6 that covers vehicle operations.

The Vehicle Containment Technique (VCT) is the positioning of a police vehicle in the path of a suspect vehicle where contact between the vehicles is not anticipated or is anticipated to be minimal. VCT shall only be used on vehicles that are either stationary or moving at a slow speed. This technique is designed to contain a suspect vehicle to a single stationary location, thereby preventing a pursuit from initiating, or a potentially violent situation (e.g. a hostage situation or person barricaded inside a vehicle) from becoming mobile.

When properly utilized, the VCT can give officers time, distance, and cover in order to safely and effectively resolve a situation.

300.6 REPORTING REQUIREMENTS

All uses of force shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident and the level of force used. The officer should articulate the factors perceived and why they believed the use of force was objectively reasonable and objectively necessary under the circumstances. Whenever an officer or employee uses Oleoresin Capsicum (pepper spray) they must also complete a "Use of Pepper Spray Report." Whenever an officer or employee use body wrap or spit hood restraint devices they must also complete a "Use of Restraint Device Report" and document, review and report such uses in accordance with section 300.11.

Upon receiving notification of a use of force, an uninvolved supervisor, when feasible, shall determine the level of force reporting level, investigation, documentation and review requirements.

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300.6.1 SUPERVISOR RESPONSIBILITY

A supervisor should respond to any reported use of force, if reasonably available. The responding supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (d) Identify any witnesses not already included in related reports.
- (e) Review and approve all related reports.
- (f) Review body worn camera footage related to the incident.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.6.2 USE OF FORCE REPORTING LEVELS

Level 1

The officer used any of the following, and the circumstances of the application would lead an objectively reasonable officer to conclude that the subject did not experience more than momentary discomfort:

1. Control holds/ pain compliance techniques
2. Leverage
3. Grab
4. Bodyweight
5. The officer lowered the subject to a seated position or to the ground while partially or completely supporting the person's bodyweight.
6. Takedown

If the incident fits the parameters for a Level 1 incident, the supervisor will enter all applicable data into the Blue Team template with a brief summary.

Level 2

- (a) No suspect injury or complaint of continuing pain due to interaction with officer.
- (b) Officer's use of force was limited to the following:

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1. Firearm drawn from the holster or otherwise deployed during an interaction with an individual, and/or pointed at an individual. For the purposes of this section, "interaction" shall be defined as a situation in which an individual could reasonably believe the deployment and/or pointing of a firearm could be an attempt to gain compliance.
2. Control hold, pressure point, leverage, grab, takedown, and/or bodyweight, and the application would lead a reasonably objective officer to conclude that the individual may have experienced more than momentary discomfort.

An uninvolved supervisor, when feasible, will respond to the scene and conduct a Use of Force Investigation, ensuring that statements are taken from the suspect and witnesses, and that photos are taken of all involved parties. If the incident fits the parameters for a Level 2 incident, the supervisor will enter all applicable data into the Blue Team template with a brief summary.

Level 3

- (a) Suspect has sustained an injury or complains of injury or continuing pain due to interaction with the officer.
- (b) Would have otherwise been classified as a Level 2, except officer body worn camera was not activated in a timely manner, prior to the enforcement contact, per policy.
- (c) The officer used any of the following force options:
 1. Chemical Agents/Munitions
 2. Impact Weapon Strikes
 3. Personal Body Weapons

An uninvolved supervisor, when practical, will respond to the scene and conduct a Use of Force Investigation, ensuring that statements are taken from the suspect and witnesses. If the incident fits the parameters for a Level 3 incident, the supervisor will enter all applicable data into the Blue Team template.

The supervisor will also complete a Use of Force Investigation Report narrative in Blue Team for review through the Use of Force Review process. Suspect and witness statements from the crime report will be attached to the use of force investigation.

Level 4

Any incident involving deadly force or any force likely to cause death or serious bodily injury will be investigated under the protocols outlined in Policy P-12.

300.6.3 EMPLOYEE USE OF FORCE

When any Berkeley Police Department employee has engaged in a use of force as defined in this policy, the use of force must be reported to a Berkeley Police supervisor and investigated in accordance with this policy.

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- (a) In the event a use of force as described as Level 1, Level 2, or Level 3 occurs during an unusual occurrence as described in General Order U-4, the officer shall prepare a supplemental report as soon as practical following the incident.
- (a) Each officer shall include in the report, to the extent possible, specific information regarding each use of force, e.g. the reason for the use of force, location, description of the individual(s) upon whom force was used, type of force used, etc.

300.6.4 PUBLIC RECORDS

Records related to use of force incidents shall be retained and disclosed in compliance with California Penal Code section 832.7, California Government Code section 6254(f), and Department Policy R-23.

300.7 MEDICAL CONSIDERATION

When an officer or employee uses force that results in injury, or when a subject complains that an injury has been inflicted, the officer or employee shall promptly provide, if trained, or otherwise promptly procure medical assistance when reasonable and safe to do so in order to ensure that the subject receives appropriate medical care.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.8 USE OF FORCE ADMINISTRATIVE REVIEW

The Division Captain shall review the Use of Force Report (and when applicable, Use of Pepper Spray Report or Use of Restraint Device Report) and route the report to the Chief of Police with a recommendation of findings. The Chief of Police may convene a Review Board as outlined in Policy 301 instead of utilizing Division Captain Review.

The Chief of Police shall make a finding that the use of force was either within policy or initiate additional administrative review/investigation as may be appropriate.

Any determination concerning the propriety of force used shall be based on the facts and information available to the officer at the time the force was employed, and not upon information gained after the fact.

All Use of Force Reports shall be reviewed to determine whether Departmental use of force regulations, policies, or procedures were: 1) violated or followed; 2) clearly understood, effective,

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and relevant to the situation; 3) require further investigation; and/or, 4) require revision or additional training.

Use of Force Reports shall be held in file for at least five (5) years

300.9 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy.

300.10 TRAINING

Officers, investigators, and supervisors will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, the Personnel and Training Sergeant should ensure that officers receive periodic training on de-escalation tactics, including alternatives to force.

Training should also include:

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities.
- (b) Training courses required by and consistent with POST guidelines set forth in Penal Code § 13519.10.

300.11 USE OF FORCE ANALYSIS

The Professional Standards Division Captain or his or her designee shall prepare a comprehensive analysis report on use of force incidents. The report shall not contain the names of officers, suspects or case numbers, and should include but not be limited to:

- (a) An analysis of use of force incidents with demographic details of the individual impacted including, but not limited to race, gender and age.
- (b) All types of force as delineated in Levels 1, 2, 3 and 4 in Section 300.6.(2)
- (c) The identification of any trends in the use of force by members.
- (d) Training needs recommendations.
- (e) Equipment needs recommendations.
- (f) Policy revisions recommendations.

300.11.1 REPORTING FREQUENCY

- (a) On a quarterly basis via the City's Open Data Portal website;
- (b) On a quarterly basis to the Police Review Commission; and
- (c) On a yearly basis as part of the Police Department's Annual Crime Report to Council

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300.12 CIVILIAN COMPLAINTS

Complaints by members of the public related to this policy may be filed with the Berkeley Police Department Internal Affairs Bureau (IAB) and/or the Police Review Commission (PRC). Complaints will be investigated in compliance with the respective applicable procedures of the IAB and the PRC.

300.13 POLICY REVIEW AND UPDATES

This policy shall be regularly reviewed and updated to reflect developing practices and procedures.

At least annually, the Berkeley Police Department and the Police Review Commission shall convene to review and update the Use of Force Policy to reflect developing practices and procedures per SB 230.

Officer Involved Shooting/Injury Review Board

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Berkeley Police Department to review employee involved incidents involving the use of a firearm or incidents resulting in serious injury or death.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Berkeley Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

All use of force incidents will be reviewed for training purposes by the Use of Force Training Review Board, see more about the Use of Force Training Review Board within Policy 300.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW BOARD

The Officer Involved Shooting/Injury Review Board, hereinafter "the Board" will be convened when the use of force by a member results in serious injury or death to another.

The Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may request the Board to investigate the circumstances surrounding any use of force incident.

The Professional Standards Division Captain will convene the Board as necessary. It will be the responsibility of the Division Captain or supervisor of the involved employee to notify the Professional Standards Division Captain of any incidents requiring board review. The involved employee's Division Captain or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.5 COMPOSITION OF THE BOARD

The Support Services Division Captain shall select a minimum of three, but no more than five Board members from the following, as appropriate:

- The Professional Standard Division Captain (Chair)
- The division captain of the subject employee

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- Personnel and Training Sergeant
- A designated on-duty patrol sergeant
- Two representatives of the subject employee's labor group
- Department instructor for the type of weapon, device or technique used

301.6 REPRESENTATION

As provided by law or as directed by the Chief of Police, the Board will allow a subject employee to have a representative (e.g., legal counsel, a collective bargaining unit representative, etc.) present during a Board proceeding in which he/she is participating.

301.7 ATTENDANCE

The subject employee and his/her chosen representative are encouraged to attend the Review Board hearing to present arguments or explanations and to answer questions which may be presented to them by Board members. Subject employees are not required to attend unless specifically ordered to do so by the Chief of Police.

301.8 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved employee to appear. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the employee, no more than two members of the board may ask questions of the involved employee (Government Code § 3303). Other members may provide questions to these members.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

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- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police in the Final Report.

The Chief of Police shall review the Final Report, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. The Chief of Police's final findings will be forwarded to the involved employee's Division Captain for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

301.9 FINAL REPORT TO THE CHIEF OF POLICE

The board chairperson shall submit the Final Report to the Chief of Police within ten business days of the hearing. The Final Report shall contain:

- (a) The findings of the Board
- (b) The concurring or non-concurring signatures of each member.
- (a) Dissenting Board members may submit a minority report which shall be included with the Final Report.
- (a) Any recommendations of the Board
- (b) Any documents, photographs or related evidence used during the Board's review.

The Chief of Police retains the right to agree or disagree with the findings of the Board and/or the recommendations of the Board, and to limit or augment those recommendations.

301.10 NOTIFICATIONS OF SUBJECT EMPLOYEE

The subject employee shall be notified of the Chief's decision as soon as possible (see Personnel Complaints Policy for further information).

301.11 FINAL REPORT FORMAT

The memorandum format below shall be used when preparing the Final Report:

EXEMPLAR

To: (Chief of Police)

From: The Officer Involved Shooting / Injury Review Board

Subject: (XXXXXXXXXXXXXXXXXXXX)

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Composition of the Board:

The members of the Board will be identified.

Summary of the Investigation:

This will be a statement in chronological sequence of the incident and the Board's review.

Conclusion:

This will contain a statement of the Board's findings and recommendation(s).

Additional Observations:

This entry is optional and can be used to provide the Chief of Police with additional or independent information or observations.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Berkeley Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Berkeley Police Department approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- (a) The circumstances or crime leading to the arrest
- (b) The demeanor and behavior of the arrested person
- (c) The age and health of the person
- (d) Whether the person may be pregnant
- (e) Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes
- (f) Whether the person has any other apparent disability

302.4 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.5 ALTERNATIVE MEANS OF RESTRAINT

Alternative Means of Restraint include but are not limited to:

- (a) Handcuffing the person with their hands in front of their body
- (b) Handcuffing the person with multiple sets of linked handcuffs
- (c) Use of the entire WRAP system
- (d) Use of the WRAP's ankle strap
- (e) Use of plastic handcuffs, aka flex-cuffs

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- (f) Use of an ambulance gurney with five point straps

302.6 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers or others (Penal Code § 3407; Penal Code § 6030).

302.7 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.8 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.9 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary plastic cuffs, aka flex-cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that regardless of the circumstances, every person should be handcuffed.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be applied between the base of the palm and the ulna bone of the wrist. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider using alternative means of restraint.

If the person being handcuffed is on the ground or in a prone position, officers should, as soon as possible, place the person in an upright sitting position or on their side for respiratory recovery and to mitigate the potential for positional asphyxia.

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Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.10 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods, aka spit masks or spit socks, are temporary protective devices designed to prevent the wearer from transferring or transmitting fluids (saliva and mucous) to others. As the Department recognizes that use of a spit hood may be experienced as a traumatic event to a wearer, and may cause alarm and concern to onlookers, this policy provides clear and specific guidelines for their use, in service of the safety of all parties involved.

Spit hoods may be placed upon persons in custody while the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods shall ensure that the spit hood is applied properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods shall not be used in situations where there are indications that the restrained person has a medical condition evident in the area around the mouth or nose, such as difficulty breathing or vomiting. In such cases, prompt medical care should be provided. If the person vomits while wearing a spit hood, the spit hood shall be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.11 APPLICATION OF THE WRAP

The WRAP is a temporary restraining device comprised of a velcro strapped leg panel, torso harness, ankle strap and backside handcuff carabiner. The device immobilizes the body into a straight-legged seated position. Used properly, it restricts a subject's ability to do harm to oneself or others. Officer safety is enhanced and the risk of injury to the subject is reduced.

In determining whether to use the WRAP, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).
- (d) Whether conventional methods of restraint have failed.

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302.11.1 GUIDELINES FOR USE OF THE WRAP

When applying the WRAP, the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the WRAP. In all cases, a supervisor shall be notified as soon as practicable after the application of the WRAP.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Restraint straps should be checked frequently for tightness, and adjusted as necessary, until the WRAP is removed. The harness straps shall never be tightened to the point they interfere with the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while the WRAP is in use. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of distress such as sudden quiet or inactivity, complaints of chest pain, change in facial color, complaint of extreme heat, vomiting, and/or labored breathing, and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) Movement of the person can be accomplished in three ways, depending on the level of their cooperation; the person can be carried, allowed to stand and shuffle walk or be transported in a vehicle.
- (g) Once secured in a vehicle, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (h) If in custody and transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.11.2 DEVICE REMOVAL

Based on the prisoner's combativeness or level of aggression, officers should employ appropriate control techniques and tactics when removing the WRAP.

302.11.3 THE WRAP'S ANKLE STRAP

The ankle strap is one part of the WRAP restraint system. The ankle strap may be used alone (without the rest of the WRAP system) to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Use of the ankle strap will follow the same guidelines listed above for the WRAP.

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302.12 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.13 REQUIRED DOCUMENTATION

If an individual is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

- (a) How the suspect was transported and the position of the suspect.
- (b) Observations of the suspect's behavior and any signs of physiological problems.
- (c) Any known or suspected drug use or other medical problems.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described herein.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Berkeley Police Department authorizes officers to use control devices and techniques in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police, or his/her designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

Except as otherwise provided in Section 303.9, kinetic energy projectiles and chemical agents shall not be used to disperse any assembly, protest, or demonstration (Penal Code 13652).

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 PERSONNEL AND TRAINING SERGEANT RESPONSIBILITIES

The Personnel and Training Sergeant, or designated instructor, shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or projectiles are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Personnel and Training Sergeant or the designated instructor for a particular control device. The inspection shall be documented.

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303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or projectiles, along with documentation explaining the cause of the damage, shall be returned to the Personnel and Training Sergeant for disposition. Damage to City Property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON AND COLLAPSIBLE BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, including a collapsible baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 OLEORESIN CAPSICUM (OC) SPRAY GUIDELINES

As with other control devices, OC spray (aka pepper spray) and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.6.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt or external vest carrier. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.6.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles (aka "Pava" rounds) are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher (aka "less lethal" launcher) delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a launcher should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a launcher shall notify a supervisor as soon as practicable. A supervisor shall respond to all incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

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303.6.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.7 POST-APPLICATION NOTICE

Whenever OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.8 LESS LETHAL PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. "Less lethal" projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.8.1 DEPLOYMENT AND USE

Only department-approved projectiles shall be carried and deployed. Approved projectiles may be used to compel an individual to cease his/her actions when such projectiles present a reasonable option.

Approved projectiles include:

- (a) "Less Lethal" rounds: impact projectiles
- (b) "Pava" rounds: impact projectiles containing OC/pepper spray
- (c) "Marking" rounds: impact projectiles containing paint

Officers are not required or compelled to use approved projectiles in lieu of other reasonable tactics if the involved officer determines that deployment of these projectiles cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved projectiles.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.8.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

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- (a) Distance and angle to target.
- (b) Type of projectiles employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.8.3 SAFETY PROCEDURES

Officers will inspect the launcher and projectiles at the beginning of each shift to ensure that the launcher is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the launcher will be unloaded and properly and securely stored.

303.9 CROWD CONTROL REQUIREMENTS

Pursuant to California Penal Code 13652, kinetic energy projectiles and chemical agents shall only be deployed by a peace officer that has received training on their proper use by the Commission on Peace Officer Standards and Training for crowd control if the use is objectively reasonable to defend against a threat to life or serious bodily injury to any individual, including any peace officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control, and only in accordance with all of the following requirements:

- (a) Deescalation techniques or other alternatives to force have been attempted, when objectively reasonable, and have failed.
- (b) Repeated, audible announcements are made announcing the intent to use kinetic energy projectiles and chemical agents and the type to be used, when objectively reasonable to do so. The announcements shall be made from various locations, if necessary, and delivered in multiple languages, if appropriate.

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- (c) Persons are given an objectively reasonable opportunity to disperse and leave the scene.
- (d) An objectively reasonable effort has been made to identify persons engaged in violent acts and those who are not, and kinetic energy projectiles or chemical agents are targeted toward those individuals engaged in violent acts. Projectiles shall not be aimed indiscriminately into a crowd or group of persons.
- (e) Kinetic energy projectiles and chemical agents are used only with the frequency, intensity, and in a manner that is proportional to the threat and objectively reasonable.
- (f) Officers shall minimize the possible incidental impact of their use of kinetic energy projectiles and chemical agents on bystanders, medical personnel, journalists, or other unintended targets.
- (g) An objectively reasonable effort has been made to extract individuals in distress.
- (h) Medical assistance is promptly provided, if properly trained personnel are present, or procured, for injured persons, when it is reasonable and safe to do so.
- (i) Kinetic energy projectiles shall not be aimed at the head, neck, or any other vital organs.
- (j) Kinetic energy projectiles or chemical agents shall not be used by any law enforcement agency solely due to any of the following:
 - 1. A violation of an imposed curfew.
 - 2. A verbal threat.
 - 3. Noncompliance with a law enforcement directive.

As per City Council resolution (June 9, 2020), pepper spray for crowd control by employees of the Berkeley Police Department, or any outside department or agency called to respond to mutual aid in Berkeley, is prohibited during the COVID-19 pandemic, or until such time as the City Council removes the prohibition.

303.10 TRAINING FOR CONTROL DEVICES

The Personnel and Training Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

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303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to California Penal Code 13652.1 and the Berkeley Use of Force Policy.

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for requesting a Conducted Energy Device (CED) from an outside agency and assisting the outside agency if the CED is deployed or discharged.

304.2 POLICY

The Conducted Energy Device (CED) is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

The use of police CEDs at the request of the Berkeley Police Department may be permitted with the approval of the Chief of Police or City Manager. Once approved, a CED will only be deployed by outside agency personnel responding to a request for assistance.

304.3 ISSUANCE AND CARRYING TASER DEVICES

Members of the Berkeley Police Department are currently not issued CEDs and shall not carry a CED while on duty.

304.4 VERBAL AND VISUAL WARNINGS

When an outside agency has been called in to assist, a verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the case officer in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely approach the subject within the operational range of the device. Although the CED is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE TASER DEVICE

A CED may be requested (with approval from the Chief of Police or City Manager) when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person. Examples include circumstances wherein:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

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Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

304.5.3 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all CED discharges. Confetti tags, the expended cartridge, along with both probes and wire, should be collected by the outside agency and handled according to their procedures.

304.5.4 DANGEROUS ANIMALS

The CED may be requested in order to be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.6 DOCUMENTATION

Officers shall document the request for, deployment and/or discharge of a CED in a related police report.

304.6.1 REPORTS

The officer should include the following in the arrest/crime report:

- (a) Identification of all personnel firing TASER devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

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- (f) A "Use of Force" Report is not necessary when an outside agency deploys or discharges a CED. However, the outside agency may be required to document its use according to their own policy or procedure.

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to an activation of the CED. Photographs of probe sites should be taken and witnesses interviewed.

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Berkeley Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms and holsters that are issued or approved by the Department and have been thoroughly inspected by the Department Armorsers. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Captain. This exclusion does not apply to the carrying of a single folding pocketknife.

306.3.1 HANDGUNS

The department authorized handgun is the Glock 17. Members desiring to carry an authorized but personally owned duty firearm may carry pistols manufactured by Glock, Sig Sauer, and the Smith and Wesson M&P series (Generation 2 or later) that fit the following criteria:

- (a) Must fire 9mm, or .40 or .45 caliber ammunition
- (b) The slide must be longer than 3.5 inches
- (c) The minimum magazine capacity of 7 rounds in a factory supplied magazine
- (d) Must be striker fired firearms (e.g. Glock, Smith and Wesson M&P, Sig Sauer P320)
- (e) Trigger pulls must be maintained in accordance with manufacturer specifications
- (f) Ported slides, barrels, and compensators are prohibited
- (g) All manufacture approved and installed safety devices shall be maintained according to manufacturer specifications

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Any modifications made to the firearms (e.g. sights, installation of parts, etc.) must be performed by a Department Armorer or gunsmith approved by the Personnel and Training Sergeant or his or her designee. All modifications must conform to any specific policy(ies) that govern that modification. This does not apply to grip tape, tactical lights, or similar additions that do not impact the firearms cycle of operation or require specialized knowledge or training to install.

Duty pistols shall be deployed with factory magazines that are designed for that firearm and fit flush with the grip. Aftermarket base plates designed to aid in reloading and malfunction clearing are authorized.

Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and conform to the specifications outlined in this section.
- (b) The firearm and accompanying duty holster shall be inspected by a Department Armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Lead Armorer, who will maintain a list of the information.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870 12 gauge. SRT personnel may deploy a breaching-specific Remington 870 after they have been trained and qualified with it.

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol or Special Response vehicle, equipment locker, or safe.

306.3.3 PATROL RIFLES

Rifles shall be of an AR15/M4 patterned design, comparable to or exceeding current industry standards for duty grade and quality. All rifles must have the following: 16 inch barrel, chambered in the 5.56x45mm NATO, sighting system (iron sights and/or optics), sling, and dedicated mounted light. Approved rifle manufacturers and models are subject to the Lead Armorer and Lead of FTU approval. Examples of approved brands and models include Colt LE6900 Series, Daniel Defense M4A1, Triarc Systems TSR-15S, and Bravo Company Manufacturing (BCM) M4. The entirety of the rifle must cumulatively meet current industry standards for duty grade and quality.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.

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- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle, the officer's locker, or safe..

306.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and approved by the personnel and training sergeant or their designee.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the ammunition is the same caliber and type provided for the primary duty firearm.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by Department Armorer prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary. Authority to carry a particular firearm lies with the Personnel and Training Sergeant or his or her designee.
- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Personnel and Training Sergeant or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Personnel and Training Sergeant or his or her designee, who will maintain a list of the information.

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306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) The member may use his/her duty firearm or may use a personally owned firearm that is carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy. A member carrying his/her duty firearm will be deemed to have complied with (c), (d) and (e) of this section.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent accidental unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Department Armorer for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Department Armorer.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Firearms and Tactics Unit (FTU) Staff that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Personnel and Training Sergeant or his or her designee, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition.
- (i) When armed, officers shall carry their badges and Berkeley Police Department identification cards.

306.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms annually during one of the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the FTU staff when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

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306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the a member of the FTU staff.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Personnel and Training Sergeant or their designee and documented in armorer records..

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Personnel and Training Sergeant or their designee.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun. All patrol holsters must provide Level 3 retention.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Personnel and Training Sergeant or his or her designee. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Personnel and Training Sergeant or his or her designee. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

Laser sights are prohibited for duty use except as outlined in the policy covering Special Response Team. Laser sights may be installed on off duty firearms after they have been examined and approved by the Personnel and Training Sergeant or his or her designee.

306.4.5 MICRO RED DOT EQUIPPED HANDGUNS

MRDS (micro red dot sight) equipped handguns are approved for duty use by the members of the Berkeley Police Department. All costs associated with the deployment of MRDS equipped handguns are the responsibility of the individual officer. Officers may purchase handguns which

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are specifically designed by the manufacturer to accept an MRDS or officers may also choose to have their personally owned handgun modified by a qualified gunsmith to accept an MRDS. Department owned handguns shall not be modified to accept an MRDS. All handguns shall be of a caliber and manufacturer as approved in this policy.

- (a) MRDS equipped handguns shall have co-witnessing iron sights installed as a backup to the MRDS.
- (b) The MRDS shall be approved by Berkeley Police FTU (Firearms and Training Unit) and department armorers. As technology improves, we can expect to see MRDS improve and the list of acceptable MRDS grow. The MRDS shall be installed to meet the manufacturer specifications.
- (a) The current list of approved MRDS include the following: Trijicon RMR adjustable LED models, Holosun 507c, 508t, and 509t, Leupold DPP (Delta Point Pro), and Aimpoint Acro.
- (a) MRDS handguns shall be zeroed at 25 yards.
- (b) Batteries shall be replaced yearly during annual inspection and/or qualification. Removal of many MRDS require the officer to re-zero the optic and should be completed by a department armorer.
- (c) Every officer desiring to carry an MRDS equipped handgun must have the weapon, optic, and method of mounting approved by Berkeley FTU and armorers.
- (d) Every officer desiring to carry an MRDS equipped handgun on duty will complete a department lead MRDS specific training curriculum and pass a qualification course.
- (e) Every officer desiring to carry an MRDS equipped handgun on duty shall use a level III holster that was designed to accommodate an MRDS equipped pistol.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Firearms and Tactics Unit staff. Members shall not dry fire or practice quick draws except as instructed by the FTU Staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels if available.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons

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from outside agencies are responsible for ensuring firearms are not brought into the jail section.

- (f) Members shall not use any heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department Armorer for inspection and repair. Any firearm deemed in need of repair or service will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room, vehicle locking device, locker, or safe. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 25100).

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

306.5.4 STORAGE IN VEHICLES

When leaving a handgun in an unattended vehicle, members shall ensure that it is locked in the trunk, or in a locked container that is placed out of view, or in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or in a locked toolbox or utility box permanently affixed to the vehicle (Penal Code § 16850; Penal Code § 25140; Penal Code § 25452).

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If the vehicle does not have a trunk or a locked container, then the firearm should be locked within the center utility console that can be locked with a padlock, keylock, combination lock, or other similar locking device (Penal Code § 25140).

Officers are exempt from these requirements during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training and qualify with their duty firearms semi-annually. Members will qualify with off-duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 1. Unauthorized range make-up
 2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

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- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Captain or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective. When practical members should seek supervisor approval prior to using a firearm to destroy an animal.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

A member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical (Penal Code § 597.1(e)). When practical members should seek supervisor approval prior to using a firearm to destroy an animal.

Injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made (Penal Code § 597.1(b)). Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed.

306.8 PERSONNEL AND TRAINING SERGEANT DUTIES

The range will be under the exclusive control of the FTU Staff. All members attending will follow the directions of the FTU. The FTU Staff will maintain a roster of all members attending the range and will submit the roster to the Personnel and Training Sergeant or his or her designee after each range date. Failure of any member to sign in may result in non-qualification.

The range shall remain operational and accessible to Department members during hours established by the Department.

The Department Armorer has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Personnel and Training Sergeant or their designee has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by the Department Armorer.

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The FTU Staff have the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a semi-annual basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The FTU Staff shall complete and submit to the Personnel and Training Sergeant documentation of the training courses provided. Documentation shall include a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Personnel and Training Sergeant or his or her designee should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Berkeley Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Berkeley Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Berkeley Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times.

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Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Berkeley Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action that prohibits them from carrying a firearm.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Canines

308.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment police services to the community including, but not limited to locating missing or at risk individuals and apprehending criminal offenders.

308.2 POLICY

It is the policy of the Berkeley Police Department that a request for canine unit assistance from an outside agency only be used to effectively and reasonably carry out legitimate law enforcement objectives

Per the 1982 Berkeley City Council Resolution (51,408 NS), police use of canines from other law enforcement agencies is permitted upon approval of the City Manager (or upon approval of the Chief of Police in emergency situations when the City Manager is not immediately available) in the following circumstances:

- (a) To apprehend a suspect where there is a threat to human life, the suspect is reasonably believed to be armed with a deadly weapon and the suspect is in a controlled, contained area and there are no known occupants of the area other than the suspect; or
- (b) To locate missing persons; or
- (c) To locate crime scenes.

The use of canines in crowd control is explicitly prohibited.

308.3 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if:

- (a) The on-scene supervisor or Watch Commander reasonably believes that the individual has either committed, is committing or is threatening to commit any serious offense and
- (b) If the suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, officers should confirm the handler secures the canine as soon as it becomes reasonably practicable.

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If the canine has apprehended the suspect with a secure bite, and officers believe that the suspect no longer poses a threat, officers should request the handler, if not done already, command the canine to release the suspect.

308.4 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the on-scene supervisor should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the on-scene supervisor should make every reasonable effort to communicate with the canine handler and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

308.5 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. Officers should allow a reasonable time for a suspect to surrender and should request the handler quiet the canine momentarily in order to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

In the event of an apprehension, the handling officer shall document in any related report how the warning was given and, if none was given, the reasons why.

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308.6 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

308.7 NON-APPREHENSION GUIDELINES

Properly trained canines may also be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The Watch Commander is responsible for determining a canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply.

- (a) Absent a change in circumstances that present an immediate threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

308.8 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

309.2 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.3 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. An officer shall also discontinue the Code-3 response when directed by a supervisor.

309.4 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. The dispatcher shall:

- (a) Attempt to assign the closest available unit to the location requiring assistance
- (b) Confirm and repeat the location where the Code-3 response is needed
- (c) Notify and coordinate allied emergency services (e.g., fire and ambulance)
- (d) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
- (e) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor

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Officer Response to Calls

309.5 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Watch Commander or the field supervisor shall verify the following:

- (a) The proper response has been initiated
- (b) No more than those units reasonably necessary under the circumstances are involved in the response
- (c) Affected outside jurisdictions are being notified as practical

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Watch Commander or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

309.6 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, field supervisor, or the Communications Center of the equipment failure so that another unit may be assigned to the emergency response.

Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. This policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

310.2 POLICY

The Berkeley Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible. In order to break the cycle of violence, the department policy is pro-arrest and focuses on proving the case with or without the victim's cooperation whenever possible.

310.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

- (a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

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- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Bureau in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).
- (i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Whether the suspect lives on the premises with the victim.
 - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 3. The potential financial or child custody consequences of arrest.
 - 4. The physical or emotional state of either party.
 - 5. Use of drugs or alcohol by either party.
 - 6. Denial that the abuse occurred where evidence indicates otherwise.
 - 7. A request by the victim not to arrest the suspect.
 - 8. Location of the incident (public/private).
 - 9. Speculation that the complainant may not follow through with the prosecution.
 - 10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
 - 11. The social status, community status, or professional position of the victim or suspect.

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310.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

310.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 - 1. Voluntary separation of the parties.
 - 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

310.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected:

- (a) Victims should be provided with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (b) Victims should also be alerted to any available victim advocates, shelters, and community resources.
- (c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- (d) If the victim has sustained injury or complaints of pain, officers should seek medical assistance as soon as practicable.
- (e) Officers should ask the victim whether the victim has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for the victim's safety or if the officer determines that a need exists.
- (f) Officers should make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (g) If appropriate, officers should seek or assist the victim in obtaining an emergency order if appropriate.

An officer shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

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310.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

310.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
 1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the officer shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).
- (b) Check available records or databases that may show the status or conditions of the order.
 1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

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Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

310.9 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

- (a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.
 - 1. Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (Penal Code § 836).
- (b) An officer responding to a domestic violence call who cannot make an arrest will advise the victim of the victim's right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).
- (c) Officers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):
 - 1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
 - 2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)
 - 3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
 - 4. Penal Code § 646.9 (stalking)
 - 5. Other serious or violent felonies specified in Penal Code § 1270.1
- (d) In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:
 - 1. The intent of the law to protect victims of domestic violence from continuing abuse.
 - 2. The threats creating fear of physical injury.
 - 3. The history of domestic violence between the persons involved.

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4. Whether either person acted in self-defense.
- (e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the officer's presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

310.10 REPORTS AND RECORDS

- (a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code § 13730.
- (b) Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.
- (c) Officers who seize any firearm, ammunition, or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)).

310.11 RECORD-KEEPING AND DATA COLLECTION

This department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Records Supervisor to maintain and report this information as required.

310.12 SERVICE OF COURT ORDERS

- (a) An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located and shall provide the person protected or the person's parent/guardian with a copy of the order. The officer shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).
- (b) At the request of the petitioner, an officer at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).

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- (c) Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)).
- (d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).
- (e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the officer shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The officer shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide the person with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

310.13 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

310.14 DECLARATION IN SUPPORT OF BAIL INCREASE

Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee's appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (Penal Code § 1269c).

Search and Seizure

311.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Berkeley Police Department personnel to consider when dealing with search and seizure issues.

311.2 POLICY

It is the policy of the Berkeley Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

311.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Officers seeking a consent search should obtain written consent on a *Berkeley Police Department Consent Search Form*, unless an officers safety or exigency issue exists. When either of the aforementioned exist, the officer shall obtain the consent on body worn camera (BWC) and document the reason in the MDT/incident/case report.

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Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

311.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

311.5 ASKING IF A PERSON IS ON PROBATION OR PAROLE

In an effort to foster community trust, officers should not ask if a person is on probation or parole when a person has satisfactorily identified themselves, either verbally or by presenting identification documents.

Officers may determine probation or parole status through standard records checks conducted in the course of a traffic safety or investigative stop. Officers should only ask when necessary to:

- (a) Protect the safety of others, the person detained, or officers;
- (b) Further a specific law enforcement investigative purpose (for example, sorting out multiple computer returns on a common name);
- (c) To confirm probation and parole status subsequent to a records check.

If an officer needs to ask the question, "Are you on probation or parole?" the officer should do so while treating the person with dignity and respect, and being mindful that people may take offense at the question.

311.6 WARRANTLESS SEARCHES OF INDIVIDUALS ON SUPERVISED RELEASE SEARCH CONDITIONS

In accordance with California law, individuals on probation, parole, Post Release Community Supervision, or other supervised release status may be subject to warrantless search as a

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condition of their probation. Officers shall only conduct probation or parole searches to further a legitimate law enforcement purpose or rehabilitative purpose. Searches shall not be conducted in an arbitrary, capricious, or harassing fashion.

Individuals contacted or detained who are found to be on searchable Supervised Release for Violent Offenses¹ may be searched pursuant to the terms of their Supervised Release conditions. The decision to detain a person and conduct a probation or parole search, or otherwise enforce probation or parole conditions for those on supervised release for nonviolent crimes², should be made, at a minimum, in connection with articulable facts that create a reasonable suspicion that a person may have committed a crime, be committing a crime, or be about to commit a crime or which demonstrate that the individual is connected in some way to criminal activity or that the individual is an imminent threat to officer or citizen safety. In the conduct of all such detentions and searches, officers shall consciously avoid the application of bias, shall not use such detentions or searches as a means to harass or annoy, and shall not conduct such detentions and searches in a manner that targets or is discriminatory toward any protected class.

1. *Offenses involving the use of force, the threat of force, the use or possession of a weapon, sexual violations against the person of another, human trafficking, and the use of force or threats to public safety. Battery on a Peace Officer (Penal Code § 243(b)), Reckless Evasion in a Vehicle (Vehicle Code § 2800.2(a)), or a violent felony as defined in Penal Code § 667.5(c)., fall into the categories of violent crimes, weapons offenses, sex crimes and/or crimes involving threats to public safety in accordance with state law.*
2. *"Non-Violent Offenses" are defined as offenses in which violence or use of a weapon or threat to life safety is not a factor.*

311.7 DOCUMENTATION

Officers shall document, via MDT disposition, Field Interview, Incident or Case Report, any search of a person, vehicle or location. Officers should consider documenting, as applicable, the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Temporary Custody of Juveniles

312.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Berkeley Police Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

312.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

Juvenile offender - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1; 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact that is more than brief or inadvertent.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the

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habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

312.2 POLICY

The Berkeley Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Berkeley Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

312.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Berkeley Police Department:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Berkeley Police Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed (15 CCR 1142).

312.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY

When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

312.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

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312.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Berkeley Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Berkeley Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Berkeley Police Department (34 USC § 11133; Welfare and Institutions Code § 207.1).

312.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Berkeley Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination (Welfare and Institutions Code § 602.1).

312.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders (e.g. runaways) should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

- (a) When a juvenile is a suspected runaway the officer shall:
1. Contact the parent, guardian or a responsible adult;
 - i. Allow the youth to speak with parent, guardian or responsible adult;
 2. If it's determined that the youth is not a runaway, the youth should be released as soon as reasonably possible;
 3. If it's confirmed that the youth is a runaway, proceed with standard documentation and reporting procedures;
 4. Provide food, water, and access to lavatory facilities, as necessary; and,
 5. If unable to contact a parent, guardian or responsible adult, or they do not cooperate with police and/or refuse take custody of their runaway juvenile, follow

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procedures described in the “Protective Custody” section of the Child Abuse Policy.

312.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Berkeley Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and taken into custody for committing or attempting to commit a felony with a firearm shall not be released and be transported to a juvenile facility (Welfare and Institutions Code § 625.3).

In all other cases the juvenile offender may be:

- (a) Transported to a juvenile facility.
- (b) Released to a parent or other responsible adult after processing at the Department.
- (c) Released upon warning or citation.
- (d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative which least restricts the juvenile’s freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

312.5 ADVISEMENTS

Officers shall take immediate steps to notify the juvenile’s parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, he/she shall be given the *Miranda* rights advisement regardless of whether questioning is intended. This does not apply to juvenile non-offenders taken into temporary custody for their safety or welfare (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1).

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Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

312.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

- (a) Identifying information about the juvenile.
- (b) Date and time of arrival and release from the Berkeley Police Department (15 CCR 1150).
- (c) Any charges for which the juvenile is being held.

The Special Victims Unit Sergeant shall later review and approve the log.

312.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1; Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Berkeley Police Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

312.8 TEMPORARY CUSTODY REQUIREMENTS

Members assigned to monitor or process any juvenile at the Berkeley Police Department shall ensure the following:

- (a) A supervisor should be notified if it is anticipated that a juvenile may need to remain at the Berkeley Police Department more than four hours. This will enable the supervisor to ensure no juvenile is held at the Berkeley Police Department more than six hours.
- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

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- (d) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).
- (e) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).
- (f) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (g) Juveniles shall have privacy during family, guardian and/or lawyer visits (15 CCR 1143).
- (h) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).
- (i) Blankets shall be provided as reasonably necessary (15 CCR 1143).
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (j) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.
- (k) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (l) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.
- (m) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse (15 CCR 1142).

312.9 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

312.10 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Berkeley Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of a supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

312.11 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Berkeley Police Department shall ensure a thorough search of the juvenile's property is made and all property is

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removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Berkeley Police Department.

312.12 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145).

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

- (a) Age, maturity and delinquent history
- (b) Severity of offense for which the juvenile was taken into custody
- (c) The juvenile offender's behavior
- (d) Availability of staff to provide adequate supervision or protection of the juvenile offender
- (e) Age, type and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

Members of this department shall document the reasons for placing the juvenile in secure custody in the police report.

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

312.12.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

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- (a) Juveniles shall have constant auditory access to department members (15 CCR 1147).
- (b) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).
- (c) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).
 - 1. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - 2. All safety checks shall be logged.
- (d) Males and females shall not be placed in the same locked room (15 CCR 1147).
- (e) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (f) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

312.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Berkeley Police Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

- (a) Immediate notification of the on-duty supervisor, Chief of Police and Investigation Division Supervisor.
- (b) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.
- (c) Notification of the appropriate prosecutor.
- (d) Notification of the City attorney.
- (e) Notification to the coroner.
- (f) Notification of the juvenile court.
- (g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046). Upon receipt of a report of death of a minor from the administrator, the Board may, within 30 calendar days, inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of 15 CCR 1046. Any inquiry made by the Board shall be limited to the standards and requirements set forth in 15 CCR 1046.
- (h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.
- (i) Evidence preservation.

312.14 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

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Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, an officer shall permit a juvenile 17 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

- (a) Information is necessary to protect life or property from an imminent threat.
- (b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

The Alameda County Public Defender's office staffs a 24-hour hotline (510-667-4433) that will allow the in-custody juvenile to consult with an on-call attorney. At the conclusion of the conversation with the Public Defender, officers shall contemporaneously provide the *Miranda* Admonishment to the juvenile while the Public Defender is on the phone. In the event officers cannot reach a Public Defender on the hotline, they should call the Juvenile Intake Phone number at 510-667-7450.

312.14.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility or other fixed place of detention. The recording shall include the entire interview and a *Miranda* advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

- (a) Recording is not feasible because of exigent circumstances that are later documented in a report.
- (b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.
- (c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.
- (d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.
- (e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.
- (f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.
- (g) The questions are part of a routine processing or booking, and are not an interrogation.

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- (h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained pursuant to the Records Maintenance and Release policy.

312.15 FORMAL BOOKING

Any juvenile, 14 years of age or older, who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, should be booked, fingerprinted and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted or photographed upon the approval from the Watch Commander or Detective Bureau supervisor, giving due consideration to the following:

- (a) The gravity of the offense
- (b) The past record of the offender
- (c) The age of the offender

312.16 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Berkeley Police Department Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827 (click here to view: [W&I 827](#)).

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Support Services Bureau Lieutenant and the Detective Bureau Lieutenant to ensure that personnel of those bureaus act within legal guidelines.

312.17 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Support Services Division Captain shall coordinate the procedures related to the custody of juveniles held at the Berkeley Police Department and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

Senior and Disability Victimization

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Berkeley Police Department members as required by law (Penal Code § 368.6).

The Berkeley Police Department is committed to providing equal protection and demonstrating respect for all persons regardless of age or disabilities, and to conscientiously enforcing all criminal laws protecting elders, and adults and children with disabilities, regardless of whether these crimes also carry civil penalties (Penal Code § 368.6) (see Child Abuse Policy for child abuse investigations and reporting).

313.1.1 DEFINITIONS

Definitions related to this policy include:

Abuse of an elder (age 65 or older) or dependent adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. Neglect includes self-neglect (Welfare and Institutions Code § 15610.05 et seq.; Penal Code § 368.5).

Department protocols (or protocols) - A procedure adopted by a local law enforcement agency consistent with the agency's organizational structure and stated in a policy adopted pursuant to this section, to effectively and accountably carry out a particular agency responsibility.

Dependent adult - An individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Penal Code § 368; Welfare and Institutions Code § 15610.23).

Elder and dependent adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368).

Senior and disability victimization - Means any of the following (Penal Code § 368.6):

- (a) Elder and dependent adult abuse
- (b) Unlawful interference with a mandated report
- (c) Homicide of an elder, dependent adult, or other adult or child with a disability

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- (d) Sex crimes against elders, dependent adults, or other adults and children with disabilities
- (e) Child abuse of children with disabilities
- (f) Violation of relevant protective orders
- (g) Hate crimes against persons with actual or perceived disabilities, including but not limited to disabilities caused by advanced age, or those associated with them
- (h) Domestic violence against elders, dependent adults, and adults and children with disabilities, including disabilities caused by advanced age

313.2 POLICY

The Berkeley Police Department will investigate all reported incidents of alleged elder and dependent adult abuse and ensure proper reporting and notification as required by law.

313.2.1 ARREST POLICY

It is the department policy to make arrests or to seek arrest warrants for elder and dependent adult abuse in accordance with Penal Code § 836 and, in the case of domestic violence, as allowed by Penal Code § 13701 (Penal Code § 368.6) (see Law Enforcement Authority and Domestic Violence policies for additional guidance).

313.2.2 ADHERENCE TO POLICY

All officers are required to be familiar with the policy and carry out the policy at all times, except in the case of an unusual compelling circumstance as determined and approved by a supervisor (Penal Code § 368.6).

Any supervisor who determines and approves an officer's deviation from this policy shall provide a written report to the Chief of Police that states the unusual compelling circumstances regarding the deviation. A copy of this report will be made available to the alleged victim and reporting party pursuant to department protocols (Penal Code § 368.6(c)(27)).

The Chief of Police shall retain the report for a minimum of five years and shall make it available to the state protection and advocacy agency upon request (Penal Code § 368.6(c)(27)).

313.3 MANDATORY NOTIFICATION

Members of the Berkeley Police Department shall notify the local office of the California Department of Social Services (CDSS) APS agency when they reasonably suspect, have observed, or have knowledge of an incident that reasonably appears to be abuse of an elder or dependent adult, or are told by an elder or dependent adult that the person has experienced abuse (Welfare and Institutions Code § 15630(b)).

Notification shall be made by telephone as soon as practicable and a written report shall be provided within two working days as provided in Welfare and Institutions Code § 15630(b)(c).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

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- (a) If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):
 - 1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
 - 2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
 - 3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.
 - 4. When a report of abuse is received by the Department, the local ombudsman shall be called to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).
- (b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman as soon as practicable (Welfare and Institutions Code § 15630(b)).
- (c) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.
- (d) The CDSS shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.
- (e) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.
- (f) The Division of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.
- (g) The District Attorney's office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.
- (h) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).
 - 1. When a report of abuse is received by the Department, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).
- (i) If during an investigation it is determined that the elder or dependent adult abuse is being committed by a licensed health practitioner as identified in Welfare and

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Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).

- (j) When the Department receives a report of abuse, neglect, or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The Detective Bureau supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14; Health and Safety Code § 443.18).

Failure to report, or impeding or inhibiting a report of abuse of an elder or dependent adult, is a misdemeanor (Welfare and Institutions Code §15630(h)).

313.3.1 NOTIFICATION PROCEDURE

Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

- (a) The name of the person making the report.
- (b) The name and age of the elder or dependent adult.
- (c) The present location of the elder or dependent adult.
- (d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.
- (e) The nature and extent of the condition of the elder or dependent adult.
- (f) The date of incident.
- (g) Any other information, including information that led the person to suspect elder or dependent adult abuse.

313.4 INVESTIGATIONS AND REPORTING

All reported or suspected cases of elder and dependent adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated (Penal Code § 368.6).

Investigations and reports related to suspected cases of elder and dependent adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected elder and dependent adult abuse victim is contacted.

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- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (j) Witness and suspect statements if available.
- (k) Review of all portable audio/video recorders, devices, and other available video.
- (l) Call history related to the elder or dependent adult including calls from mandated reporters or other individuals.
- (m) Whether the abuse is related to a disability-bias hate crime and related bias motivations (Penal Code § 368.6) (see the Hate Crimes Policy for additional guidance).
- (n) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the elder or dependent adult abuse (Welfare and Institutions Code § 15640(f)).
- (o) Whether a death involved the End of Life Option Act:
 - 1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14).
 - 2. Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17).
 - 3. Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17).
 - 4. Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential elder or dependent adult abuse and investigated similarly.

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An unexplained or suspicious death of an elder, dependent adult, or other adult or child with a disability should be treated as a potential homicide until a complete investigation including an autopsy is completed, and it should not be assumed that the death of an elder or person with a disability is natural simply because of the age or disability of the deceased (Penal Code § 368.6(c)(18)).

313.4.1 ADDITIONAL INVESTIGATIVE CONSIDERATIONS

The following factors as provided in Penal Code § 368.6 should be considered when investigating incidents of elder and dependent adult abuse:

- (a) Elder and dependent adult abuse, sex crimes, child abuse, domestic violence, and any other criminal act, when committed in whole or in part because of the victim's actual or perceived disability, including disability caused by advanced age, is also a hate crime (Penal Code § 368.6) (see the Hate Crimes Policy for additional guidance).
- (b) Senior and disability victimization crimes are also domestic violence subject to the mandatory arrest requirements of Penal Code § 836 if they meet the elements described in Penal Code § 273.5, including but not limited to a violation by a caretaker or other person who is or was a cohabitant of the victim, regardless of whether the cohabitant is or was a relative of, or in an intimate personal relationship with, the victim (Penal Code § 368.6(c)(10)).
- (c) Many victims of sexual assault and other sex crimes delay disclosing the crimes for reasons including but not limited to shame, embarrassment, self-doubt, fear of being disbelieved, and fear of retaliation by the perpetrator or others (Penal Code § 368.6(c)(11)).
- (d) Victims and witnesses with disabilities, including cognitive and communication disabilities, can be highly credible witnesses when interviewed appropriately by trained officers or other trained persons (Penal Code § 368.6(c)(14)).

313.5 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of elder and dependent adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to elder and dependent adult abuse investigations.
- (c) Present all cases of alleged elder and dependent adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed (Welfare and Institutions Code § 15650).
- (e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate (see the Victim and Witness Assistance Policy for additional guidance).

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1. Ensure victims of sex crimes know their right to have a support person of their choice present at all times during an interview or contact (Penal Code § 368.6) (see the Sexual Assault Investigations Policy for additional guidance).
 2. Referrals to the crime victim liaison as appropriate for victims requiring further assistance or information regarding benefits from crime victim resources.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).
- (g) Make reasonable efforts to determine whether any person committed unlawful interference in a mandated report.

313.6 PROTECTIVE CUSTODY

Before taking an elder or dependent adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian, or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an elder or dependent adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an elder or dependent adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an elder or dependent adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When elder or dependent adult abuse victims are under state control, have a state-appointed guardian, or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

313.6.1 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

313.6.2 VERIFICATION OF PROTECTIVE ORDER

Whenever an officer verifies that a relevant protective order has been issued, the officer shall make reasonable efforts to determine if the order prohibits the person from possession of firearms or

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requires the relinquishment of firearms, and if the order does so, the officer shall make reasonable efforts to (Penal Code § 368.6(c)(19)):

- (a) Inquire whether the restrained person possesses firearms. The officer should make this effort by asking the restrained person and the protected person.
- (b) Query the California Law Enforcement Telecommunications System to determine if any firearms are registered to the restrained person.
- (c) Receive or seize prohibited firearms located in plain view or pursuant to a consensual or other lawful search in compliance with Penal Code § 18250 et seq. and in accordance with department procedures.

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected elder or dependent adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

313.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

313.7.3 INTERVIEWS WITH A PERSON WITH DEAFNESS OR HEARING LOSS

An officer who is interviewing a victim or witness who reports or demonstrates deafness or hearing loss should secure the services of a qualified interpreter (as defined by Evidence Code § 754) prior to the start of the interview (Penal Code § 368.6) (see the Communications with Persons with Disabilities Policy for additional guidance).

313.8 MEDICAL EXAMINATIONS

When an elder or dependent adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency,

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or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency, or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

313.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an elder or dependent adult abuse victim who has been exposed to the manufacturing, trafficking, or use of narcotics.

313.9.1 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an elder or dependent adult abuse victim is present or where there is evidence that an elder or dependent adult abuse victim lives should:

- (a) Document the environmental, medical, social, and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Detective Bureau supervisor so an interagency response can begin.

313.9.2 DETECTIVE BUREAU RESPONSIBILITIES

The Detective Bureau should:

- (a) Activate any available interagency response when notified that an officer has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

313.10 TRAINING

The Department should provide training on best practices in elder and dependent adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to elder and dependent adult abuse investigations.
- (f) Availability of victim advocates or other support.

313.10.1 MANDATORY TRAINING

The Personnel and Training Sergeant shall ensure that appropriate personnel receive the required training, including:

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- (a) Materials from POST as described in Penal Code § 368.6(c)(5)(A).
- (b) Advanced training on senior and disability victimization available from POST, the United States Department of Justice, the Disability and Abuse Project of the Spectrum Institute, or other sources as provided by Penal Code § 368.6(c)(16)(A).
 - 1. Training should include the following:
 - (a) Information on the wide prevalence of elder and dependent adult abuse, sexual assault, other sex crimes, hate crimes, domestic violence, human trafficking, and homicide against adults and children with disabilities, including disabilities caused by advanced age, and including those crimes often committed by caretakers (Penal Code § 368.6(c)(1)).
 - (b) Information on the history of elder and dependent adult abuse and crimes against individuals with disabilities (see the POST Senior and Disability Victimization Policy Guidelines).

The Personnel and Training Sergeant shall also ensure that appropriate training is provided on this policy to dispatchers, community services officers, front desk personnel, and other civilian personnel who interact with the public (Penal Code § 368.6 (c)(7)).

313.11 RELEVANT STATUTES

Penal Code § 288 (a) and Penal Code § 288 (b)(2)

(a) Except as provided in subdivision (i), a person who willfully and lewdly commits any lewd or lascivious act, including any of the acts constituting other crimes provided for in Part 1 (Of Crimes and Punishments of the Penal Code) upon or with the body, or any part or member thereof, of a child who is under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of that person or the child, is guilty of a felony and shall be punished by imprisonment in the state prison for three, six, or eight years.

(b)(2) A person who is a caretaker and commits an act described in subdivision (a) upon a dependent person by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, with the intent described in subdivision (a), is guilty of a felony and shall be punished by imprisonment in the state prison for 5, 8, or 10 years.

Penal Code § 368 (c)

A person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

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A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Protections provided by the above Penal Code § 288 and Penal Code § 368 protect many persons with disabilities regardless of the fact they live independently.

Welfare and Institutions Code § 15610.05

"Abandonment" means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

"Abduction" means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

- (a) "Financial abuse" of an elder or dependent adult occurs when a person or entity does any of the following:
 - 1. Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
 - 2. Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
 - 3. Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.
- (b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.
- (c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.
- (d) For purposes of this section, "representative" means a person or entity that is either of the following:

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1. A conservator, trustee, or other representative of the estate of an elder or dependent adult.
2. An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

- (a) "Isolation" means any of the following:
1. Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.
 2. Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.
 3. False imprisonment, as defined in Section 236 of the Penal Code.
 4. Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.
- (b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.
- (c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe.

Welfare and Institutions Code § 15610.57

- (a) "Neglect" means either of the following:
1. The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.
 2. The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.
- (b) Neglect includes, but is not limited to, all of the following:
1. Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.
 2. Failure to provide medical care for physical and mental health needs. A person shall not be deemed neglected or abused for the sole reason that the person voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.

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3. Failure to protect from health and safety hazards.
 4. Failure to prevent malnutrition or dehydration.
 5. Substantial inability or failure of an elder or dependent adult to manage personal finances.
 6. Failure of an elder or dependent adult to satisfy any of the needs specified in paragraphs (1) to (5), inclusive, for themselves as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.
- (c) Neglect includes being homeless if the elder or dependent adult is also unable to meet any of the needs specified in paragraphs (1) to (5), inclusive, of subdivision (b).

Welfare and Institutions Code § 15610.63

"Physical abuse" means any of the following:

- (a) Assault, as defined in Section 240 of the Penal Code.
- (b) Battery, as defined in Section 242 of the Penal Code.
- (c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.
- (d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.
- (e) Sexual assault, that means any of the following:
 1. Sexual battery, as defined in Section 243.4 of the Penal Code.
 2. Rape, as defined in Section 261 of the Penal Code, or former Section 262 of the Penal Code.
 3. Rape in concert, as described in Section 264.1 of the Penal Code.
 4. Incest, as defined in Section 285 of the Penal Code.
 5. Sodomy, as defined in Section 286 of the Penal Code.
 6. Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.
 7. Sexual penetration, as defined in Section 289 of the Penal Code.
 8. Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.
- (f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:
 1. For punishment.
 2. For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.

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3. For any purpose not authorized by the physician and surgeon.

313.12 JURISDICTION

The Berkeley Police Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations upon request, if consistent with federal law, in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

Additional jurisdiction responsibilities for investigations of abuse involving various facilities and agencies may be found in Welfare and Institutions Code § 15650.

313.13 RECORDS BUREAU RESPONSIBILITIES

The Records Management is responsible for:

- (a) Providing a copy of the elder or dependent adult abuse report to the APS, ombudsman, or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).
- (b) Retaining the original elder or dependent adult abuse report with the initial case file.

313.14 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or the authorized designee responsibilities include but are not limited to (Penal Code § 368.6):

- (a) Taking leadership within the Department and in the community, including by speaking out publicly in major cases of senior and disability victimization, to assure the community of department support for the victims and their families and for others in the community who are terrorized and traumatized by the crimes, and to encourage victims and witnesses to the crimes or similar past or future crimes to report those crimes to help bring the perpetrators to justice and prevent further crimes.
- (b) Developing and including department protocols in this policy, including but not limited to the following:
 1. Protocols for seeking emergency protective orders by phone from a court at any time of day or night pursuant to Family Code § 6250(d).
 2. Protocols for arrest warrants and arrests for senior and disability victimization for matters other than domestic violence and consistent with the requirements of Penal Code § 368.6(c)(9)(B) that include the following:
 - (a) In the case of a senior and disability victimization committed in an officer's presence, including but not limited to a violation of a relevant protective order, the officer shall make a warrantless arrest based on probable cause when necessary or advisable to protect the safety of the victim or others.

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- (b) In the case of a felony not committed in an officer's presence, the officer shall make a warrantless arrest based on probable cause when necessary or advisable to protect the safety of the victim or others.
 - (c) In the case of a misdemeanor not committed in the officer's presence, including but not limited to misdemeanor unlawful interference with a mandated report or a misdemeanor violation of a relevant protective order, or when necessary or advisable to protect the safety of the victim or others, the agency shall seek an arrest warrant based on probable cause.
 - (d) Protocol for seeking arrest warrants based on probable cause for crimes for which no arrest has been made.
3. Procedures for first responding officers to follow when interviewing persons with cognitive and communication disabilities until officers, or staff of other responsible agencies with more advanced training, are available. The procedure shall include an instruction to avoid repeated interviews whenever possible.
- (c) For each department protocol, include either a specific title-by-title list of officer responsibilities or a specific office or unit in the Department responsible for implementing the protocol.
 - (d) Ensuring an appendix is created and attached to this policy that describes requirements for elder and dependent adult abuse investigations consistent with Penal Code § 368.6(c)(8)(B).
 - (e) Ensuring a detailed checklist is created and attached to this policy regarding first responding responsibilities that includes but is not limited to the requirements of Penal Code § 368.6(c)(23).
 - (f) Ensuring that all members carry out their responsibilities under this policy.
 - (g) Verifying a process is in place for transmitting and periodically retransmitting this policy and related orders to officers, including a simple and immediate way for officers to access the policy in the field when needed.
 - (h) Ensuring this policy is available to the Protection and Advocacy Agency upon request.

313.15 ELDER AND DEPENDENT ADULT ABUSE LIAISON

A department member appointed by the Chief of Police or the authorized designee will serve as the Elder and Dependent Adult Abuse Liaison. Responsibilities of the liaison include but are not limited to (Penal Code § 368.6):

- (a) Acting as a liaison to other responsible agencies (defined by Penal Code § 368.6(b)(15)) to increase cooperation and collaboration among them while retaining the law enforcement agency's exclusive responsibility for criminal investigations (Welfare and Institutions Code § 15650).
- (b) Reaching out to the senior and disability communities and to the public to encourage prevention and reporting of senior and disability victimization.

Discriminatory Harassment

314.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

314.2 POLICY

The City of Berkeley (City) prohibits harassment on the basis of sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, military and veteran status, and any other classifications protected by state or federal law.

All employees (as well as applicants, unpaid interns or volunteers, and persons providing services pursuant to a contract) are guaranteed the right to a work place free of hostility and intimidation based on any of the above-referenced protected classifications.

The City will neither tolerate nor condone harassment of employees by managers, supervisors, co-workers, elected/appointed officials, or persons with whom the City has a business, service, or professional relationship.

The City prohibits retaliation defined below, against an individual who reports, files a complaint of, or otherwise opposes conduct he or she reasonably believes to be unlawful harassment, retaliation, or assists in the investigation of a complaint.

For purposes of this policy, Retaliation refers to taking a materially adverse action against an employee on the above-listed grounds. A materially adverse action includes, but is not limited to, the denial of promotion, refusal to hire, denial of job benefits, demotion, suspension, and discharge. Adverse actions may also include threats, reprisals and adverse treatment that in the circumstances could dissuade or intimidate a reasonable person from raising a concern about a workplace condition or activity.

314.3 DEFINITIONS

Definitions related to this policy include:

314.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected

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class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

314.3.2 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

314.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

314.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting

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violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be reported directly to the City's Equal Employment Opportunity and Diversity (EEO) Officer, the Chief of Police, the Professional Standards Division Captain or the City Manager.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

314.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of each supervisor and manager shall include, but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensuring that his/her subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

314.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

314.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Professional

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Standards Division Captain, the City Manager, the City's Equal Employment Opportunity and Diversity (EEO) Officer, or the California Department of Fair Employment and Housing (DFEH) for further information, direction or clarification (Government Code § 12950).

314.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

314.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

314.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the City's Equal Employment Opportunity and Diversity (EEO) Officer, Chief of Police, Professional Standards Division Captain or the City Manager.

314.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

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314.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms, or memoranda, and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police and,
- (b) Maintained in accordance with the department's established records retention schedule.

314.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation.

314.7 WORKING CONDITIONS

The Support Services Division Captain or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other City employees who are similarly tasked (2 CCR 11034).

314.8 CONTACTS

City of Berkeley Equal Employment and Diversity Officer

2180 Milvia St., 1st Floor, Berkeley, CA 94704 - (510) 981-6811

In addition to contacting the EEO for the City, employees may also direct their complaints to the following agencies:

- California Department of Fair Employment and Housing: 1515 Clay Street, Suite 701, Oakland, CA 94612 - (510) 286-4095 or (800) 884-1684
- Equal Employment Opportunity Commission - Oakland Local Office, Oakland Federal Building: 1301 Clay Street, Suite 1170, North Tower, Oakland, CA 94612 - (510) 637-3230 or (800) 669-4000

There are time limits for filing complaints with the DFEH and EEOC. Employees are advised to contact the DFEH or EEOC directly to obtain information on the time limits for filing complaints with these agencies.

314.9 REQUIRED POSTERS

The Department shall display the required posters regarding discrimination, harassment and transgender rights in a prominent and accessible location for members (Government Code § 12950).

314.10 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

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All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

314.10.1 STATE-REQUIRED TRAINING

The Personnel and Training Sergeant should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the Civil Rights Department online training courses, the Personnel and Training Sergeant should ensure that employees are provided the following website address to the training course: <https://calcivilrights.ca.gov> (Government Code § 12950; 2 CCR 11023).

314.10.2 TRAINING RECORDS

The Personnel and Training Sergeant shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

Child Abuse

315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Berkeley Police Department members are required to notify the county Child Protective Services (CPS) of suspected child abuse.

315.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

315.2 POLICY

The Berkeley Police Department will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

315.3 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

- (a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or
- (b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney's office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Notification of the District Attorney is not required for reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority. When the alleged abuse or neglect involves a child of a minor parent or a dependent adult, notification shall also be made to the attorney of the minor or the dependent adult within 36 hours (Penal Code 11166.1; Penal Code 11166.2).

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For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of the peace officer's employment as a peace officer.

315.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Penal Code § 11166):

- (a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission.
- (b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident.

315.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

315.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

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- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

315.5.1 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

315.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to CPS.

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Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

- (a) The officer reasonably believes the child is a person described in Welfare and Institutions Code § 300, or a commercially exploited child under Penal Code § 647 and Penal Code § 653.22, and further has good cause to believe that any of the following conditions exist:
 1. The child has an immediate need for medical care.
 2. The child is in immediate danger of physical or sexual abuse.
 3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the officer shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.
- (b) The officer reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:
 1. It reasonably appears to the officer that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
 2. There is no lawful custodian available to take custody of the child.
 3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
 4. The child is an abducted child.
- (c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

315.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

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315.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

315.6.3 CHILD PROTECTIVE SERVICES - WARRANT SERVICE

There are times when CPS has investigated the parent(s)'s capability to care for the child prior to police involvement and have obtained a court order granting temporary custody of the child to CPS. In such a case the officer shall "serve" the warrant by handing the court order to the parent(s). The officer shall not sign the order or complete any Return of Service form for CPS.

315.7 INTERVIEWS

315.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

315.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

315.7.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The

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staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

315.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

315.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

315.9.1 SUPERVISOR RESPONSIBILITIES

The Special Victims Unit Sergeant should:

- (a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Detective Bureau supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

315.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child with a Case Report and utilize photography for evidentiary purposes.
- (b) Notify the Detective Bureau so an interagency response can begin.

315.10 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

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315.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code 841.5; Penal Code § 11167.5).

315.10.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSE CENTRAL INDEX (CACI)

Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

315.10.3 CACI HEARING OFFICER

The Detective Bureau supervisor will normally serve as the hearing officer but must not be actively connected with the case that resulted in the person's name being submitted to CACI. Upon receiving a qualified request for removal, the hearing officer shall promptly schedule a hearing to take place during normal business hours and provide written notification of the time and place of the hearing to the requesting party.

315.10.4 CACI HEARING PROCEDURES

The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

- (a) Case reports including any supplemental reports
- (b) Statements by investigators
- (c) Statements from representatives of the District Attorney's Office
- (d) Statements by representatives of a child protective agency who may be familiar with the case

After considering all information presented, the hearing officer shall make a determination as to whether the requesting party's name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the

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person's name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

315.10.5 CHILD DEATH REVIEW TEAM

This department should cooperate with any interagency child death review team investigation. Written and oral information relating to the death of a child that would otherwise be subject to release restrictions may be disclosed to the child death review team upon written request and approval of a supervisor (Penal Code § 11174.32).

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person who is age 11 or younger.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), and the Missing and Unidentified Persons System (MUPS).

316.2 POLICY

The Berkeley Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Berkeley Police Department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detective Bureau Lieutenant, or his/her designee, should develop and make available forms and kits in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)

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- Missing person school notification form
- Medical records release form from BPD
- California DOJ missing person forms as appropriate
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person shall take the following investigative actions, as applicable:

- (a) Respond to a dispatched call for service as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).
- (e) Make entries into the appropriate missing person networks as follows:
 1. Within two hours of the initial report, when the missing person is under 21 years old or is considered at risk.
 2. In all other cases, as soon as practicable, but not later than four hours from the time of the officer's initial contact with the reporting party.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
 1. A photograph of the missing person, if available.
 2. Any documents that may assist in the investigation, such as court orders regarding custody.
 3. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

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- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

316.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and submit them for supervisor approval.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented (Nixle, AMBER, etc.; See Public Alerts Policy)
- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.7 RECORDS MANAGEMENT RESPONSIBILITIES

The receiving member shall:

- (a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).
- (b) Notify and forward a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen (Penal Code § 14211).
- (c) Notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's intended or possible destination, if known.
- (d) Forward a copy of the report to the Detective Bureau.
- (e) Coordinate with the NCIC Terminal Contractor for California to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

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316.8 FOLLOW-UP TIMELINE

- (a) Adult Missing Person Cases: The initial assigned investigator handles the 24 hour and one week follow ups, then forwards the case to the Homicide Detail for follow up.
- (b) Juvenile Missing Person/Runaway Cases: The initial assigned investigator handles the 24 hour follow up, then forwards the case to the Youth Services Detail for follow up.

316.9 DETECTIVE BUREAU FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).
 - 2. The investigator should meet with school officials regarding the notice as appropriate to stress the importance of including the notice in the child's student file, along with contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available via the reporting party.
- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update CLETS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (g) Should make appropriate inquiry with the Coroner.
- (h) Should obtain and forward medical and dental records, photos, X-rays and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.
- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not previously been obtained and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (34 USC § 41308).
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (MUPS).

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- (k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 586).

316.10 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The assigned investigator shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

- (a) The person's name is removed from MUPS.
- (b) The missing person's school is notified, if applicable.
- (c) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

316.10.1 UNIDENTIFIED PERSONS

Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

316.11 CASE CLOSURE

The Detective Bureau Lieutenant, or his/her designee, may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.
- (b) If the missing person is a resident of Berkeley or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactivate if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

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316.12 TRAINING

Subject to available resources, the Personnel and Training Sergeant should ensure that members of this department whose duties include missing person investigations and reports receive regular training that includes:

- (a) The initial investigation:
 - 1. Assessments and interviews
 - 2. Use of current resources, such as Mobile Audio Video (MAV)
 - 3. Confirming missing status and custody status of minors
 - 4. Evaluating the need for a heightened response
- (b) Briefing of department members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., Internet use, cell phone use).
- (n) Media relations.

Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 TYPES OF ALERTS

Alameda County (AC) Alert: A notification sent to subscribers via phone, text and/or email.

Amber Alert: A notification regarding an abducted child

Blue Alert: A safety notification regarding an at large suspect who killed or injured a police officer

Emergency Alert System (EAS) Activation: A notification to be broadcast via radio and television

Emergency Digital Information System (EDIS): A notification sent to commercial media outlets for distribution

Nixle Alert: A notification sent to subscribers via phone and email

ReddiNet Alert: A notification sent to local hospitals regarding missing persons

Silver Alert: A notification regarding an elderly or cognitively impaired missing person

Yellow Alert: A notification regarding a hit and run injury accident

317.4 RESPONSIBILITIES

317.4.1 EMPLOYEE RESPONSIBILITIES

Employees of the Berkeley Police Department should notify their supervisor, Watch Commander or the Detective Bureau Lieutenant as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.4.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the appropriate division captain and the Public Information Officer when any public alert is generated.

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The supervisor in charge of the investigation to which the alert relates is responsible for ensuring the following:

- (a) The alerts are updated, as necessary
- (b) The alerts are canceled, when required
- (c) All appropriate reports are completed

317.5 ALAMEDA COUNTY (AC) ALERT

AC Alert is an emergency notification system within Alameda County. It quickly provides critical information in a variety of situations such as missing persons, evacuations, road closures, severe weather, fires, etc. The alerts are distributed via phone call, text or email, depending on the user's preference.

317.5.1 AC ALERT ACTIVATION

Sworn employees holding the rank of sergeant and above are authorized to activate an AC Alert.

317.5.2 AC ALERT PROCEDURE

The alerts may be entered and activated by anyone with AC Alert credentials, usually a dispatcher. The user logs in and creates a "new notification" for email/text or a voice recording for phone calls.

317.6 AMBER ALERTS

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

317.6.1 AMBER ALERT CRITERIA

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

- (a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.
- (b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
- (c) The victim is in imminent danger of serious injury or death.
- (d) There is information available that, if provided to the public, could assist in the child's safe recovery.

317.6.2 AMBER ALERT PROCEDURE

The supervisor in charge will ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the child:
 - 1. The child's identity, age and description
 - 2. A photograph, if available
 - 3. The suspect's identity, age and description, if known

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4. Pertinent vehicle description
 5. Detail regarding location of incident, direction of travel, potential destinations, if known
 6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
 7. A telephone number for the public to call with leads or information
- (b) The Alameda County Sheriff's Office is contacted to initiate a local/countywide broadcast at (510) 667-7721. It is specific Alameda County protocol that the county alert is sent out before the statewide alert.
- (c) The California Highway Patrol's Emergency Notification and Tactical Alert Center (ENTAC) is contacted to initiate a statewide broadcast at (916) 843-4199 (Government Code § 8594).
- (d) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (e) Information regarding the missing person is entered into the California Law Enforcement Telecommunication System (CLETS), if appropriate.
- (f) Information regarding the missing person is entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC), if appropriate.
- (g) The following resources are considered as circumstances dictate:
1. The local FBI office
 2. National Center for Missing and Exploited Children (NCMEC)

317.7 BLUE ALERTS

Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

317.7.1 BLUE ALERT CRITERIA

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

- (a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.
- (b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.
- (c) A detailed description of the suspect's vehicle or license plate is available for broadcast.
- (d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

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317.7.2 BLUE ALERT PROCEDURE

The supervisor in charge should ensure the following:

- (a) An initial press release is prepared that includes all available information that might aid in locating the suspect:
 1. The license number and/or any other available description or photograph of the vehicle
 2. The suspect's identity, age and description, if known
 3. A photograph of the suspect, if available
 4. Detail regarding location of incident, direction of travel, potential destinations, if known
 5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
 6. A telephone number for the public to call with leads or information
- (b) A request for a Blue Alert is made by contacting the California Highway Patrol's Emergency Notification and Tactical Alert Center (ENTAC) at (916) 843-4199.
- (c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
- (d) The following resources are considered as circumstances dictate:
 1. Entry into the California Law Enforcement Telecommunication System (CLETS)
 2. The FBI local office

317.8 EMERGENCY ALERT SYSTEM (EAS)

The Emergency Alert System is a federal system used to alert the public in the event of an emergency. Initiated by the California Highway Patrol, EAS messages are directed to participating radio, television and digital media outlets for immediate public dissemination of critical, time-sensitive information.

317.8.1 EAS ACTIVATION

Sworn employees holding the rank of sergeant and above are authorized to activate EAS.

317.8.2 EAS PROCEDURE

Write a 50-60 second Warning message to be broadcast by all AM, FM, TV and cable stations in the FCC local area plan. To ensure broadcast and timely rebroadcasts, the message should be kept under one minute. A call back contact number must be included for the media.

Telephone the Alameda County Sheriff's Dispatch Center at 510-667-7721 and tell them you are faxing an EAS message for broadcast. They will provide you with the appropriate fax number.

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317.9 EMERGENCY DIGITAL INFORMATION SYSTEM (EDIS)

The EDIS is provided by the Governor's Office of Emergency Services, and delivers official information about emergencies and disasters to law enforcement, news media and the public in California. Electronic, newswire-style emergency bulletins posted via EDIS are distributed by e-mail, and RSS feed. In addition, multi-media content (image, sound, or video files) can be posted on the EDIS Web site (www.edis.oes.ca.gov) for access by the media, law enforcement agencies and the public.

317.9.1 EDIS ACTIVATION

Sworn employees holding the rank of sergeant and above are authorized to activate EDIS.

317.9.2 EDIS PROCEDURE

The Communications Center may send a message via computer through the California Law Enforcement Telecommunications System (CLETS) or they may contact the State OES Warning Center 24/7 at (800) 421-2921 or (916) 845-8911.

317.10 NIXLE ALERT

Nixle is a local alert system that allows subscribers to receive alerts or advisories (via text and/or email) regarding upcoming events, community meetings, severe weather, criminal activity, traffic conditions or missing persons.

317.10.1 NIXLE ACTIVATION

A Nixle Alert may be sent by anyone with Nixle login credentials, this includes but is not limited to the PIO, Dispatch Supervisors, Area Coordinators and Watch Commanders. Officers must receive Supervisor approval before initiating a Nixle Alert.

317.10.2 NIXLE PROCEDURE

Compose a brief summary of the incident with pertinent information. Relay the information to one of the above listed persons for dissemination.

317.11 REDDINET ALERT

ReddiNet is a dedicated emergency medical communications network. It facilitates information exchange among emergency medical personnel, dispatch centers, hospitals and law enforcement. Usually, it is used by BPD when conducting a missing person investigation, so that local hospitals may be on the lookout for the missing person.

317.11.1 REDDINET ACTIVATION

Dispatchers and sworn officers are authorized to send a ReddiNet alert.

317.11.2 REDDINET PROCEDURE

Call the Alameda County Fire Department in Livermore (925) 422-7595 and relay the information. Notify BFD's Duty Chief via email, call dispatch to determine who it is, as it changes every 48 hours. The DC will need to be notified if the missing person is located, however, the ACDF does not need to be notified.

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317.12 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

317.12.1 SILVER ALERT CRITERIA

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

- (a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.
- (b) The department has utilized all available local resources.
- (c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.
- (d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.
- (e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

317.12.2 SILVER ALERT PROCEDURE

Requests for a Silver Alert shall be made by contacting the California Highway Patrol's Emergency Notification and Tactical Alert Center (ENTAC) at (916) 843-4199. (Government Code § 8594.10)

317.13 YELLOW ALERTS

Yellow Alerts are notifications related to hit-and-run incidents resulting in the death or injury (Vehicle Code § 20001; Government Code § 8594.15).

317.13.1 YELLOW ALERT CRITERIA

All of the following conditions must be met before requesting the activation of a Yellow Alert (Government Code § 8594.15):

- (a) A person has been killed or has suffered serious bodily injury due to a hit-and-run.
- (b) It is likely the suspect may be seen on a state highway.
- (c) There is additional information concerning the suspect's vehicle, including, but not limited to any of the following:
 - 1. The suspect or the suspect's vehicle can be particularly described (e.g., a complete or partial license plate number)
 - 2. Unique vehicle characteristics (e.g., make, model and color of suspect's vehicle)
 - 3. The identity of the suspect
- (d) Public assistance can mitigate danger to the public or quicken the apprehension of the suspect.

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317.13.2 YELLOW ALERT PROCEDURE

Requests for a Yellow Alert shall be made by contacting the California Highway Patrol's Emergency Notification and Tactical Alert Center (ENTAC) at (916) 843-4199. (Government Code § 8594.15)

317.14 MUTUAL AID

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate an AMBER Alert or Blue Alert will generate a high volume of telephone calls to the handling agency.

The Sheriff's Department Emergency Communications Bureau facilities and staff can be made available in the event of a high call volume.

If the Watch Commander or Detective Bureau Lieutenant elects to use the services of the Sheriff's Department, the following will apply:

- (a) Notify the Sheriff's Department Watch Commander of the incident and the request for assistance. He/she will provide you with a telephone number for the public to call.
- (b) In the press release, direct the public to the telephone number provided by the Sheriff's Department Watch Commander.
- (c) The Public Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff's Department will be referred back to this department.

The Berkeley Police Department shall assign a minimum of two detectives/officers to respond to the Sheriff's Department Emergency Communications Bureau to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the Emergency Communications Bureau.

Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

Further, this policy formalizes the Department's existing prioritization of violent-crime investigations and aims to ensure persons engaged in sex work and other forms of sex trade, including trafficked persons, feel safe to report that they have been the victim of a violent crime.

318.2 POLICY

The Berkeley Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Berkeley Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

318.3.1 VICTIMS OF HUMAN TRAFFICKING

Officers investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

318.3.2 PRIORITIZING SAFETY FOR SEX WORKERS

Officers will not arrest persons for offenses, including California Penal Code §§ 647(a), 647(b), 653.22, 372, and misdemeanor drug offenses, when a person is the victim or witness of a sexual assault, human trafficking, stalking, robbery, assault, kidnapping, threats, blackmail, extortion, burglary or other violent crime.

318.4 VICTIM INFORMATION

The Detective Bureau Lieutenant shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims of domestic violence.
- (b) Community resources for victims of sexual assault.

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- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).
- (d) An explanation that victims of sexual assault who seek a standardized medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).
- (e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (f) A clear explanation of relevant court orders and how they can be obtained.
- (g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).
- (h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (i) Notice regarding U visa and T visa application processes.
- (j) A place for the officer's name, badge number and any applicable case or incident number.
- (k) The "Victims of Domestic Violence" card containing the names, phone numbers or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).
- (l) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.
- (m) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

318.5 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Hate Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Hate crimes - A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):

- (a) Disability
- (b) Gender, gender identity or gender expression
- (c) Nationality
- (d) Race or ethnicity
- (e) Religion
- (f) Sexual orientation
- (g) Association with a person or group with one or more of these actual or perceived characteristics
- (h) Examples of hate crimes include, but are not limited to:
 1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
 2. Defacing a person's property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
 3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
 4. Vandalizing a place of worship (Penal Code § 594.3).

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).

Victim - Includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library or other victim or intended victim of the offense (Penal Code § 422.56).

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319.2 POLICY

The Berkeley Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by, among other things:

- (a) Make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes and forming networks that address prevention and response.
- (b) Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.
- (c) Providing victim assistance and community follow-up as outlined below.
- (d) Educating community and civic groups about hate crime laws.
- (e) Establishing a community relations liaison to work with community organizations and leaders to coordinate public meetings, local group meetings and school assemblies on recognizing, preparing for and preventing hate crimes.

319.4 HATE CRIME VS. HATE INCIDENT

Many acts of hate violence fall under the category of a hate crime, which is punishable by law. However, not all hate incidents are hate crimes. For example, verbal name calling, although offensive, is not a crime and must be accompanied by a viable threat of violence and the ability to carry out the threat.

For a hate incident to be categorized as a hate crime, it must violate a criminal law. A hate crime might include threatening phone calls, physical assaults, destruction of property, bomb threats, and/or the disturbance of religious meetings.

A hate incident that does not constitute a hate crime might include hate speech, display of offensive materials on one's property, the distribution of hate materials in public places, and the posting of hate materials that does not result in property damage. Even if a hate incident does not rise to the level of a hate crime, the victim will still need support and assistance and may have an actionable civil claim as well.

319.5 CRIMINAL STATUTES

The key criminal statutes on hate crimes are

- (a) Penal Code § 422.6 which provides that it is a misdemeanor to both (a) threaten or injure an individual or (b) damage property because of the real or perceived beliefs or characteristics of the other person; and
- (b) Penal Code § 422.7 which provides that it is a felony to both (a) threaten or injure an individual (when the injury could or does result in great bodily injury) or (b) damage

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property (when the damage is in excess of \$950) because of the real or perceived beliefs or characteristics of the other person.

319.6 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate
- (b) A supervisor should be notified of the circumstances as soon as practical.
- (c) Once in-progress aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of suspects at the scene), the assigned officers should take all reasonable steps to preserve evidence that establishes a possible hate crime.
- (d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
 - 1. Officers should contact the property owner to remove any evidence that cannot be physically removed (i.e., painted words or signs on a wall) by the officer once the offense is documented.
- (e) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
 - 1. No victim of or a witness to a hate crime who is not otherwise charged with or convicted of a crime under state law may be detained for or turned over to federal authorities exclusively for any actual or suspected immigration violation (Penal Code § 422.93(b))
 - 2. Statements of victims and witnesses should be audio or video recorded if practicable (see the Portable Audio/Video Recorders Policy).
- (f) Depending on the situation, the assigned officers or supervisor may request additional assistance from detectives or other resources.
- (g) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, should be completed and submitted by the assigned officers before the end of the shift.
- (h) The assigned officers will provide the victims of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures will also be available to members of the general public upon request. The assigned officers should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations.
- (i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., Possible Temporary Restraining Order through the District Attorney or City Attorney Penal Code § 136.2 or Civil Code § 52.1 as indicated).

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319.6.1 SUPERVISOR RESPONSIBILITY

The supervisor should confer with the initial responding officers to identify reasonable and appropriate preliminary actions. The supervisor should:

- (a) Review related reports to verify whether the incident is appropriately classified as a hate crime for federal and state bias crime-reporting purposes.
- (b) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
- (c) Consider the need for further action to be taken for the protection of the victims or vulnerable sites, such as assigning an officer at specific locations that could become targets or increase neighborhood surveillance.
- (d) Ensure that members who are responsible for the conduct and maintenance of information on criminal groups are notified and that they make appropriate inquiries and entries into criminal intelligence systems.

319.6.2 DETECTIVE BUREAU RESPONSIBILITY

If a hate crime case is assigned to the Detective Bureau, the assigned detective will be responsible for:

- (a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.
- (b) Maintaining contact with the victims and other involved individuals, as needed.
- (c) Maintaining statistical data and tracking on suspected hate crimes as indicated for required reporting to the Attorney General (Penal Code § 13023). See the Records Management Policy.
- (d) Make reasonable efforts to identify additional witnesses.
- (e) Utilize available criminal intelligence systems as appropriate.
- (f) Provide the supervisor and the Public Information Officer (PIO) with information that can be responsibly reported to the media.
 1. When appropriate, the PIO should reiterate that the hate crime will not be tolerated and will be taken seriously.

319.7 TRAINING

All members of this department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should include (Penal Code § 422.87):

- (a) Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability bias, gender bias, and religion bias.
- (b) Accurate reporting by officers, including information on the general underreporting of hate crimes.
- (c) Distribution of hate crime brochures.

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Hate Crimes

319.8 APPENDIX

See attachments:

[Statutes and Legal Requirements.pdf](#)

[Hate Crime Checklist.pdf](#)

Standards of Conduct

321.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Berkeley Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

321.2 POLICY

The continued employment or appointment of every member of the Berkeley Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

321.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

321.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanning the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

321.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

321.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Employees shall at all times be courteous and civil to the public and to one another. They shall be quiet, orderly, attentive and respectful and shall exercise patience and discretion in the performance of their duties.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

321.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

321.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

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- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

321.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Berkeley Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.

321.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

321.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of one's official capacity.
- (b) Engaging in on duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member

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knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

321.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.
- (e) Failure to sign in/out for duty on the timesheet, unless specifically authorized by a supervisor.

321.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.
 - 1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Berkeley Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and nonsubpoenaed records.

321.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.

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- (e) Failure to notify the Department within 72 hours of any change in name, residence address or contact telephone number(s).

321.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any workrelated investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any departmentrelated business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - (a) While on department premises.
 - (b) At any work site, while on duty or while in uniform, or while using any department equipment or system.
 - (c) Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Entering any place of amusement while on duty, except when necessary in the performance of duty or periodic inspection.
- (h) Improper political activity including:
 - (a) Unauthorized attendance while on duty at official legislative or political sessions.
 - (b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on duty or, on department property except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.
- (i) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

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- (j) Joining or participating in any employee organization except an employee organization which is composed solely of peace officers which concerns itself solely and exclusively with the wages, hours, working conditions, welfare and advancement of academic and vocational training in furtherance of the police profession and which is not subordinate to any other organization.
- (k) Failure to secure the permission of a Commanding Officer before placing any material on a Departmental bulletin board.
- (l) Using departmental business cards for anything other than official business.
- (m) Any act on or off duty that brings discredit to this department.

321.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

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- (m) Incurring unauthorized expense - Employees shall not knowingly and intentionally incur any unauthorized Departmental expense or liability without approval of a superior officer or supervisor when necessary under emergency conditions.
- (n) Failure to provide information to citizens - Employees shall comply whenever possible with requests by citizens for public information. If necessary, they shall direct such persons to the nearest location where information may be obtained.
- (o) Failure to Identify - Employees on official business shall identify themselves as Berkeley Police employees or officers. When requested, employees shall promptly state their name, rank and badge number, except when disclosure of identity could compromise safety and/or an investigation (i.e., riot situations, undercover operations, etc.).
- (p) Failure to maintain communication, when on duty or officially on call - Employees who are on duty or officially on call shall be directly available by normal communication or shall keep their office, supervisor, or commanding officer informed of the means by which they may be reached when not immediately available.
- (q) Any other on- or off--duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

321.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision in the course of employment or appointment.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

321.5.11 INTOXICANTS

- (a) Reporting for work:
 - 1. Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

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(b) Possession:

1. Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
2. Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

(c) Intoxicants on-duty:

1. Use of Intoxicants. Except as necessary in the performance of an official assignment, having the odor of an alcoholic beverage on the person, clothing, or breath, being under the influence of alcohol or other intoxicants, or the consumption of alcohol or other intoxicants while on duty is strictly prohibited.
2. A Command Officer must give prior approval for any use of alcohol in the performance of an official assignment.

(d) Prescription medication:

1. Employees may use prescription medications, except medical marijuana, while on duty pursuant to the specific instructions of a physician who has advised the employee that the prescribed medication in the amount actually ingested does not adversely affect the employee's ability to safely perform their duties, including tasks that require physical coordination, mental alertness and sound judgment, such as, operating office equipment and driving a vehicle, or, in the case of sworn officers, making detentions/arrests and handling weapons.

(e) Use of marijuana:

1. Possession of marijuana, including medical marijuana, or being under the influence of marijuana on or off-duty is prohibited and may lead to disciplinary action.

(f) Intoxicants in uniform:

1. No employee off duty and in uniform, or in any part of uniform dress, shall:
 - i. Consume any alcoholic beverage or other intoxicant in public view or in any place accessible to the public;
 - ii. Be in public with the odor of an alcoholic beverage on the person, clothing, or breath; or
 - iii. Be under the influence of alcohol or other intoxicants.

(g) Intoxicants off-duty:

1. No off-duty employee shall consume any alcoholic beverage or other intoxicant to an extent which renders one unfit to report for one's next regular tour of duty (including having the odor of an alcoholic beverage on the person), which results in the of violation of any law, or which results in the commission of an obnoxious or offensive act which might tend to discredit the Department.

Information Technology Use

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

322.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Berkeley Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding. This does not include body worn cameras, see the Body Worn Cameras Policy for information regarding their use.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

322.2 POLICY

It is the policy of the Berkeley Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

322.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

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The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

322.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

322.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and the member's supervisor.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

322.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

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322.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

322.4.4 OFF-DUTY USE

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

322.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

322.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

As used in this policy, "Media" shall mean entities, their employees and official agents, whose primary service and professional purpose is the communication of news and information to the general public via print, radio, television or digital/electronic means.

324.2 POLICY

It is the policy of this department to provide accurate and timely information about crime, public safety and departmental activities to the news media and public.

- (a) Within the confines of practicality and in accordance with law, it is the Department's intention to keep the community informed of and engaged in public safety issues relevant to their lives.
- (b) In accordance with information release policy set forth in Policy 804, consideration shall be given to the confidentiality, integrity and security of investigations (e.g., reference to/discussion of suspect statements), compliance with applicable law, and the privacy rights of victims, witnesses and suspects prior to release of any information.

324.3 CATEGORIES

Categories of information that may be released to the media are:

- (a) Routine: These are reports of incidents of human interest which would not affect normal police operations, and information about available police services.
- (b) Major: These are reports of incidents that impact normal police operations and create a large volume of media interest, information about which is disseminated via the department's PIO, in conjunction with involved investigators.
- (c) Policy News Release: These are reports about the internal operations of the Police Department, which originate from the Office of the Chief.
- (d) Publicity Releases: These are reports about incidents and programs designed to arouse public interest, understanding, or involvement, dissemination of which are coordinated by the PIO upon the approval of the Chief of Police.
- (e) Newsworthy Events: These are reports of major crimes, arrests, disasters, unusual occurrences, or traffic accidents which would be of interest to the media, including, but not limited to:
 - 1. Any information necessary to obtain public assistance in the investigation of a crime or apprehension of a criminal suspect.
 - 2. Any information warning the public of danger, or of the nature and frequency of crime in the community.

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324.4 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Captains, Watch Commanders and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

- (a) The release of police reports, official department documents, and information contained therein shall comply with the Records Maintenance and Release Policy.
- (b) During non-business hours, the on-duty Watch Commander, or in his/her absence the senior on-duty Patrol Sergeant, shall be responsible for media relations and related notifications.
- (c) Unless dissemination is authorized by policy and appropriate given the circumstances of the inquiry, media requests for information concerning any incident under investigation shall be referred to the PIO.
- (d) When an employee of this Department provides information to the media, that employee shall, as soon as practical, inform the PIO of the scope of media's inquiry and of the information provided.

324.5 PUBLIC INFORMATION OFFICER (PIO)

The Berkeley Police Department's Public Information Officer (PIO) shall be a department employee appointed by the Chief of Police to serve as the primary liaison with representatives of the media.

324.5.1 PIO NOTIFICATIONS

The PIO shall be notified as soon as practical of the following offenses/situations:

- (a) Arson (e.g., major events, series, offense with injuries).
- (b) Bombing and explosions.
- (c) Escapes.
- (d) Kidnapping.
- (e) Homicide.
- (f) Deployment of the Special Response Team (SRT).
- (g) In all other offenses/situations, when the Watch Commander determines circumstances warrant PIO notification.

Upon notification, the PIO shall determine the proper actions to be taken in accordance with department policy to ensure that good media relationships are maintained.

324.5.2 PIO RESPONSIBILITIES

The PIO is responsible for providing relevant, timely, and accurate information to the media at disasters, major crime scenes, catastrophes, special events, and unusual occurrences.

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During normal business hours when the PIO is absent, or on-duty but unavailable, the PIO's supervisor shall either serve as Acting PIO or designate a trained subordinate to temporarily serve in that capacity.

The PIO shall coordinate the preparation and release of factual information regarding all major Departmental incidents, major crimes, or other newsworthy events.

Whenever necessary or appropriate, the PIO may be called to an incident scene by the Watch Commander to perform in-field media liaison duties.

In the event of a major disturbance, disaster, or state of emergency, a second PIO may be designated to assist the primary PIO with media relations and public dissemination of information.

In the event the National Incident Management System (NIMS) is employed, the PIO will report to the Incident Commander (Command Section) and perform media liaison activities in support of the PIO Branch.

If a Joint Information Center (JIC) is activated, the department PIO, or his/her designee, will report to that location to coordinate information management with other involved agency PIOs.

324.6 MEDIA REQUESTS

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available Watch Commander. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.
- (d) When the PIO receives a media request for information, he/she shall:
 - The PIO will be responsible for notification of the City Manager's Office regarding non-routine contacts with media representatives as required by COB AR 1.14.
 - When known or advised, the PIO should regularly report contacts with representatives of the media to his/her chain of command.
 - Provide the requesting media representative relevant information permitted by law and department policy.
 - Unless precluded by law, policy or direction of a command rank officer, employees shall provide information requested by the PIO without delay.

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- Review the facts of the case with the investigating officer or Detail prior to release of information concerning an ongoing criminal investigation.
- Obtain and review a copy of the police report(s).

324.6.1 MEDIA CONFERENCES

Media conferences shall only be called by the City Manager, Assistant City Manager, Chief of Police or individuals serving in those capacities, see COB AR 1.14.

- (a) The department's PIO will act as a liaison between the media and the department in arranging for, or coordinating media conferences.

324.7 MEDIA ACCESS

Members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall provide a press pass or identification and evidence.
 1. Press pass: While the Berkeley Police Department does not issue press passes/credentials, we will honor those issued by outside agencies.
 2. Identification AND evidence: Identification in the form of a state ID, passport or school ID, AND evidence which shows they are active media. "Evidence" may include recently published articles or photographs bearing their name and the name of the news media outlet;
- (b) Either the press pass or identification shall be prominently displayed at all times while in areas otherwise closed to the public.
- (c) In the event of a planned/pre-publicized event or demonstration they wish to cover, media are encouraged to contact the Department's Public Information Office in advance for media specific information or details.
- (d) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations.
 - All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.
 - Employees allowing the entry of an authorized media representative shall advise that person of any known danger existing within the restricted area.
 - Employees should not provide general escort services to media representatives into, through or out of dangerous areas.
 - Employees shall not refuse to rescue media personnel who are in danger, providing such assistance can be provided with reasonable effort and without unnecessary hazard to rescuers.

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2. Employees shall not take action which would prohibit media aircraft from flying over disaster scenes. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).
- (e) Employees shall, upon request of a private property owner or agent thereof, prohibit media access to private property wherein a crime scene is located.
 1. Regarding access to crime scenes located on private property, media representatives have no right of access greater than the general public and, therefore, are subject to any access restrictions established by the owner or person in charge of the property
 - (f) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).
 - (g) Media interviews with individuals who are in custody shall not be permitted without the express consent of the person in custody. Employees shall not deliberately expose a person in the custody of this department to representatives of the media for the purpose of being photographed or televised.
 - (h) Persons in-custody shall not be interviewed by the media unless the following conditions exist:
 1. The prisoner requests or consents to an interview (in writing) after being informed of the right to refuse to grant an interview.
 2. If the prisoner has legal counsel, the attorney affirms his/her their client's request or consent to a media interview, and authorizes said activity.
 - Whenever practical, the attorney's affirmation and authorization should be obtained in writing.
 - When represented by legal counsel, any request by the media to interview or photograph a person in-custody shall be referred to the prisoner's attorney.
 - (i) Unless unavoidable, department employees shall not appear in authorized and facilitated photographs or filming of prisoners.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through the Watch Commander or the Public Information Officer.

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324.7.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

324.8 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log (available through the City of Berkeley's Open Data Portal) of significant law enforcement activities that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law
- (d) Employees representing this department shall refrain from offering any opinion as to an arrestee's guilt or innocence, the merits of a particular case, or the existence, nature or value of evidence unless expressly authorized by the Chief of Police to issue such official comment.

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if

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unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

324.9 MEDIA RELEASES

"Media Releases" or other official media-directed documents shall be disseminated by the PIO, Patrol Division Watch Commander, or the Office of the Chief of Police in accordance with department information release policy.

- (a) A press release of high media and public interest should be forwarded by the PIO to the City Manager's Office, when feasible, for review prior to public dissemination.
- (b) Publications intended for the media which require significant Department time and effort (e.g., in-depth articles, feature stories, etc.) should be prepared by the PIO.

Documents intended for distribution to media representatives may be left at the Front Counter of the Public Safety Building.

Employees are encouraged to collaborate with the PIO to develop media releases regarding outstanding service performed by members of this department, significant events, community participation, and proactive projects that enhance the quality of life in Berkeley.

324.10 COMMUNICATIONS CENTER RESPONSIBILITIES

When the Communications Center receives a media inquiry for routine matters including, but not limited to, traffic conditions in Berkeley, Communications Center personnel shall furnish the information requested.

Specific or general media requests for information on newsworthy cases, (e.g., rape, major burglaries or robberies, felony assaults/batteries, cases involving death, etc.) received by the Communication Center shall be referred to the PIO (normal business hours) or Watch Commander (non-business hours.)

324.11 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained.

324.12 INVOLVED PARTY'S REQUEST FOR "NO RELEASE"

"No Release" shall be requested sparingly, and only when it is necessary for the successful investigation or prosecution of a case or the security of principals, witnesses, or the premises involved, when disclosure of event information would subject the victim to serious embarrassment or mental distress, or when required by law (e.g., PC §293).

- (a) Any officer requesting "No Release" shall include at the end of his/her report full justification for the request.
- (b) In the event a request for "No Release" is, or appears to be, for purely personal reasons, the requesting person should be advised police cases are matters of public record and, as such, are subject to media review.

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- (a) In certain situations, the officer may include at the top of his/her report, "Request No Release."

324.13 CONDUCT OF MEDIA REPRESENTATIVES

An employee having a complaint regarding the conduct of any media representative should submit the complaint in writing to the Community Service Bureau Lieutenant.

- (a) The CSB Lieutenant shall investigate the allegation and, if appropriate, forward the results and action recommendation to the Chief of Police via the chain of command.
- (b) Any official action that may affect the involved media representative, including, but not limited to, communication of the complaint to the person's media organization, shall be taken only at the direction of the Chief of Police.

324.14 SUGGESTED CHANGES TO MEDIA RELATIONS POLICY

Any suggestion for significant change in department policy and/or procedure concerning media relations received from a media representative shall be forwarded in writing to the Chief of Police via the recipient employee's chain of command.

- (a) The Chief of Police shall be responsible for evaluating the suggested change and, if appropriate, directing its implementation.
- (b) The PIO shall be responsible for advising the involved media representative of any changes and/or actions taken by the Department in response to their suggestion.

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325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Berkeley Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Berkeley Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so. This may be accomplished by personal service to the officer or by delivery of two copies of the subpoena to the officer's supervisor or other authorized departmental agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an officer to testify as a witness must tender the statutory fee of \$275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2).

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

- (a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena.
- (b) It is less than five days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

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- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Berkeley Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Berkeley Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide current contact telephone numbers to the subpoenaing party.

If a member on standby changes his/her location during the day, the member shall notify the subpoenaing party of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the department uniform or business attire.

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- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall obtain a copy of relevant reports and become familiar with the content in order to be prepared for court.

Employees shall avoid any indication of bias, prejudice or anger and shall testify in a clear, concise and professional manner. Questions shall be answered truthfully and without trace of evasion. Personal behavior shall be exemplary while waiting to testify and while testifying.

325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

325.8 RESPONSIBILITIES

The Records Management Supervisor, or his/her designee, shall be responsible for maintaining effective administrative liaison among the Courts, the District Attorney's Office and the Department on matters concerning police personnel who have been subpoenaed for appearances in criminal, civil or traffic court.

325.9 MASTER COURT CALENDAR - CRIMINAL CASES

A Master Court Appearance Calendar will be maintained by the Records Management Supervisor, or his/her designee. The calendar will provide current information on the status of subpoenas and court dates. The calendar will contain information concerning the status of current court cases requiring officers' appearance (e.g., going, canceled or rescheduled).

- (a) A telephone Court Appearance recording is available 7 days a week, 24 hours per day. The Telephone Court Appearance recording may be accessed by dialing 981-7991.

325.10 CRIMINAL SUBPOENA RECEPTION AND SERVICE PROCEDURES

The Records Management Supervisor, or his/her designee, will receive and acknowledge receipt of all subpoenas for police personnel, either on the part of the people or of the defendant. Individual subpoenas will then be processed as follows:

- (a) Subpoenas will be forwarded to the immediate supervisor of the subpoenaed employee.
- (b) Supervisors will personally "serve" the employee and acknowledge service by signing the original subpoena.
- (c) The subpoenaed employee will sign the subpoena, indicating receipt of the subpoena.
- (d) Supervisors will return the original subpoena to the Record Management's "Served Subpoenas" tray and give a copy of the subpoena to the employee.
- (e) If service of the subpoena is not possible, the reason for "no service" will be noted on the subpoena. The supervisor shall also fill out a "Subpoena Continuation Request" form on behalf of the subpoenaed employee and attach it to the subpoena.

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Both subpoena and form shall be returned to the Record Management's "Served Subpoenas" tray.

- (f) The Records Management Supervisor, or his/her designee, will return all subpoenas, served or unserved, to the issuing party.

325.11 EMPLOYEE RESPONSIBILITY

Upon receipt of a subpoena, the subpoenaed employee shall carefully review the case report to determine the need for his/her testimony. If the employee feels that he/she has been improperly subpoenaed, or that his/her testimony would be of little or no value, the officer should contact the subpoenaing party to discuss the matter.

If the subpoenaed employee will be unavailable to appear in court due to pre-approved leave of absence (i.e., vacation, training courses, parental leave), the "Subpoena Continuation Request" form shall be completed, attached to the subpoena and returned upon receipt. The form must be approved by the supervisor of the subpoenaed employee and then forwarded to the Records Management Supervisor, or his/her designee. The Records Management Supervisor, or his/her designee, shall forward the paperwork to the subpoenaing party and file a copy in the "Subpoena Master File".

Subpoenas are usually received by Records Management. Whenever an employee receives a subpoena directly from the District Attorney's Office or from any other source, including a personal notification to appear, the employee shall inform Records Management as soon as possible.

- (a) Employees should comply with any subpoena that directs them to contact the District Attorney's Office. However, if any change is made regarding the date/time of appearance, cancellation or telephone stand-by status, the employee shall inform Records Management as soon as possible.
- (b) Notification of Records Management in these situations is required so that the Records Management Supervisor, or his/her designee, can administer the subpoena process as outlined in this policy.

Officers who appear for court, on an off duty day, whether they testify or not, should have their subpoenas signed and dated by the issuing party, or his/her designee.

If the case is prolonged, and the officer is needed for more than one day, the officer should obtain a new subpoena from the subpoenaing party for each additional day of testimony.

325.12 CONFIRMATION OF CRIMINAL COURT APPEARANCE

The Records Management Supervisor, or his/her designee, shall confer with the assigned Deputy District Attorney during the afternoon hours of the business day prior to a scheduled court hearing to determine if:

- (a) The case will proceed as scheduled;
- (b) The subpoenaed employee's testimony will actually be needed for that court session;
- (c) If additional witnesses, information or evidence are needed.

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In the event of a late cancellation or other change in an employee's scheduled court appearance, the Records Management Supervisor, or his/her designee, will arrange for the notification of the employee.

325.13 TRAFFIC SUBPOENAS RECEPTION AND SERVICE PROCEDURES

The Records Management Supervisor, or his/her designee, will record and acknowledge receipt of all traffic subpoenas. Traffic subpoenas include those requesting an actual appearance in court, Informal Discovery Request, and those requesting "Trial by Declaration".

- (a) Traffic subpoenas will be forwarded and served upon the subpoenaed employee in the same manner as a criminal subpoena.
- (b) The employee's supervisor shall take steps to ensure all traffic subpoenas, requests for "Trial by Declaration", "Informal Discovery Request" and requested documents are returned, to the Records Management Supervisor, or his/her designee, by the date specified. There is no specified date on an Informal Discovery Request. Informal Discovery Requests shall be returned within 10 days of the request.
 1. If the supervisor determines that special circumstances justify a longer response time or is unable to serve the subpoena by the date specified, he/she shall fill out a Subpoena Continuation Request, on behalf of the subpoenaed employee, and route it to the Records Management Supervisor, or his/her designee.
 2. If the subpoenaed employee will be unavailable to appear in court due to a pre-approved leave of absence (i.e., vacation, training courses, parental leave), the "Subpoena Continuation Request" form shall be completed and attached to the subpoena and returned upon receipt. The form must be approved by the supervisor of the subpoenaed employee and then forwarded to Records Management. Supervisor, or his/her designee.

If an officer becomes aware they cannot make a scheduled court appearance on the day of appearance, regardless of the reason, he/she must notify a supervisor and the issuing party.

325.14 TRAFFIC CITATION DISMISSALS

Only the Court can dismiss an issued citation. Employees who receive a traffic subpoena but determine there is a need to dismiss the original traffic citation because they are not able to recall sufficient information regarding the incident in order to testify in traffic court, or for any other reason, shall complete the following procedure:

- (a) Complete a "Notice of Correction and Proof of Service" form
- (b) Check the "Other" box for correction reason and write in, "Request the Court to consider dismissing in the interest of justice" or "Request the Court dismiss due to lack of officer recall" or any other reason
- (c) Complete the dissemination process on the Notice of Correction and Proof of Service form:
 1. Copy to the Court, placed in team review tray;
 2. Copy to cited party, mailed; and

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3. Copy for officer
 - (d) Attach a photocopy of the form to the subpoena
 - (e) Sign the subpoena to acknowledge receipt
 - (f) Place the documents in the served subpoena tray, or return them to the supervisor.

325.15 SUBPOENAING OF RESIDENTS IN CRIMINAL CASES

Subpoenas for Berkeley residents from either the District Attorney' Office or an outside law enforcement agency, will be sent to Records Management for processing.

- (a) The Records Management Supervisor, or his/her designee, shall stamp the subpoena, obtain a case number from Dispatch, and forward the subpoena to a Team 1 Sergeant (Mon-Thurs) or Team 5 Sergeant (Fri-Sun) for service.
- (b) Upon completing service, the Proof of Service form shall be returned to Records Management's "Served Subpoenas" tray and the Records Management Supervisor, or his/her designee, will ensure the form is returned to the Court.

325.16 SUBPOENA DUCES TECUM

A subpoena duces tecum requires the production of records. Records must be produced by the production date. A subpoena duces tecum must be served 15 days before the production date.

A copy of the supporting affidavit must be attached to the subpoena duces tecum when the production of documents is requested.

An employee served with a subpoena duces tecum shall notify the Records Management Supervisor and give the subpoena to the Subpoena Clerk without delay. The latter shall ensure the necessary documents or objects are made available for the Court by the due date.

325.17 FOR CIVIL ACTIONS - OFFICER PRESENCE REQUIRED

The process for receiving a civil subpoena is the same as the process for a criminal subpoena.

Any officer served with a subpoena requiring appearance as a witness in any court or for the taking of a deposition in any civil action in connection with on-duty employment shall promptly deliver that subpoena to the Records Management Supervisor for processing. The supervisor will complete Part A of BPD Form J (Reimbursement for Appearance on Civil Subpoena) and make a copy for the master file in triplicate. The original will be given to the officer, the duplicate attached to the master file, and the triplicate forwarded to the Public Safety Business Office. On those occasions when the civil subpoena is delivered directly to the Subpoena Clerk he/she will prepare a BPD Form J without delay and route as prescribed above.

Following the officer's appearance in response to the civil subpoena, he/she shall complete Form J, attach it to their subpoena and forward the documents to the timekeeper.

The Records Management Supervisor, or his/her designee, shall be responsible for maintaining adequate records of all required appearances of on-duty officers before a court or for the taking of a deposition in connection with any civil action or proceeding.

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325.18 COMPENSATION FOR CIVIL ACTIONS - RECORDS PRODUCTION ONLY

When a civil subpoena duces tecum only requires production of the documents, the initial cost shall be \$15, additional costs may be accumulated. A fee of 10 cents per page for copying records and 20 cents per page for copying of documents from microfilm shall be charged.

325.19 CIVIL CASES INVOLVING THE CITY

Any employee subpoenaed to testify in a civil case involving the City of Berkeley shall confer with the City Attorney in advance of testifying.

325.20 CIVIL CASES NOT INVOLVING THE CITY

Government Code § 68097.1 provides for the service of civil subpoenas and summons not associated with the City but involving department personnel. The following procedures will be followed regarding the acceptance and delivery of those subpoenas involving department personnel:

- (a) Records Management staff or other personnel who are contacted by individuals attempting to serve such subpoena shall first contact the employee's immediate supervisor. The immediate supervisor shall ensure the subpoena/summons is personally served upon the named employee.
 - 1. If unable to contact the immediate supervisor, personnel shall then contact another supervisor affiliated with the employee's Division.
 - 2. In the event the above individuals are not available, such requests are to be directed to the Support Services Division Captain during regular business hours or, in his/her absence, the on duty Watch Commander or senior sergeant.
- (b) The individual accepting the subpoena shall forward the summons via the chain of command for the named employee.

Reserve Officers

326.1 PURPOSE AND SCOPE

The Berkeley Police Department Reserve Program was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn reserve officers who can augment regular staffing levels.

326.2 DEFINITIONS

Reserve Coordinator: The Community Services Bureau Sergeant will be designated as the Reserve Coordinator and will be in charge of administering the Reserve Program.

Police Reserve Officer: A duly appointed and sworn member of the Berkeley Police Department in accordance with applicable Penal and Administrative Codes of the State and policies of the City and the Department dealing with Police Reserve Officers.

Level I Police Reserve Officer: A Level I Police Reserve Officer is a trained and capable officer, as described in applicable sections of the California Penal Code and requirements set by the Committee of Peace Officer Standards and Training (POST) for recognition as a Level I Police Reserve Officer. A Level I officer is authorized to perform police functions while working alone, including general law enforcement patrol.

Level II Police Reserve Officer: A Level II Police Reserve Officer is a trained and capable officer, as described in applicable sections of the California Penal Code and requirements set by POST. A Level II officer may function as a Peace Officer under the supervision of an officer possessing a POST Basic Certificate. A Level II officer may work alone on specifically authorized assignments, which are not general law enforcement.

Level III Police Reserve Officer: Although authorized by POST, the Berkeley Police Department will not employ Level III Reserve Officers.

Support Activity: Support activity consists of the full range of duties within the Police Department to which a reserve officer may be assigned, including training.

326.3 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Berkeley Police Department shall endeavor to recruit and appoint to the Reserve Program only those applicants who meet the high ethical, moral and professional standards set forth by this department.

326.3.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Before appointment to the Reserve Program, an applicant must complete POST Peace Officer Orientation Modules I, II, or III or a POST approved basic academy.

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326.3.2 APPOINTMENT

Applicants who are selected for appointment to the Reserve Program shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

326.3.3 EMPLOYEES WORKING AS RESERVE OFFICERS

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Personnel and Training Bureau prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

326.4 RESERVE COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to the Community Services Bureau Sergeant.

The CSB Sergeant, serving as the Reserve Coordinator, shall have the responsibility of, but not be limited to:

- (a) Assignment of reserve personnel
- (b) Conducting reserve meetings
- (c) Establishing and maintaining a reserve call-out roster
- (d) Maintaining and ensuring performance evaluations are completed
- (e) Monitoring individual reserve officer performance
- (f) Monitoring the overall Reserve Program
- (g) Maintaining liaison with other agency Reserve Coordinators

326.4.1 SUPERVISION OF RESERVE OFFICERS

Reserve officers who have attained the status of Level II shall be under the immediate supervision of a regular sworn officer (Penal Code 832.6). The immediate supervision requirement shall also continue for reserve officers who have attained Level I status unless special authorization is received from the Reserve Coordinator with the approval of the Division Captain.

326.4.2 SPECIAL AUTHORIZATION REQUIREMENTS

Reserve officers certified as Level I may, with prior authorization of the Reserve Coordinator and on approval of the Division Captain, be relieved of the "immediate supervision" requirement. Level I reserve officers may function under the authority of Penal Code § 832.6(a)(1) only for the duration of the assignment or purpose for which the authorization was granted.

In the absence of the Reserve Coordinator and the Division Captain, the Watch Commander may assign a certified Level I reserve officer to function under the authority of Penal Code § 832.6(a)(1) for specific purposes and duration.

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326.5 IDENTIFICATION OF RESERVE OFFICERS

All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer but shall have three digits beginning with a 6 or a 7. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

326.6 UNIFORM

Reserve officers shall conform to all uniform regulation and appearance standards of this department. Reserve officers are not required to have a Class A jacket. All reserve officer appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the reserve officer shall be returned to the Department upon termination or resignation.

326.7 FIELD TRAINING

Within one year of appointment, Level I or II reserve officers must successfully complete the Departmental Field Training Program.

- (a) All reserve officers shall participate in mandated training such as firearms training and monthly reserve officer training.
 1. Failure to participate in mandated training may result in termination, suspension or restricted status.

326.8 RESERVE OFFICER EVALUATIONS

While in field training, reserve officers will be continuously evaluated using standardized daily and weekly observation reports. The reserve will be considered a trainee until all of the training phases have been completed. Reserves having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

326.9 DUTIES OF RESERVE OFFICERS

Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Operations Division. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work a minimum of 16 hours per month.

326.9.1 POLICY COMPLIANCE

Reserve officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

326.9.2 SIGN-IN / OUT PROCEDURES

At the beginning of each tour of duty, reserve officers shall sign in on the Reserve Support Activity Log, indicating the nature of activity, and sign out at the conclusion of the tour.

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- (a) Reserve officers shall report to the supervisor of the activity that they are assigned to work, prior to working. Reserve officers working patrol shall determine which patrol team they are working with and report to the patrol supervisor of that team, as well as to the communications center, prior to working. If a reserve officer works beyond that patrol team's hours and onto another team, then the reserve officer shall report to the subsequent patrol sergeant as well. Conversely, they shall report to the supervisor of that activity at the conclusion of the activity/tour.

326.9.3 RESERVE OFFICER ASSIGNMENTS

Reserve officers will be assigned to duties by the Reserve Coordinator or his/her designee. A reserve officer may be assigned to the any of the following:

- (a) Traffic enforcement including citations and tows
- (b) Parking enforcement including citations and tows
- (c) Vehicle collision reports
- (d) Lost/found property reports
- (e) Animal bite reports where the follow-up is reassigned to Animal Services
- (f) Non-Criminal Incident reports
- (g) Miscellaneous Service Complaints
- (h) Supplemental reports based on incidents, witnesses, and neighborhood checks, etc.
- (i) Hit and run misdemeanor cases with no viable leads (at the reserve officer's discretion, see the Traffic Collision Reporting Policy)
- (j) Auto burglary, theft from auto, or malicious damage to vehicles with no viable leads (only if the victim is unable to complete an online report)
- (k) Booking and/or transportation details (i.e. booking detainees into the BPD Jail or transporting detainees to Santa Rita Jail or Juvenile Hall)
- (l) Custodial details (i.e. monitoring a detainee who is being medically treated at Highland, or an in-custody juvenile)
- (m) Traffic control details
- (n) Special operation details (e.g., first amendment activities, the Kite Festival, Solano Stroll, etc.)
- (o) Any other detail the Reserve Coordinator, or his/her designee, determines appropriate

326.9.4 PROHIBITED REPORTS

Unless sworn supervisory approval is obtained, or a standing agreement exists between a Reserve and the Reserve Coordinator, Reserve Officers, due to assigned/handling officer follow-up responsibilities, shall not be assigned to the following types of offenses:

- (a) Auto burglary, theft from auto cases, and malicious damage to vehicle with leads
- (b) All misdemeanor assault/battery cases
- (c) Felony hit and run cases and misdemeanor hit and run cases with leads

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- (d) Adult missing person cases
- (e) Juvenile missing person cases
- (f) Felony offenses

326.9.5 ARRESTS

Absent exigent circumstances, all arrests made by a reserve officer shall be approved by a patrol sergeant prior to leaving the scene of the arrest, and in all cases prior to booking.

326.10 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Operations Division Captain.

Reserve officers are considered at-will employees. Government Code § 3300 et seq. applies to reserve officers with the exception that the right to hearing is limited to the opportunity to clear their name.

Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

326.11 INACTIVITY

Any Level I or II reserve officer who is inactive for a protracted period of time shall go through a field training update similar to that used upon the return of a regular officer to the Department after being reinstated to the Department.

326.12 FIREARMS REQUIREMENTS

Penal Code § 830.6(a)(1) designates a reserve officer as having peace officer powers during his/her assigned tour of duty, provided the reserve officer qualifies or falls within the provisions of Penal Code § 832.6.

326.12.1 CARRYING WEAPON ON DUTY

Penal Code § 830.6(a)(1) permits qualified reserve officers to carry a loaded firearm while on-duty.

326.12.2 CONCEALED FIREARMS

Berkeley Police Reserve Officers shall be allowed to carry a firearm when off duty as a Level I or II reserve officer and will be issued a CCW endorsement on their Departmental ID cards.

326.12.3 RESERVE OFFICER FIREARM TRAINING

All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall qualify semi-annually with their on-duty firearm and annually with any off-duty or auxiliary firearms (see the Firearms policy for further information regarding qualifications).

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326.13 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL

One of the primary reasons for having a Reserve Program is to have a additional trained personnel that can respond in the event of an emergency such as a large fire, earthquake, riot or other such natural or civil emergency. For this reason, it is assumed that, within reason, reserve officers will respond in the event of an emergency.

The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve officers.

326.13.1 TEMPORARY LEAVE

Any reserve officer who will be unavailable for emergency response shall notify the Reserve Coordinator in a timely manner regarding his/her unavailability.

- (a) Normal and acceptable reasons would be for business trips, vacations or illness.
- (b) Should exceptional circumstances occur, such as extended illness, military service, temporary change in business assignment, etc., a reserve officer may be considered unavailable for a protracted period of time only with the approval of the Reserve Coordinator.

326.14 RETIREMENT FROM THE BERKELEY POLICE RESERVE PROGRAM

Retirement is an honorary status that does not include any pension, benefits or privileges usually associated with peace officer retirements. Retired Berkeley Police Reserve Officers are authorized to carry concealed weapons based on their honorary retirement status (see Retiree Concealed Firearms Policy). Reserve officers will be eligible for retirement upon meeting any of the requirements listed below:

- (a) They reach age 50 and have ten (10) years of continuous service.
- (b) They have twenty (20) years of service at any age.
- (c) In the event of medical disability, a reserve officer may retire at any age with ten (10) years of continuous service. If the disability occurs while working as a reserve officer, there will be no time requirement.

Registered Offender Information

328.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Berkeley Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

328.2 POLICY

It is the policy of the Berkeley Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

328.3 REGISTRATION

The Detective Bureau Lieutenant, in conjunction with the Jail Sergeant, shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome, or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

328.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph, and any other information required by applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

328.4 MONITORING OF REGISTERED OFFENDERS

The Detective Bureau Lieutenant should strive to establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence, such as an internet search, drive-by of the declared residence, or knock-and-talk contact.
- (b) Review of information on the California DOJ website for sex offenders.
- (c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the California DOJ as appropriate, and may result in criminal prosecution.

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The Detective Bureau Lieutenant should also establish a procedure to routinely disseminate information regarding registered offenders to Berkeley Police Department personnel, including timely updates regarding new or relocated registrants.

328.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Berkeley Police Department's website. Information on sex registrants placed on the Berkeley Police Department's website shall comply with the requirements of Penal Code § 290.46.

The Support Services Division Captain may release local registered offender information to residents only in accordance with applicable law (Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1), and in compliance with a California Public Records Act (Government Code § 6250-6276.48) request.

328.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY

California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the internet website, to be released to a campus community (Penal Code § 290.01(d)):

- (a) The offender's full name
- (b) The offender's known aliases
- (c) The offender's sex
- (d) The offender's race
- (e) The offender's physical description
- (f) The offender's photograph
- (g) The offender's date of birth
- (h) Crimes resulting in the registration of the offender under Penal Code § 290
- (i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).

328.5.2 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

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- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
- (f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

Major Incident Notification

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

329.2 POLICY

The Berkeley Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

329.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Captain. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Berkeley official
- Arrest or investigation of a city employee or prominent Berkeley official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

329.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

329.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, the Chief of Police shall be notified along with the affected Division Captain and the Detective Lieutenant if that division is affected.

329.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

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329.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Traffic Lieutenant.

329.4.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

Death Investigation

330.1 PURPOSE AND SCOPE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

330.2 DEATH FROM NATURAL CAUSES

If a death results from natural causes and a licensed physician will sign the death certificate, contact the Coroner's Office. Advise the Coroner's Office of the circumstances and follow their directions.

330.3 SUSPICIOUS DEATH

If death results from suicide, a non-criminal cause or natural cause when no licensed physician is qualified to sign the death certificate, the assigned officer shall:

- (a) Investigate the circumstances surrounding the death.
- (b) Consult with a sergeant at the scene.
- (c) Notify the Coroner.
- (d) Witness the search of the body by the Deputy Coroner and obtain a receipt for the body and personal effects.

330.4 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed). A supervisor shall be notified in all death investigations.

330.4.1 CORONER REQUEST

Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:

- (a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).
- (b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746 in the 20 days prior to death.
- (c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.
- (d) Known or suspected homicide.

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- (e) Known or suspected suicide.
- (f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.
- (g) Related to or following known or suspected self-induced or criminal abortion.
- (h) Associated with a known or alleged rape or crime against nature.
- (i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.
- (j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.
- (k) Accidental poisoning (food, chemical, drug, therapeutic agents).
- (l) Occupational diseases or occupational hazards.
- (m) Known or suspected contagious disease and constituting a public hazard.
- (n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.
- (o) In prison or while under sentence. Includes all in-custody and police involved deaths.
- (p) All deaths of unidentified persons.
- (q) All deaths of state hospital patients.
- (r) Suspected Sudden Infant Death Syndrome (SIDS) deaths or Sudden Unexplained Infant Death.
- (s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

330.4.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating officer shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death

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report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

330.4.3 DEATH NOTIFICATION

The Coroner is responsible for notifying relatives or friends of the deceased, but department members shall assist as requested. When practical, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person should be made, in person, by the supervisor assigned to the incident.

If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner and any assigned detectives shall be advised if the next-of-kin notification has been made. Any notifications made, or requests for notifications, shall be documented in the associated report.

330.4.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a "John Doe" or "Jane Doe" number for the report.

330.4.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the appropriate form.

330.4.6 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Homicide Sergeant or designee shall be notified to determine the possible need for detectives to respond to the scene for further immediate investigation.

Pending arrival of the Homicide Detail, the assigned officer shall investigate the circumstances surrounding the death, including but not limited to obtaining statements, securing the scene, gathering evidence and making arrests.

330.4.7 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)).

Identity Theft

331.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

331.2 REPORTING

In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

- (a) For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

331.3 RELATED CRIMES

While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

331.4 ADDITIONAL REPORTS

Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

331.5 RESOURCES

The reporting officer should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.

331.6 FOLLOW UP

Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

Communications with Persons with Disabilities

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

332.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

332.2 POLICY

It is the policy of the Berkeley Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

332.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to the Audit and Inspection Sergeant, who shall act as the ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be directly responsible to the Professional Standards Division Captain or his/her designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

- (a) Working with the City ADA coordinator regarding the Berkeley Police Department's efforts to ensure equal access to services, programs and activities.
- (b) Developing reports, new procedures, or recommending modifications to this policy.
- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

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- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Communications Center Manager. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

332.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

332.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

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In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Berkeley Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

332.6 TYPES OF ASSISTANCE AVAILABLE

Berkeley Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

332.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

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332.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

332.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

332.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with

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the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

332.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

332.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

332.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally

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request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

332.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

332.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.15 ARREST AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a

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different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

332.16 COMPLAINTS

Pursuant to the City of Berkeley's ADA Grievance procedure (AR 1.13, as it may be amended from time to time) the Department shall investigate any complaint against the Department or its employees which alleges denial of accommodation or non-compliance with disability related civil rights laws with respect to the Department's services and programs. AR 1.13 should be referred to for more details. Generally, however, any individual who disputes a disability-related action or omission of the Department or of an employee of the Department may discuss his/her complaint with the ADA Coordinator. The ADA Coordinator may consult with the City's Disability Compliance Coordinator. The ADA Coordinator shall maintain on file (for a period of three years) any record of the dispute including any findings, recommendations and/or the outcome.

If the dispute is not resolved to the complainant's satisfaction, he or she may file a complaint with the City's Disability Compliance Coordinator. Pursuant to BMC 3.32.090, as it may be amended from time to time, such complaints may also be filed with the Police Review Commission.

332.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

332.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

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The Personnel and Training Sergeant shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Personnel and Training Sergeant shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

332.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

- (a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
- (b) ASL syntax and accepted abbreviations.
- (c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
- (d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Communications Center members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

Private Persons Arrests

333.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

333.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

- (a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.
- (b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

333.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

- (a) For a public offense committed or attempted in his or her presence;
- (b) When the person arrested has committed a felony, although not in his or her presence;
- (c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

333.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

- (a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
 1. Any officer who confirms that a private person's arrest is unlawful shall promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.
 2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should

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advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

- (b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
1. Take the individual into physical custody for booking
 2. Release the individual pursuant to a Notice to Appear
 3. Release the individual pursuant to Penal Code § 849

333.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a BPD Private Person's Arrest Form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete a report regarding the circumstances and disposition of the incident.

Anti-Reproductive Rights Crimes Reporting

334.1 PURPOSE AND SCOPE

This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

334.2 DEFINITIONS

Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

- (a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant
- (b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant
- (c) Intentionally damages or destroys the property of a person, entity or facility, or attempts to do so, because the person, entity or facility is a reproductive health services client, provider, assistant or facility

334.3 REPORTING REQUIREMENTS TO THE ATTORNEY GENERAL

- (a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the employee taking such a report to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms.
- (b) The ARRC Data Collection Worksheet shall be processed with all related reports and forwarded to the Investigation Division Captain.
- (c) By the tenth day of each month, it shall be the responsibility of the Investigation Division Captain to ensure that a Summary Worksheet (BCIA 8370) is submitted to the Department of Justice Criminal Justice Statistics Center.
 1. In the event that no ARRC(s) were reported during the previous month, a Summary Worksheet shall be submitted to Department of Justice with an indication that no such crimes were reported.
 2. Any ARRC(s) reported in the Summary Worksheet shall be accompanied by a copy of the related Data Collection Worksheet(s).
 3. Forms may be found here: [Anti-Reproductive Rights Forms](#)

Limited English Proficiency Services

335.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

335.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Berkeley Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

335.2 POLICY

It is the policy of the Berkeley Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

335.3 LEP COORDINATOR

The Communications Center Manager is the designated LEP Coordinator.

The responsibilities of the LEP Coordinator include, but are not limited to:

- (a) Coordinating and implementing all aspects of the Berkeley Police Department's LEP services to LEP individuals.

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- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander and Communications Center Manager. The list should include information regarding the following:
 - 1. Languages spoken
 - 2. Contact information
 - 3. Availability
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding department LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

335.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- 1. The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- 2. The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- 3. The nature and importance of the contact, program, information or service provided.

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4. The cost of providing LEP assistance and the resources available.

335.5 TYPES OF LEP ASSISTANCE AVAILABLE

Berkeley Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

335.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

335.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

335.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

335.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation

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involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the City of Berkeley's Human Resources Department which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

335.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies.

335.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such

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individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

335.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

335.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Berkeley Police Department will take reasonable steps and will work with the Personnel and Training Bureau to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

335.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in the Communications Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

335.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of

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language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

335.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

335.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

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335.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

335.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the Internal Affairs Bureau.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

335.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

335.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Personnel and Training Sergeant shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Personnel and Training Sergeant shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

Mandatory Employer Notification

336.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

336.2 POLICY

The Berkeley Police Department will meet the reporting requirements of California law to minimize the risks to children and others.

336.3 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Chief of Police or his/her designee is required to report the arrest as follows.

336.3.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

336.3.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

336.3.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

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Mandatory Employer Notification

336.3.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591.5 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief of Police or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

336.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

Biological Samples

337.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

337.2 POLICY

The Berkeley Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state. Should force be necessary in order to obtain a sample, officers should only use the minimum amount of force necessary.

337.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample include (Penal Code § 296):

- (a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.
- (b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.
- (c) An adult arrested or charged with any felony.

337.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

337.4.1 COLLECTION

The following steps should be taken to collect a sample:

- (a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.
- (b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.
- (c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.

337.5 INVOLUNTARY DNA COLLECTION

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force.

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Force will not be used in the collection of samples except as authorized by a court order or with the approval of the Watch Commander.

The following employees shall be involved in the administration of an involuntary DNA collection procedure:

- (a) A sworn supervisor,
- (b) An assigned officer and
- (c) An assisting employee.

The incident supervisor shall involve as many assisting employees as may be required to ensure the restraint of the individual and to accomplish the DNA collection. The incident supervisor shall explain to the individual that their refusal will result in his/her physical restraint, and that reasonable force may be employed to promote the safety of all involved parties during the impending collection.

337.5.1 RESTRAINT EQUIPMENT

When available and practical, restraint equipment should be employed if its use would enhance the safety of persons involved in an involuntary DNA collection process.

“Restraint equipment”, as used in this policy, may include, but is not limited to, a padded phlebotomy chair, a hospital gurney equipped with soft-restraints and “The Wrap” restraint device. The use of restraint equipment shall not preclude the physical restraint of an individual’s person by an employee if such action is necessary to mitigate the potential for injury.

The incident supervisor shall monitor the restraint process to ensure only reasonable force is employed. If confronted with violent resistance, the incident supervisor may elect to terminate the procedure, and develop an alternate plan for the DNA collection.

Should employees use physical force to overcome an individual’s violent resistance to the DNA collection process, the incident supervisor shall adhere to the reporting protocols in the Use of Force Policy. The arresting officer shall document the conduct of the individual during the DNA collection procedure in his/her report.

In the event an individual is injured, or complains of injury, as a result of police action, the incident supervisor shall ensure medical service protocols are followed.

337.5.2 VIDEO RECORDING

A video recording shall be made anytime force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department’s records retention schedule (15 CCR 1059).

337.5.3 CELL EXTRACTIONS

If the use of force includes a cell extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the

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Department for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively (15 CCR 1059).

337.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

337.6.1 DOCUMENTATION RELATED TO FORCE

The Watch Commander shall prepare prior written authorization for the use of any force (15 CCR 1059). The written authorization (the BPD "Upgraded Search and DNA Collection Request" form) shall include information that the individual was asked to provide the requisite specimen, sample or impression and refused, and if applicable, the related court order authorizing the force.

337.6.2 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

- (a) The California DOJ requests a blood sample and the individual consents, or
- (b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

337.6.3 LITIGATION

The Chief of Police or authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

337.7 EXPUNGEMENT FROM CAL-DNA DATA BANK

California Penal Code § 299 sets forth the criteria for DNA Database sample expungement. Expungement can be accomplished easily and quickly when a DNA sample qualifies for removal from the State database and a person provides sufficient documentation of his/ her identity, legal status and criminal history to the California Department of Justice, DNA Database Program (CAL-DNA). A petitioner whose sample qualifies for DNA database sample expungement and who provides appropriate documentation can expedite the process so that neither a court hearing, nor a 180-day waiting period permitted by Section 299, likely will be necessary.

If CAL-DNA receives sufficient documentation showing that an individual meets the criteria for expungement of his or her DNA sample, CAL-DNA will review and research the request and issue a response to the petitioner indicating that the expungement was completed and the sample destroyed, or notify the petitioner of the legal reason the Department is required to retain the sample and profile.

A form to request CAL-DNA to expunge a DNA database sample and profile can be obtained by contacting the California Office of the Attorney General. The Attorney General's website is <https://oag.ca.gov> or a petitioner can call 800-952-5225. The form to request the expungement is the

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“Streamlined DNA Expungement Application Form” (State of California DLE 244). Expungement of a DNA sample and profile are the responsibility of the Department of Justice. The Berkeley Police Department has no influence on this decision.

Chaplaincy Program

338.1 PURPOSE AND SCOPE

It is the policy of the Berkeley Police Department to implement a vibrant, interfaith chaplaincy program to support the men and women of the Berkeley Police Department, the employees of the City of Berkeley, and the Berkeley community. In addition, the program will help establish a strong link between the police department and the faith-based community.

338.2 POLICY

The chaplain's purpose is to render, on request, spiritual, practical and social guidance and comfort to members of the Berkeley Police Department and its ancillary support agencies. Chaplains shall also provide such services to the citizens of Berkeley at large.

338.3 DEFINITIONS

Police Chaplain: A volunteer who is an ordained/lay/spiritual leader from the community and a member in good standing of a recognized religious denomination or group. The police chaplain is not a law enforcement officer.

Program Manager: A sworn member of the Berkeley Police Department responsible for the overall management of the Chaplaincy Program. The Chief of Police will assign the Program Manager. The Program Manager will report directly to the Personnel and Training Bureau Lieutenant.

338.4 PARTICIPATION IN THE PROGRAM

Police chaplains will be chosen based on the following criteria:

- (a) High standards with regard to moral and ethical character.
- (b) Skill in ministry and pastoral care.
- (c) Commitment to the policies, regulations and mission of the Berkeley Police Department and goodwill towards the citizens of Berkeley.
- (d) In good standing as an ordained/lay/spiritual leader in a recognized religious denomination or group.
- (e) Obtained written approval of the pastor or governing body of their particular denomination or group to become a Police Chaplain.
- (f) Approved and appointed to the Police Chaplaincy Program by the Chief of Police.

338.5 POLICE CHAPLAINCY STRUCTURE

The Police Chaplaincy Program will be governed by the Chief of Police, and administered through the Professional Standards Division and the designated Program Manager. Assistant Chaplaincy Program Manager(s) may also be appointed.

338.6 DUTIES OF THE PROGRAM MANAGER

The Program Manager's duties include, but are not limited to:

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- (a) Arranging training, overseeing equipment, ensuring scheduling, providing an avenue for problem/conflict resolution, and developing policy and procedures for the program under the guidance and supervision of the Berkeley Police Department administration.
- (b) Considering complaints or problems associated with the program and assisting the Chief of Police in any decision to terminate the services of a chaplain who abuses privileges or fails in his/her responsibilities.
- (c) Maintaining all files related to the program.
- (d) Serving as a planner and consultant to the Personnel and Training Bureau Lieutenant and the Professional Standards Division Captain by providing recommendations to the Chief of Police regarding the appointment, background investigation and recruitment of prospective chaplains.
- (e) Evaluating the performance of all assigned chaplains on an annual basis and maintaining those evaluation records.

338.7 DUTIES OF POLICE CHAPLAINS

The Berkeley Police Department's Chaplaincy Program is designed to respond to the needs of Berkeley Police Department personnel and their families. It is also designed to respond to the needs of all others in our community.

Typical duties of a police chaplain include:

- (a) Providing spiritual or pastoral counseling or aid requested by Department employees, their families, or a member of the community.
- (b) Responding when incidents of on-duty injuries or death occur.
- (c) Visiting sick or injured employees, or family members, at their home or hospital when requested.
- (d) Participating in funeral or memorial services for active or retired employees. Assist family members in preparation of funeral arrangements.
- (e) Providing comfort, aid and assistance in the field for Berkeley Police Department personnel.
- (f) Assisting Department officials in providing death or serious injury notifications.
- (g) Responding to and assisting victims of major accidents, both at the scene and at the hospital.
- (h) When requested, participating in Department promotion functions, award ceremonies, dinners and social events.
- (i) Attending assigned training and program meetings.
- (j) Becoming familiar with, and adhering to, the applicable policies and procedures of the Berkeley Police Department.
- (k) Working under the direction and assistance of the personnel administering the Police Chaplain Program.

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- (l) Maintaining high credibility within the program with regard to honesty and confidentiality.
- (m) Complying with the orders and instructions of the officer-in-charge of any department function.
- (n) Conversing with department employees when the need for ministerial services is requested or is apparent provided such communication does not interfere with department operations. Police chaplains are authorized to visit department facilities and incident scenes where activities indicate a need for ministerial services.
- (o) Not verbalizing, while functioning as Berkeley Police Department Chaplains, any theology or doctrines particular to any individual group or denomination unless requested.
- (p) Providing assistance, upon request, to the Peer Support / Critical Incident Stress Management Team.

338.8 CALL-OUT SITUATIONS

The following are examples of situations where a Police Chaplain call-out may be appropriate:

- (a) Officer injury/death/accident
- (b) Death notifications
- (c) SIDS death
- (d) Suicides
- (e) Homicides
- (f) Major disasters - natural or accidental
- (g) Major injury vehicle collisions
- (h) Death scenes
- (i) Major structure fires
- (j) Any other situation deemed appropriate by the Watch Commander or on-duty supervisor

338.9 CALL-OUTS

338.9.1 POLICE PROCEDURES

When an officer or supervisor determines a police chaplain is necessary, they shall contact Dispatch, request a call-out, and advise the following:

- (a) Where the chaplain is needed, giving a specific location as to where the chaplain should respond, and
- (b) A contact name and phone number for the chaplain to use upon his/her arrival.

338.9.2 POLICE CHAPLAIN PROCEDURES

Police chaplains shall, upon a call-out notification from Dispatch, shall do the following:

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- (a) Obtain information regarding the call location, circumstances and contact person.
- (b) Advise Dispatch by radio/telephone of their ETA, when they arrive on scene, any changes of location, etc.
- (c) Upon arrival, contact the person, officer or supervisor as indicated by Dispatch.
- (d) Assess the need for additional police chaplains, and if needed, call them directly.

338.10 DOCUMENTATION

After a call-out, the assigned chaplain shall provide the Program Manager with the following documented information:

- (a) A summary of the call, covering the basics of who, what, when, where, why and how.
- (b) A description of any problems associated with the call-out.

338.11 UNIFORMS

All chaplain uniform items will be approved by the Chief of Police. The police chaplain's uniform is outlined in the chaplain's uniform letter. All chaplain uniforms shall be maintained in good repair and worn in neat and clean fashion.

338.12 IDENTIFICATION

A BPD identification card shall be issued to each chaplain and shall be worn as identification when they are not in uniform and are performing chaplain duties. The identification card is the property of the Berkeley Police Department and is to be surrendered at the time of separation from the program. Loss of the identification card is to be reported to the on-duty shift supervisor or Program Manager immediately.

338.13 COMPLAINTS

All complaints about police chaplains shall be brought to the attention of the Program Manager and shall be forwarded to the Chief of Police via the chain of command.

338.14 SEPARATION

Separation of police chaplains will be done at the direction of the Chief of Police and may result from the following:

- (a) Failure by the chaplain to knowingly abide by the established the International Conference of Police Chaplains' Canon of Ethics, or the Berkeley Police Department's policies, orders and procedures. The Program Manager shall keep an updated copy of all the aforementioned documents for reference.
- (b) Failure to honor and abide by the authority of an "officer-in-charge" in the field.
- (c) Failure to practice good, professional, ethical, and moral standards which may bring discredit to the program and the Berkeley Police Department.

Community Relations

339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplaincy Program Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

339.2 POLICY

It is the policy of the Berkeley Police Department to promote positive relationships between members of the department and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

339.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships.
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned areas.
- (c) Work with community members and the Community Services Bureau's Area Coordinators to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and the Communications Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Communications Center of their location and status during the foot patrol.

339.4 AREA COORDINATORS

The Community Services Bureau Lieutenant and Sergeant should designate members of the Community Services Bureau (CSB) to serve as Area Coordinators. The Area Coordinators should report directly to the CSB Sergeant and are responsible for:

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- (a) Obtaining department-approved training related to his/her responsibilities.
- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Working with community groups, department members and other community resources to:
 - 1. Identify and solve public safety problems within the community.
 - 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Working with the Operations Division Captain to develop plans that allow officers the time to participate in community engagement and problem solving activities.

339.5 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The Area Coordinators should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) Berkeley High School's Pathways/Law and Justice Class.
- (e) Neighborhood Watch and crime prevention programs.

339.6 INFORMATION SHARING

The CSB Lieutenant, or their designee, should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Nixle alerts.
- (b) E-mails.
- (c) Community meetings.
- (d) Social media (see the Department Use of Social Media Policy).

Information should be regularly refreshed, to inform and engage community members continuously.

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339.7 LAW ENFORCEMENT OPERATIONS EDUCATION

The CSB Lieutenant, or their designee, should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) City of Berkeley website postings.
- (c) Instruction in schools.
- (d) Department ride-alongs (see the Ride-Along Policy).
- (e) Scenario/Simulation exercises with community member participation.
- (f) Youth internships at the Department.
- (g) Citizen academies.

Instructional information should include direction on the following:

- (a) How community members should interact with the police during enforcement or investigative contacts.
- (b) How community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.
- (c) How community members can submit a commendation to the Chief regarding exemplary service by department members.

339.8 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

Child and Dependent Adult Safety

340.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

340.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Berkeley Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

340.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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Child and Dependent Adult Safety

340.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify Child Protective Services or Adult Protective Services, if appropriate.
- (e) Notify a field supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

340.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

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340.3.3 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

340.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

340.5 TRAINING

The Personnel and Training Sergeant is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved POST-approved training on effective safety measures when a parent, guardian or caregiver is arrested (Penal Code § 13517.7).

Volunteer Program

341.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

341.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a law enforcement education programs, among others.

341.2 VOLUNTEER MANAGEMENT

341.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be appointed by the Community Services Bureau Lieutenant. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a record of volunteer schedules and work hours.
- (f) Completion and dissemination as appropriate of all necessary paperwork and information.
- (g) Planning periodic recognition events.
- (h) Administering discipline when warranted.
- (i) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

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Volunteer Program

341.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

341.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or his/her designee should conduct a face-to-face interview with applicants under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the California Criminal Information Index.
- (b) Employment
- (c) References
- (d) Credit check

A Computer Voice Stress Analysis (CVSA) may be required of each applicant depending on the type of assignment.

341.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

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341.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

341.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

341.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

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341.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

341.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

341.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service. Loss of the identification card is to be reported to the on-duty shift supervisor or the Volunteer Coordinator immediately.

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341.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

- (a) A driving safety briefing and department approved driver safety course.
- (b) Verification that the volunteer possesses a valid California Driver License.
- (c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers shall not operate a marked patrol car (unless there is a prominently placed sign indicating that it is out of service) and are not authorized to operate a Department vehicle Code-3.

341.5.2 RADIO AND MDT USAGE

Volunteers shall successfully complete CLETS and radio procedures training prior to using the police radio or MDT and comply with all related provisions. The Volunteer Coordinator should ensure that radio and CLETS training is provided for volunteers whenever necessary.

341.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

341.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

341.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

Service Animals

342.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

342.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

A service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

Service Dog in Training: A service dog in training is any dog that is being trained to assist a person with a disability. Other than guide dogs for the blind, there are no state-wide certifications, standards or qualifications for service dogs in training or their trainers. Thus, a service dog trainer may be the disabled owner of the dog or a licensed dog trainer.

342.2 POLICY

It is the policy of the Berkeley Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

342.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

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- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

342.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are generally permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Berkeley Police Department affords to all members of the public (28 CFR 35.136).

342.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

342.4.2 ANIMALS IN TRAINING

A service animal in training that is not a dog may be denied entry into public establishments.

A service dog in training may be allowed entry into public establishments under either of the following conditions:

- (a) The individual with the disability advises they are in the process of training the dog to become a service animal, OR
- (b) The individual advises they are not disabled but are in the process of training the dog to become a service animal and the person has some documentation to identify him or her as a dog trainer.

342.4.3 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

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342.4.4 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

342.4.5 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the legal requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of disability laws, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Gun Violence Restraining Orders

343.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders (Penal Code § 18108).

343.1.1 DEFINITIONS

Definitions related to this policy include:

Gun violence restraining order - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms or ammunition, including an ammunition magazine (Penal Code § 18100).

343.2 POLICY

It is the policy of the Berkeley Police Department to petition for and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

343.3 GUN VIOLENCE RESTRAINING ORDERS

An officer who reasonably believes a person is a present danger to self or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm may request permission from the officer's supervisor to petition the court for a gun violence restraining order.

Officers petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, an officer may submit the petition electronically or orally request a temporary order (Penal Code § 18122; Penal Code § 18140).

343.3.1 ADDITIONAL CONSIDERATIONS

Officers should also consider requesting permission to petition the court for a gun violence restraining order (Penal Code § 18108):

- (a) When responding to a domestic disturbance where the residence is associated with a firearm registration or record.
- (b) When responding to any call or incident when a firearm is present or when one of the involved parties owns or possesses a firearm.

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- (c) During a contact with a person exhibiting mental health issues, including suicidal thoughts, statements, or actions if that person owns or possesses a firearm.

Officers should consider obtaining a mental health evaluation if the encounter involves a situation where there is a reasonable cause to believe that the person poses an immediate and present danger of causing personal injury to themselves or another person by having custody or control of a firearm (see the Mental Illness Commitments Policy) (Penal Code § 18108).

343.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS

An officer serving any gun violence restraining order shall:

- (a) Verbally ask the subject of the order if he/she has any firearm, ammunition, or magazine in his/her possession or under his/her custody or control (Penal Code § 18160).
- (b) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).
- (c) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250) and issue the restrained person a Property Receipt.
- (d) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).
- (e) Submit the original proof of service form to Records Management so that it may be transmitted to the issuing court as soon as practicable but within one business day (Penal Code § 18115).
- (f) As soon as practicable, but by the end of his/her shift, submit a copy of the proof of service to Telecom for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The officer should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

343.4.1 SERVICE OF ORAL GUN VIOLENCE RESTRAINING ORDERS

If a gun violence restraining order is obtained orally, the officer shall (Penal Code § 18140):

- (a) Serve the order on the restrained person in the manner outlined above, if the restrained person can reasonably be located.
- (b) File a copy of the order with the court as soon as practicable after issuance.
- (c) Ensure the order is provided to the Records Management for entry into the computer database system for protective and restraining orders maintained by the Department of Justice.

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343.5 SEARCH WARRANTS

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy. Additionally, (Penal Code § 1542.5):

- (a) The officer serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.
- (b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:
 1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
 2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.
- (c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the officer shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

343.6 SUPPORT SERVICES BUREAU LIEUTENANT RESPONSIBILITIES

The Support Services Bureau Lieutenant, or designee, is responsible for ensuring:

- (a) Proof of service of any gun violence restraining order served by an officer or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice within one business day of service if served by an officer, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).
- (b) Oral orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).
- (c) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).
- (d) Any relinquishment of firearm rights form received from the court is entered into the California Restraining and Protective Order System within one business day of receipt (Penal Code § 18115).

343.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS

Authorized members shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

- (a) Record the individual's name, address and telephone number.

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- (b) Record the serial number of the firearm.
- (c) Prepare an incident report and property report.
- (d) Provide a property receipt to the individual who surrendered the firearms and ammunition.
- (e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

343.8 RELEASE OF FIREARMS AND AMMUNITION

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.

343.9 TRAINING

The Personnel and Training Sergeant should ensure that members receive periodic training on the requirements of this policy (Penal Code § 18108).

343.10 POLICY AVAILABILITY

The Chief of Police or the authorized designee shall be responsible for making this policy available to the public upon request (Penal Code § 18108).

343.11 RENEWAL OF GUN VIOLENCE RESTRAINING ORDERS

The Detective Bureau supervisor is responsible for the review of a gun violence restraining order obtained by the Department to determine if renewal should be requested within the time prescribed by law (Penal Code § 18190).

Off-Duty Law Enforcement Actions

344.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Berkeley Police Department with respect to taking law enforcement action while off-duty.

344.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

344.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge or an authorized flat badge and identification.

Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that could adversely affect the officer's senses or judgment.

344.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.

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- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

344.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a police officer until acknowledged. Official identification should also be displayed.

344.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

344.4.3 NON-SWORN RESPONSIBILITIES

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

344.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

344.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Native American Graves Protection and Repatriation

345.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

345.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

345.2 POLICY

It is the policy of the Berkeley Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

345.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land/Private land - The Coroner, when appropriate (Health and Safety Code § 7050.5)
- Tribal land - Responsible Indian tribal official

345.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

Honor Guard

346.1 PURPOSE AND SCOPE

The Honor Guard represents the Berkeley Police Department both within the local community and in the greater public safety community at ceremonies such as officer funerals, law enforcement memorials and promotional ceremonies. The core mission of the Honor Guard is to convey the Department's respect, empathy and condolences in a formal setting in order to assist a grieving community, but it may also be utilized to celebrate achievement, and other occasions in which a presentation of the colors is appropriate.

346.2 POLICY

The Honor Guard shall provide official Department representation at ceremonial occasions as directed by the Chief of Police or his/her designee. These occasions may include, but are not limited to: officers killed in the line of duty, officers that die during service, officers that die after retirement, out of agency services (e.g. citizen honorariums, parades, civic events, etc.), and National and State memorial services (e.g. National Law Enforcement Memorial Week, Medal of Honor/Life Saving awards ceremonies, etc.).

The Honor Guard shall aspire to the highest level of professionalism in all aspects of operation, and its members shall maintain the highest standards of professional cleanliness, bearing and integrity while performing their duties.

346.3 COMMAND STRUCTURE

346.3.1 ADMINISTRATOR

The Honor Guard Administrator will be the Professional Standards Division Captain, who will be responsible for the overall administration of the Honor Guard.

346.3.2 COMMANDER

The Honor Guard Commander will be the Personnel and Training Lieutenant, who will be responsible for planning, organizing, staffing, training, directing and coordinating all ceremonial Honor Guard functions.

346.3.3 TEAM LEADER

The Honor Guard Team Leader will hold the rank of Officer or Sergeant and will be nominated by the Honor Guard, for approval by the Honor Guard Administrator. The Team Leader will be responsible for on-site implementation and direction of an Honor Guard detail at a ceremonial function. The Team Leader may also be responsible for pre-function arrangements such as transportation, as delegated by the Honor Guard Commander. In the event the Team Leader is not available to prepare or attend an Honor Guard function, the Team Leader will appoint an Officer-In-Charge to act as the Team Leader.

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Honor Guard

346.3.4 QUARTERMASTER

The Honor Guard Quartermaster will be appointed by the Honor Guard Commander and will be responsible for equipment and uniform acquisition and distribution, liaison with the Departmental Uniform Committee and Personnel and Training Bureau, and for the maintenance of records under his/her control.

346.3.5 LEAD TRAINER

The Honor Guard Lead Trainer will be responsible for preparing and coordinating both on-going training for the Team and the initial training of any new members.

346.3.6 JOINT RESPONSIBILITIES

The Quartermaster, Team Leader and Lead Trainer positions may be occupied by the same person if necessary.

346.4 MEMBERSHIP

The Honor Guard will consist of at least eight members, but up to as many as 12 (not including commanders), who are able to perform the ceremonial duties as required.

346.4.1 REQUIREMENTS

- (a) Applicants will have completed the police officer probationary period.
- (b) Applicants will complete the standard special assignment application process to include a review of their leave usage, performance appraisal reports, supervisor input, and a panel interview.
- (c) The applicant's ability to maintain military bearing and appearance while performing precise tasks in adverse conditions for prolonged periods of time will also be assessed.
- (d) Successful applicants will display a willingness and ability to respond to Honor Guard assignments, training and other details with minimal notice.

346.4.2 MEMBER RESPONSIBILITIES

Member responsibilities include, but are not limited to:

- (a) Maintaining all issued equipment and uniforms in excellent condition,
- (b) Returning all issued uniforms and equipment in excellent condition to the Honor Guard's Quartermaster when membership in the Honor Guard has ended, or at the conclusion of a detail,
- (c) Maintaining outstanding personal appearance,
- (d) Attending all assignments, training and other details as assigned unless providing legitimate excuse, and
- (e) Performing all duties properly.

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Honor Guard

346.4.3 REMOVAL

Any member who fails to fulfill their obligation to the Honor Guard as identified in this policy may be removed from the unit after appropriate review by the Professional Standards Division Captain and Honor Guard Commander.

346.4.4 DEPLOYMENT

Honor Guard members designated to participate in a detail shall first be selected from available on-duty members who are working their normal shifts. In all instances where a member is participating in an Honor Guard function they shall be on-duty, whether in an overtime or straight time status.

- (a) An Honor Guard detail (consisting of two to four members) will routinely be sent to public safety funerals and memorials within the Nine County Bay Area (the nine counties which border the San Francisco Bay) as determined by the Professional Standards Division Captain.
- (b) For public safety funerals and memorials outside the Nine County Bay Area but within 200 miles of the City of Berkeley, a two member Honor Guard detail may be sent upon direction of the Professional Standards Division Captain.
- (c) For public safety funerals and memorials outside the 200 mile radius, a detail may be sent based on exceptional circumstances and only with the approval of the Chief of Police.

346.5 TRAINING

Members of the Honor Guard may be authorized six scheduled training sessions annually and additional practices as needed for a killed in the line of duty service or tragic event hosted by our department.

Members who fail to attend at least three practices or who decline three Honor Guard assignments within a calendar year may be subject to removal from the Honor Guard.

346.6 UNIFORM

Unless the privilege is rescinded by the Chief of Police, former Honor Guard members who served the Team honorably for at least five years may wear an Honor Guard shoulder/epaulet chord on their Class A uniform coat.

Firearms and Tactics Unit

347.1 PURPOSE AND SCOPE

This policy sets forth guidelines governing the organization and operation of the Department's Firearms and Tactics Unit (FTU).

347.2 POLICY

The FTU shall serve to develop, design, implement, instruct, manage, and evaluate all phases of a comprehensive program to enhance the firearms and tactical skills of officers. The FTU also serves to provide training in Less than Lethal and chemical agent systems as well as to coordinate the maintenance, servicing, and repair of Departmentally authorized weapons.

347.3 PROCEDURES

The FTU shall be administered by a Program Coordinator, who is responsible to the Professional Standards Division's Personnel and Training Sergeant.

The Program Coordinator shall submit reports summarizing the Unit's activities and projects, as needed, through the Personnel and Training Sergeant and Lieutenant to the Professional Standards Division Captain.

347.4 UNIT COMPOSITION

The FTU is composed of the following positions of responsibility:

- (a) Firearms Program Coordinator as defined in section 347.5.
- (b) Firearms Instructors: Officers selected by the Department who have completed a POST Certified Firearms Instructor course.
- (c) Less than Lethal Instructor: A Firearms Instructor who has been qualified to train officers in Less than Lethal systems deployed by the Department.
- (d) Armorsers: Officers selected by the department who are trained and certified to service and repair Departmentally authorized firearms.
- (e) Lead Armorer: An Armorer who is selected by the Personnel and Training Sergeant that works with the Program Coordinator and the Personnel and Training Sergeant to schedule and task, weapons maintenance, repair and inventory tracking. The Lead Armorer also manages the equipment in the indoor range and gun cleaning room.
- (f) Chemical Agent Instructors: Officers selected by the Department who have completed minimum of 40 hours of formal chemical agent instruction training.
- (g) Lead Chemical Agent Instructor: A Chemical Agent Instructor selected by the Personnel and Training Sergeant who is responsible for coordinating training and gas mask fit testing as well as the purchase and management of related equipment.

Assignments are based on experience, training and ability, not Departmental rank.

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347.5 PROGRAM COORDINATOR

The FTU is administered by a Program Coordinator, who is responsible to the Personnel and Training Sergeant.

The responsibilities of the Program Coordinator include:

- (a) Coordinate, develop, manage, and evaluate all Department sponsored firearms training and tactics programs
- (b) Facilitate and remain cognizant of special weapons training programs and be responsive to specialized firearms training needs.
- (c) Coordinate the selection, evaluation, and the continuing education needs of Firearms Instructors and Armorers.
- (d) Serve as the primary resource in firearms, firearms related equipment and firearms training matters for Department Command Staff. Responsibilities in this area include:
 1. Serve as a resource for firearms related training materials, and equipment and provide presentations to Department Staff on these matters.
 2. Work with the Lead Armorer to research, evaluate, and implement changes to Department issued ammunition, authorized firearms, related equipment, and/or related Department procedures, regulations, or rules.
 3. Serve on the Use of Force Review Board when a firearm was involved in the incident under review.
- (e) Prepare, submit, justify and track requisitions for firearms training related equipment, materials, and supplies.
- (f) Receive, disburse, and monitor firearms training related equipment, materials and supplies.
- (g) Work with Departmental Defensive Tactics Instructors to coordinate joint/concurrent use of force training for officers.
- (h) Coordinate with Firearms Instructors and the Personnel and Training Sergeant to ensure unit and departmental training and equipment goals are identified and met.
- (i) Establish, maintain, and update an accessible central information depository for firearms related equipment and training matters.

347.6 SELECTION

The Selection Panel for all positions described in this policy shall consist of the Firearms and Tactics Coordinator, Lead Armorer and a Firearms Instructor chosen by the Personnel and Training Sergeant.

Final authority for selection shall rest with the Chief of Police based upon the recommendations of the Selection Panel.

Youth Services Detail

348.1 PURPOSE AND SCOPE

The purpose of this policy is to define the role and responsibilities of the Youth Services Detail.

348.2 POLICY

The Berkeley Police Department is committed to the development and perpetuation of programs designed to investigate, mitigate and prevent juvenile delinquency. While all personnel are responsible for participating in and supporting this commitment, the Youth Services Detail is the primary unit responsible for the coordination and disposition of juvenile-related issues.

348.3 DEFINITION

As used in this policy, the terms “juvenile”, “minor” and “youth” define a person under the age of 18 years old.

348.4 YOUTH SERVICES DETAIL

348.4.1 GENERAL DUTIES

The Youth Services Detail (YSD) is part of the Special Victims Unit (SVU) and is supervised by the SVU Sergeant. The SVU Sergeant reports directly to the Detective Bureau Lieutenant.

Civilian attire will normally be worn by sworn personnel assigned to the Detail and regulation uniforms will be worn by School Resource Officers while on school grounds.

Any member of the Department who wishes to engage in any community delinquency prevention program in an official capacity shall obtain the approval of the Special Victims Unit Sergeant.

YSD shall be responsible for the following general duties/activities:

- (a) Disposition of youthful offenders who have committed an offense
- (b) Maintain cooperative relationships with other agencies concerned with the instruction, training and general welfare of youth
- (c) Present or provide case information to the District Attorney's Office or the Juvenile Probation Department
- (d) Coordinate with other divisions of the Department investigating cases involving youth
- (e) Provide consultation services for all youth
- (f) Provide written reports and records of all work performed
- (g) Service of juvenile warrants

348.4.2 INVESTIGATIONS

YSD shall be responsible for the investigation of the following offenses:

- (a) Child abuse cases such as:
 - 1. Neglect

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2. Physical abuse
3. Emotional abuse
4. Sexual abuse
 - (a) The Youth Services Detail will investigate cases of sexual abuse when the victim is under 14 years of age
 - (b) The Sex Crimes Detail will investigate cases of sexual abuse when the victim is 14 years of age or older.
- (b) Child abandonment or familial abduction
- (c) Crimes and non-criminal incidents occurring on a school campus where a Youth Services Detail School Resource Officer is assigned

When no YSD Detective is available, the responsibility for initial investigation shall reside with the Operations Division.

YSD is not responsible for the investigation of any criminal case, or interrogation of any person involved in offenses, not specified above, regardless of the age of the victim or responsible.

YSD Detectives will assist the handling officer in, or assume follow-up responsibility for the investigation of an offense not specified above at the direction of the SVU Sergeant, or his/her chain of command.

348.5 SCHOOL DISTRICT CONTACT

YSD will be responsible for non-emergency contacts with and notifications to schools (e.g., K-12, excluding college-level institutions).

- (a) If the need arises to make immediate contact at any Berkeley school, the officer shall first make contact with someone from the school administration (e.g., Principal, Vice-Principal, etc.) to notify them of the issue at hand and assess if they can provide support to the investigation.
- (b) YSD will be responsible for notifying a school, in writing, when an enrolled student is reported missing, and should do so within 10 days of the date of report (Education Code § 49068.6).
- (c) Requests for Berkeley Unified School District student directory information (e.g., student's name, address, phone, etc.) shall be directed to the School Resource Officer.

348.6 SCHOOL RESOURCE OFFICER

As staffing permits, the Berkeley Police Department will select officers to work with the Berkeley Unified School District as School Resource Officers (SROs). These officers will serve as a public safety liaison between this department and the staff/students of designated schools.

Under the supervision of the SVU Sergeant, the SRO's responsibilities include:

- (a) Protect life and property
- (b) Enforce laws and local ordinances

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- (c) When on-duty and present on-site, investigate all offenses reported and/or occurring at his/her assigned campus
- (d) Crime prevention and suppression
- (e) Report preparation and related testimony
- (f) Handle all youth dispositions that come to their attention as a result of his/her on-site contacts and investigations
- (g) Act as a resource to the school with respect to delinquency prevention
- (h) Collaborate with school staff on presentations regarding law enforcement and public safety subject matters, and offer perspective and guidance on ethical issues faced by youth
- (i) Provide, within the scope of their authority and training, counsel and advice to students on an individual basis
- (j) Provide security for various school activities
- (k) Provide information and assistance to the public
- (l) Perform other tasks, as assigned

The primary duty station of an SRO will be the public school campus at which he/she is assigned.

The SRO, while present at their assigned campus, will act only in the capacity of a peace officer, and not as a school official.

Tactical Rifle Operator Program

349.1 PURPOSE AND SCOPE

The purpose of this policy is to outline administrative protocols for the Tactical Rifle Operator Program.

349.2 POLICY

The Berkeley Police Department shall employ authorized sworn personnel equipped with tactical rifles to exercise expeditious control over critical incidents or potentially violent situations.

Tactical Rifle Operators shall conduct themselves with respect to Patrol Response Procedures described in relevant Department policy documents, and in accordance with Tactical Rifle Operator Procedures set forth in this policy.

349.3 DEFINITIONS

Definitions related to this policy include:

Tactical Rifle - The rifle, detachable box magazines, and ammunition authorized by the Chief of Police for use by designated Tactical Rifle Operators.

Tactical Rifle Operator (TRO) - A sworn employee of the Berkeley Police Department who has been trained and qualified to possess and deploy a tactical rifle in the course of their primary duty assignment.

349.4 EMPLOYEE OWNED TACTICAL RIFLES

Employees who purchase their own tactical rifles for on-duty use must adhere to this policy and the procedures herein. Employee owned rifles may not be deployed without the successful completion of the required training and the approval of the Lead Armorer and Division Captain.

349.5 TACTICAL RIFLE SPECIFICATIONS

- (a) **Rifles:** Rifles shall be of an AR15/M4 patterned design, comparable to or exceeding current industry standards for duty grade and quality. All rifles must have the following: 16 inch barrel, chambered in the 5.56x45mm NATO, sighting system (iron sights and/or optics), sling, and dedicated mounted light. Approved rifle manufacturers and models are subject to the Lead Armorer and Lead of FTU approval. Examples of approved brands and models include Colt LE6900 Series, Daniel Defense M4A1, Triarc Systems TSR-15S, and Bravo Company Manufacturing (BCM) M4. The entirety of the rifle must accumulatively meet current industry standards for duty grade and quality.
- (b) **Magazines:** 30 round Colt factory magazines and Magpul polymer magazines (PMAGS) or their equivalent are authorized for duty use.
- (c) **Aiming Devices:** Lasers and/or other electronic aiming devices are not approved for duty use unless authorized by the Chief of Police.
- (d) **Ammunition:** Duty ammunition will be supplied by the Department. Only departmentally approved ammunition shall be used for duty.

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- (e) **Accessories:** Approved aftermarket accessories include, but are not limited to:
1. Pistol grips
 2. Stocks
 3. Accessory rail systems
 4. Optic sighting devices
 5. Slings
 6. Lights

It is the responsibility of the Departmental Armorer to install all approved aftermarket accessories on tactical rifles.

349.6 DEPLOYMENT OF RIFLES

Tactical rifles shall be deployed only by Tactical Rifle Operators.

In light of known or potential risks, a TRO should deploy the firearm which best meets the needs of the police response, and in which he/she has the greatest accuracy and operational confidence.

349.7 STORAGE OF RIFLES

TROs shall be responsible for the care and storage of their assigned tactical rifle and associated equipment.

349.7.1 GENERAL

- (a) When not in use, TROs shall securely store their tactical rifle in a carry case within an authorized location at the Public Safety Building (PSB) or Traffic Substation.
1. A TRO may temporarily store his/her tactical rifle in a location other than the PSB or Traffic Substation to facilitate training or other official duty, provided all reasonable safety and security precautions are taken during transportation and storage.
- (b) When stored, the tactical rifle shall be in the following condition:
1. Selector lever is in the "safe" position;
 2. The chamber of the weapon is empty; and
 3. The magazine well is vacant.

349.7.2 INTO SERVICE

- (a) When placed into service and transported in a vehicle, the tactical rifle shall be maintained*:
1. Within its carry case in the vehicle's secure trunk; (sedan only) or in a storage rack specifically designed to secure the tactical rifle within the vehicle's passenger compartment (sedan, truck, or SUV).
 - *There may be times when placing the rifle in the trunk or storage rack isn't feasible, such as when responding to a call in progress immediately

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after briefing. On such occasions, the rifle may be placed in the vehicle on a seat or floorboard, with the understanding that it will be deployed or otherwise secured upon arrival at the scene.

- (b) When placed into service and transported in a vehicle, the tactical rifle shall be in the following operational condition:
 - 1. Selector lever is in the “safe” position; and,
 - 2. The chamber of the weapon is empty.
- (c) When a tactical rifle is placed into service in conformance with this policy, a loaded magazine may be inserted into and maintained within the magazine well.

349.7.3 REMOVAL FROM SERVICE

When a tactical rifle is removed from service and returned to storage, a TRO shall perform the following firearm safety procedures:

- (a) Remove the tactical rifle from the vehicle’s weapon rack or its carry case;
- (b) Confirm the selector lever is in the “safe” position;
- (c) Confirm the magazine well is vacant;
 - 1. If necessary, remove the magazine from the magazine well and secure it in the tactical rifle carry case;
- (d) Lock the bolt open and conduct a visual and physical inspection to ensure the chamber is empty;
- (e) Close the bolt on an empty chamber; and,
- (f) Secure the rifle within its carry case.

When not secured in an authorized location, the tactical rifle shall be under the control of the TRO.

349.8 MAINTENANCE OF RIFLES

A TRO shall be responsible for routine maintenance of their tactical rifle, including effective cleaning and sufficient lubrication subsequent to weapon use.

Advanced maintenance (i.e., that which is beyond normal cleaning and lubrication) and periodic ‘quality/assurance’ inspection of tactical rifles shall be the responsibility of trained and certified departmental armorers or their designee.

349.9 MODIFICATION OF RIFLES

A TRO shall not make or facilitate unauthorized modifications, maintenance or repair of a tactical rifle.

Modification to a tactical rifle may only occur upon the authorization of the Operations Division Captain and when carried out by certified departmental armorers.

Defective parts or parts needing replacement will be the financial responsibility of the weapon's owner. Departmental Armorers shall be responsible for the installation of replacement parts outside of the factory, or factory service providers.

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349.10 PROGRAM ADMINISTRATION

The coordination and administration of the Program shall be the responsibility of a Patrol Bureau Lieutenant designated by the Operations Division Captain.

The Firearms and Tactics Unit (FTU) will develop and implement a training program for TROs that will address:

- (a) Initial and periodic training and qualification for TROs;
- (b) Weapon system fundamentals, including, but not limited to, tactical rifle nomenclature, operation, emergency action procedures, and render safe procedures.
- (c) Tactical containment procedures employed by the Special Response Team, including, but not limited to, fundamental tactics and communication protocols.

349.11 SELECTION

349.11.1 CRITERIA

Officers may apply for appointment to the Program if the following criteria are met:

- (a) Applicants must be a full time, sworn officer, with a minimum of one year of experience as a sworn officer with the Berkeley Police Department.
 - 1. Upon recommendation of the Operations Division Captain, appointment of an applicant officer to the Program will be at the discretion of the Chief of Police.
- (b) Applicants must have demonstrated their ability to work with minimal supervision.
- (c) Applicants must have demonstrated their ability to maintain a calm and professional demeanor during stressful situations.
- (d) Applicants must have demonstrated their ability to exercise good judgment and make sound decisions.
- (e) Applicants must have demonstrated their ability to handle firearms safely and effectively during departmental firearms training.

349.11.2 PROCESS

The selection process shall include:

- (a) A review of the applicant's personnel file for sustained complaints involving the improper use of force, poor judgment, dishonesty or mistreatment of equipment.
- (b) A review of comments by the applicant's supervisors and commanding officers, as presented in annual evaluations and the applicant's special assignment form, relating to the applicant's job performance and suitability to be a TRO.
- (c) A review of the applicant's firearms training records and comments by FTU instructors regarding the applicant's participation and demonstrated abilities during firearms training.
- (d) The applicant will participate in an interview panel comprised of officers, sergeants and/or command officers assigned by the Operations Division Captain.

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1. The interview will include questions regarding the Use of Force Policy as well as situational questions intended to assess the applicant's qualifications.

349.11.3 INACTIVITY

A TRO who has been inactive for any period of time may be reactivated at the discretion of the Operations Division Captain.

- (a) A TRO requesting reactivation to the Program must meet the previously listed minimum selection criteria and successfully complete a recertification training and related firearms qualification program.

When an officer becomes inactive, resigns, or is decertified from the Program, his/her departmentally purchased equipment shall be returned to the Department in the unmodified condition it was issued.

349.12 DECERTIFICATION PROCESS

A TRO may be decertified by the Chief of Police for any of the following reasons:

- (a) When work performance has been deemed "Unsatisfactory" or "Needs Improvement" over an extended period of time in the TRO's Performance Appraisal Report and the TRO has not demonstrated significant improvement in the course of a Performance Improvement Plan.
- (b) Failure to attend or successfully complete required Program training.
- (c) Any documented mistreatment, neglect, or improper use of a tactical rifle, other firearm or weapon.
- (d) Exhibiting a pattern of unsafe weapon handling or tactics during tactical rifle deployment or firearms training programs.
- (e) Demonstration of poor judgment or inability to make sound decisions during his/her regular assigned duties.
- (f) Failure to comply with the provisions of this policy.

Public Appearances

350.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures for employees involved in public events and appearances.

350.2 POLICY

Employees will represent the City of Berkeley and the Police Department at public events and appearances, when requested or required, and shall conduct themselves in a courteous, respectful and professional manner.

350.3 PROCEDURES

With regard to the Department's commitment to community participation in problem solving and crime prevention, employees will make reasonable efforts to participate in public events in a manner that will promote community engagement, problem solving and crime prevention.

350.4 REQUESTS FOR APPEARANCE

350.4.1 NEIGHBORHOOD WATCH

Employees who receive inquiries or requests for an employee appearance at a neighborhood watch meeting shall direct the person to contact the Operations Division Assistant or forward the information on their behalf.

Upon receipt, the Operations Division Assistant will complete a Neighborhood Watch/Event Notice form and route it to the patrol team that will be on-duty at the time of the event. The sergeant of the patrol team receiving the notice shall assign an officer to attend, preferably the beat officer.

350.4.2 PLANNED EVENTS

Employees who receive inquiries or requests for an employee appearance at anything other than a neighborhood watch meeting, such as a block party or grade school presentation, shall direct the person to contact the Community Services Bureau (CSB) or forward the information to CSB on their behalf.

Upon receipt, CSB will attempt to fulfill the request using Area Coordinators. If none are available for the date/time specified, CSB will forward the information to the Operations Division Assistant. The Operations Division Assistant will complete a Neighborhood Watch/Event Notice form and route it to the patrol team that will be on-duty at the time of the event. The sergeant of the patrol team receiving the notice shall assign an officer to attend, preferably the beat officer.

350.4.3 SHORT NOTICE

Employees who receive inquiries or requests on short notice (e.g. 2 hours before) for an employee appearance at either a neighborhood watch meeting or a planned event shall notify their supervisor verbally and via email with a cc to the CSB Sergeant. The supervisor will determine if the request

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can be fulfilled based on staffing. The employee shall receive authorization from their supervisor prior to committing to appear at the event.

350.5 INABILITY TO ATTEND

If, due to an emergency or unforeseen conflict, the assigned officer cannot attend the scheduled event, that officer's sergeant shall assign another officer to the event or make a reasonable effort to attend the event on behalf of the initially assigned officer.

Should police personnel be unable to attend a scheduled event, the assigned officer shall, at his/her soonest opportunity, make a courtesy call to the contact person listed on the Notice form and explain the situation. The assigned officer's sergeant shall confirm the contact person has been notified.

350.6 OFF-DUTY EVENTS

Employees who wish to attend a public event off-duty and in uniform must have completed their probationary period of employment at the Berkeley Police Department.

- (a) Eligible employees wishing to attend an event shall do the following:
 1. Determine what kind of event it is, i.e. a presentation regarding a law enforcement career vs. a discussion about current events;
 2. Confirm with the school or location that permission has been granted for the officer's appearance.
 3. Send an email to their supervisor requesting permission to attend and giving the details of the event (i.e. date, time, location, etc.).
- (b) If the request is approved, the officer shall:
 1. On the day of the event, notify the Communications Center that he/she is in uniform and off-duty, and provide the location and expected duration of the event.
 2. While in route to the event, make an effort to conceal the upper portion of their BPD uniform.

Employees attending events outside of Berkeley will not be allowed to bring a department vehicle, either for transportation or as part of the presentation, unless extraordinary circumstances exist and supervisor approval is obtained.

External Fixed Video Surveillance Cameras

351.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of City of Berkeley external fixed video surveillance cameras by the Berkeley Police Department (BPD).

This policy only applies to fixed, overt, marked external video surveillance systems utilized by the BPD. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department, as authorized by the City Council for use by other City Departments. BPD Personnel shall adhere to the requirements for External Fixed Video Surveillance Cameras covered in this policy as well as the corresponding Surveillance Use Policy -1304.

351.2 POLICY

The Berkeley Police Department utilizes a video surveillance system to enhance its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance safety and security in public areas. As specified by this policy, cameras may be placed in strategic locations throughout the City to record, deter, and solve crimes, to help the City safeguard against potential threats to the public, and to help manage emergency response situations during natural and human-made disasters, among other uses specified in Section 351.3.1.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

351.3 OPERATIONAL GUIDELINES

Only City Council-approved video surveillance equipment shall be utilized. BPD members authorized to review video surveillance may only record and review public areas and public activities where no reasonable expectation of privacy exists and pursuant to Section 351.3.1. The City Manager shall obtain Council approval of any proposed additional locations for the placement and use of video surveillance technology.

351.3.1 PLACEMENT REVIEW AND MONITORING

Camera placement will only occur in locations approved by the City Council and will be guided by this policy and the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City departments when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Camera placement includes existing cameras such as those located at San Pablo Park, the Berkeley Marina, and cameras placed in Council identified and approved intersections throughout the City, and potential future camera locations as approved by City Council.

Current City Council approved locations:

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- 6th Street at University Avenue
- San Pablo Avenue at University Avenue
- 7th Street at Dwight Way
- San Pablo Avenue at Dwight Way
- 7th Street at Ashby Avenue
- San Pablo Avenue at Ashby Avenue
- Sacramento Street at Ashby Avenue
- College Avenue at Ashby Avenue
- Claremont Avenue at Ashby Avenue
- 62nd Street at King Street

The cameras shall only record video images and not sound. Recorded images pursuant to Section 351.5 may be accessed, reviewed, and used for specific criminal or BPD administrative investigations and video surveillance may be accessed and reviewed by authorized BPD personnel for the following purposes:

- (a) To support specific and active criminal investigations.
- (b) To support serious traffic-related investigations.
- (c) To support police misconduct investigations, and
- (d) To respond to and review critical incidents or natural disasters.

Unauthorized recording, viewing, reproduction, dissemination, or retention of video footage is prohibited.

351.3.2 FIXED CAMERA MARKINGS

All public areas monitored by video surveillance equipment shall be marked in a conspicuous manner with unobstructed signs to inform the public that the area is under police surveillance.

351.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department is prohibited from integrating or accessing system capabilities of the video surveillance system with other systems, such as gunshot detection, automated license plate recognition, facial recognition and other video-based analytical systems.

351.4 VIDEO SUPERVISION

Access to video surveillance camera data shall be limited to Berkeley Police Department (BPD) personnel utilizing the camera database for uses authorized above, with technical assistance from Public Works Department and Department of Information Technology personnel. Information may be shared in accordance with Sections 351.6 or 1304.9 below. BPD members seeking access to the camera system shall obtain the approval of the Investigations Division Captain, or their designee.

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Supervisors should monitor video surveillance access and usage to ensure BPD members are complying with this policy, other applicable department policy, and applicable laws. Supervisors should ensure such use and access is appropriately documented.

351.4.1 VIDEO LOG

No one without authorization will be allowed to login and view the recordings. Access to the data must be obtained through the Public Works Department according to this policy and published regulations that limit access and use of data by Public Works and other City Departments and personnel. All system access including system log-in, access duration, and data access points is accessible and reportable and shall be documented by the Public Works Department's authorized administrator. Those who are authorized and login should automatically trigger the audit trail function to ensure compliance with the guidelines and policy. This is further outlined in Section 1304.4 of the Surveillance Use Policy.

351.4.2 PROHIBITED ACTIVITY

Video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Video surveillance systems shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

Video surveillance systems and recordings are subject to the Berkeley Police Department's Immigration Law Policy, and hence may not be shared with federal immigration enforcement officials.

351.5 STORAGE AND RETENTION OF MEDIA

Video surveillance recordings are not government records pursuant to California Government Code 34090 in and of themselves. Except as otherwise permitted in this section, video surveillance recordings shall be purged within one hundred and eighty (180) days of recording. Recordings of incidents involving use of force by a police officer or involving, detentions, arrests, or recordings relevant to a formal or informal complaint against a sworn police officer shall be retained for a minimum of two years and one month. Recordings relating to court cases and complaints against BPD sworn officers that are being adjudicated will be manually deleted at the same time other evidence associated with the case is purged in line with the Department's evidence retention policy. Any recordings related to a police misconduct investigation shall be maintained until such matter is fully adjudicated, at which time it shall be deleted in line with the Department's evidence retention policy, and any applicable orders from the court.

Any recordings needed as evidence in a criminal or police misconduct proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

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351.5.1 EVIDENTIARY INTEGRITY

All media downloaded and retained pursuant to this Policy shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

351.6 RELEASE OF VIDEO IMAGES

Data collected and used in a police report shall be made available to the public in accordance with department policy and applicable state or federal law, also referenced in Policy 1304.8.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records pursuant to Policy 804.

Requests for recorded video from other law enforcement agencies shall be referred to the Investigations Division Captain, or their designee for release in accordance with this policy and must be related to a specific active criminal investigation.

Requests for recorded video from the Office of Director of Police Accountability and Police Accountability Board shall be referred to the Investigations Division Captain, or their designee, for release in accordance with Charter Article XVIII, Section 25, Subdivision (20)(a).

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

351.7 VIDEO SURVEILLANCE AUDIT

The video surveillance software generates a site log each time the system is accessed. The site log is broken down by server, device, user or general access. The site log is kept on the server for two years and is exportable for reporting. System audits will be conducted by the Professional Standards Bureau's Audit and Inspections Sergeant on a regular basis, at least biennial.

BPD will enforce against prohibited uses of the cameras pursuant to Policy 1010, Personnel Complaints or other applicable law or policy. The City Manager shall enforce against any prohibited use of cameras and/or access to data by other City of Berkeley personnel.

The audit shall be documented in the form an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be published on the City of Berkeley website in an appropriate location, and retained within the Professional Standards Bureau.

351.8 TRAINING

All department members authorized to operate or access video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, associated software,

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and review of relevant policies and procedures, including this policy, as well as review of relevant City of Berkeley laws and regulations. Training should also address state and federal law related to the use of video surveillance equipment and privacy. All relevant recordings that are utilized will be collected pursuant to Policy 802, Property and Evidence, and retained pursuant to Policy 804 Records and Maintenance.

351.9 MAINTENANCE

It shall be the responsibility of the Public Works Director to facilitate and coordinate any updates and required maintenance, with access limited to that detailed in the City Manager's promulgated policies.

FLASH/SOUND DIVERSIONARY DEVICES

353.1 PURPOSE AND SCOPE

The purpose of this order is to establish guidelines for the deployment and use of flash/sound diversionary devices

Only specifically trained personnel of this Department are authorized to use flash/sound diversionary devices, sometimes referred to as "flash bangs", in situations when the use of a less-lethal diversion would facilitate entry, enable an arrest, restore order, and/or potentially reduce the risk of injury to officers or community members.

353.2 POLICY

It is the policy of the Berkeley Police Department to utilize flash/sound diversionary devices in unique situations as provided in this policy.

353.3 JUSTIFICATIONS FOR USE

Circumstances justifying the use of flash/sound diversionary devices may include, but not be limited to:

- (a) Barricaded subject and/or hostage situations
- (b) High-risk warrant services
- (c) Discouraging dangerous animals from attacking
- (d) Riotous situations
- (e) Circumstances wherein distraction of violent and/or emotionally disturbed persons and/or those under the influence of alcohol/drugs is believed necessary to facilitate apprehension/custody.
- (f) Situations wherein the Incident Commander or on-scene Supervisor deems their use necessary to safely resolve the incident.

353.4 PROCEDURES AND PERSONS AUTHORIZED TO CARRY DEPLOY DIVERSIONARY DEVICES

Only personnel who have successfully completed departmentally approved training in the proper use and deployment of flash/sound diversionary devices shall be certified/authorized to carry/deploy flash/sound diversionary devices during actual operations or training. Refresher training on their use should be provided to members of Special Response Team every two years.

353.5 AUTHORIZATION FOR USE

Except in extreme emergencies (i.e., life-threatening situations), flash/sound diversionary devices shall not be used without prior authorization of the Incident Commander/On-scene Supervisor.

353.6 DEPLOYMENT CONSIDERATIONS

Prior to deploying flash/sound diversionary devices, personnel shall consider available information and circumstances (i.e., presence of young children, elderly persons, flammable materials,

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small loose objects, etc). Circumstances may indicate that exterior deployment is preferable to deployment on the interior of a structure. Whenever possible, devices should be deployed to an area visible to the deploying officer. A flash bang pole may also be utilized to facilitate deployment.

353.7 SAFETY EQUIPMENT

All personnel carrying flash/sound diversionary devices in an actual incident or situation shall wear fire-retardant gloves and eye protection. The previously mentioned equipment is mandatory for training.

Because flash/sound diversionary devices have the potential to ignite flammable materials, a portable fire extinguisher or the Fire Department shall be readily accessible whenever devices are carried and may be deployed.

353.8 DOCUMENTATION AND REVIEW

Whenever flash/sound diversionary devices are carried by personnel in an actual situation or incident, that fact shall be noted in the after-action report or police report. In the event devices are deployed, the circumstances surrounding their deployment shall be fully described.

The Chief of Police or his or her designee shall be responsible for reviewing any deployment of flash/sound diversionary devices to ensure that policy is/was followed.

353.9 REPORTING REQUIREMENTS

Flash/sound diversionary devices are registered by serial number with the Bureau of Alcohol, Tobacco, and Firearms (ATF). Typically, the Department's purchase of new devices is reported directly (by case-lot serial numbers) to ATF by the device manufacturer via ATF Form 5. The National Firearms Act requires the Department to notify ATF upon the use/expenditure of flash/sound diversionary devices. The SRT Light Sound Diversionary Device Instructor shall be responsible for submitting written notification to ATF when devices listed have been used/expended. Notification to ATF may be in the form of Department Letterhead with a description of the device, serial numbers, and date used. This notification may be done quarterly to include multiple uses, but it should be submitted for a time period not to exceed three-month span of time. If there are no uses in a given quarter, no reporting is necessary.

Bureau of Alcohol, Tobacco, and Firearms
National Firearms Branch
244 Neely Road
Martinsburg, WV 25405
(304)616-4500

353.10 INSPECTION AND STORAGE

The SRT Team Leader is responsible for ensuring that all flash/sound diversion devices are inspected annually. This inspection shall ensure that the Department's devices are properly prepared and in good condition. Devices used beyond their recommended lifetimes shall be designated for use in training only.

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FLASH/SOUND DIVERSIONARY DEVICES

Flash/sound diversionary devices should be stored in a cool, dry location within the armory, on a separate shelf away from fixed ammunition. Devices may be temporarily issued to SRT Team members, or other designated personnel, provided appropriate records are maintained. Devices should be carried securely in a pouch/carrier with a retention strap or flap. Loans of Departmentally owned equipment to other agencies must be pre-approved by the Chief or his/her designee.

Precision Rifle Operator Program

354.1 PURPOSE AND SCOPE

The purpose of this policy is to outline administrative protocols for the Precision Rifle Operator Program. It is also intended to communicate procedures governing the training, deployment, storage, and maintenance of the precision rifles issued to selected members of the Special Response Team.

354.2 POLICY

The Berkeley Police Department shall employ select authorized sworn personnel equipped with precision rifles to exercise expeditious control over critical incidents or potentially violent situations.

Precision Rifle Operators shall conduct themselves with respect to Patrol Response and Special Response Team Procedures described in relevant Department policy documents, and in accordance with the Precision Rifle Operator Procedures set forth in this policy.

354.3 PRECISION RIFLE SPECIFICATIONS

- **Rifles:**

The Remington 700, bolt action, .308-caliber rifle.

Barrett Model 99, bolt action, .50-caliber rifle.

Accuracy International Lapua, bolt action, .338 rifle.

- **Magazines:**

The Remington 700, and the Accuracy International have a five and ten round magazine.

The Barrett Model 99 does not have a magazine.

- **Aiming Devices:**

Lasers and/or other electronic aiming devices are not approved for duty use unless authorized by the Chief of Police.

- **Ammunition:**

Duty ammunition will be supplied by the Department. Only departmentally approved ammunition shall be used for duty.

Accessories:

- **Approved aftermarket accessories include, but are not limited to:**

1. Pistol grips
2. Stocks
3. Accessory rail systems
4. Optic sighting devices

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Precision Rifle Operator Program

5. Slings
6. Lights

354.4 DEPLOYMENT OF RIFLES

Precision Rifles shall be deployed only by Precision Rifle Operators.

In light of known or potential risks, a Precision Rifle Operator should deploy the firearm which best meets the needs of the police response, and in which he/she has the greatest accuracy and operation confidence.

Not including deployment during a planned operation, a Precision Rifle Operator who deploys a precision rifle shall make a verbal notification of the deployment to the incident commander, as soon as practical.

Precision rifles are intended to augment the Special Response Team during a planned operation, a spontaneous event, or other critical incidents. These rifles are not intended to be deployed during 'routine' calls for service. The deployment will be consistent with the specialized training that each operator receives.

The Barrett Model 99-.50 caliber rifle shall only be used for disabling a motor vehicle in extreme circumstances (i.e. confronting an armored vehicle or vehicle intentionally targeting a crowd, this is the only tool in BPD's possession to potentially disable an engine block), unless exigent circumstances exist. The use of Barrett Model 99 rifle must be in compliance with Policy 300 (Use of Force policy). When feasible, this tactical decision should be made with an incident commander's approval.

354.5 STORAGE OF RIFLES

Precision Rifle Operators shall be responsible for the care and storage of their assigned rifle and associated equipment.

354.5.1 GENERAL STORAGE

- (a) When not in use, Precision Rifle Operators shall securely store their rifle in authorized location at the Public Safety Building (PSB).
 - (a) A Precision Rifle Operator may temporarily store his/her rifle in a location other than the PSB to facilitate training or other official duty, provided all reasonable safety and security precautions are taken during transportation and storage.
- (b) When in storage, the rifle shall be in the following condition:
 - (a) Selector lever is in the "safe" position;
 - (b) The chamber of the weapon is empty.

354.6 INTO SERVICE

- (a) When placed into service and transported in a vehicle, the rifle shall be maintained*:
 - (a) In the vehicle's secure trunk; or In a storage rack specifically designed to secure the rifle within the vehicle's passenger compartment (sedan, truck, or SUV).

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Precision Rifle Operator Program

- (a) *There may be times when placing the rifle in the trunk or storage rack isn't feasible, such as when responding to a call in progress immediately after briefing. On such occasions, the rifle may be placed in the vehicle on a seat or floorboard, with the understanding that it will be deployed or otherwise secured upon arrival at the scene.
- (b) When placed into service and transported in a vehicle, the rifle shall be in the following operational condition:
 - (a) Selector lever is in the "safe" position; and,
 - (b) The chamber of the weapon is empty.

354.7 REMOVAL FROM SERVICE

When a rifle is removed from service and returned to storage, a Precision Rifle Operator shall perform the following firearm safety procedures

- (a) Confirm the selector lever is in the "safe" position;
- (b) Open the chamber and conduct a visual and physical inspection to ensure the chamber is empty;
- (c) Close the bolt on an empty chamber; and,
- (d) Secure the rifle.

When not secured in an authorized location, the rifle shall be under the control of the Precision Rifle Operator.

354.8 MAINTENANCE OF RIFLES

Precision Rifle Operator shall be responsible for routine maintenance of their rifle, including effective cleaning and sufficient lubrication subsequent to weapon use.

Advanced maintenance (i.e., that which is beyond normal cleaning and lubrication), authorized modification to, and periodic 'quality/assurance' inspection of rifles shall be the responsibility of trained and certified department armorers.

354.9 MODIFICATIONS OF RIFLES

A Precision Rifle Operator shall not make or facilitate unauthorized modifications, maintenance or repair of a rifle.

Modification to a rifle may only occur upon the authorization from a Special Response Team Commander and carried out by certified department armorers or factory service providers.

Maintenance and repair of defective parts or parts needing replacement will be the financial responsibility of the department. Departmental Armorers shall be responsible for the installation of replacement parts outside of the factory, or factory service providers.

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Precision Rifle Operator Program

354.10 PROGRAM ADMINISTRATION

The coordination and administration of the Program shall be the responsibility of the Special Response Team leadership.

The Special Response Team will maintain a training program for Precision Rifle Operators that addresses at a minimum the following:

- (a) Initial and periodic training and qualification;
- (b) Weapon system fundamentals, including, but not limited to, rifle nomenclature, operation, emergency action procedures, and render safe procedures.
- (c) Special Response Team fundamental tactics and communication protocols.
- (d) Accuracy and precision drills.

Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intra-organizational cooperation and information sharing.

400.2 POLICY

The Berkeley Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.4 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code § 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

400.5 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Berkeley. The function of patrol is to respond to calls

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Patrol Function

for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

- (a) Responding to emergency calls for service.
- (b) Apprehending criminal offenders.
- (c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
- (d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
- (e) Responding to reports of criminal and non-criminal acts.
- (f) Responding to routine calls for service, such as public assistance or public safety.
- (g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.
- (h) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
- (i) Directing and controlling traffic.

Fair and Impartial Policing

401.1 PURPOSE AND SCOPE

This policy is intended to reaffirm the commitment of the Berkeley Police Department to fair and impartial policing; to clarify the circumstances in which dispatchers and officers can consider race, ethnicity and other demographics; and to reinforce procedures that serve to assure the public that we are providing service and enforcing laws in an equitable way, including identifying, intercepting, and documenting profiling by proxy.

California Penal Code Section 13519.4(e) prohibits racial profiling by law enforcement officers. This policy explicitly prohibits racial profiling and other biased policing. This policy describes the limited circumstances in which members can consider race, ethnicity, national origin, gender, age, religion, sexual orientation/identity or socio-economic status in making law enforcement decisions.

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - Any police-initiated action that relies on the race, ethnicity or national origin rather than the behavior of an individual or information that leads the police to a particular individual who has been identified as being engaged in criminal activity.

401.2 POLICY

Investigative detentions, traffic stops, arrests, searches and property seizures by officers will be based on a standard of reasonable suspicion or probable cause. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause.

Officers shall not consider race, ethnicity, national origin, gender, age, religion, sexual orientation/identity or socio-economic status in establishing either reasonable suspicion or probable cause, or when carrying out other law enforcement activities except when officers are:

- (a) Seeking specific person(s) who have been described in part by any of the above listed characteristics, or
- (b) The person(s) are being sought for a specific law enforcement purpose.

Discrimination or harassment based on a trait or class described above is considered a “serious allegation” of misconduct.

401.3 RESPONSIBILITY TO REPORT AND TAKE CORRECTIVE ACTION

Employees who become aware of another employee engaging in biased policing shall adhere to reporting procedures set forth in the Personnel Complaints Policy.

A supervisor or command officer who becomes aware of biased policing shall adhere to notification and administrative procedures set forth in the Personnel Complaints Policy.

All reports of biased policing shall be investigated in accordance with the Personnel Complaints Policy.

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Fair and Impartial Policing

401.4 PROFILING BY PROXY

Bias, racism or profiling by proxy occurs in a call for service when an individual call the police and makes false or ill-informed claims about persons they dislike or are biased against. Dispatchers and Officers have a role in mitigating bias-based calls for service (CFS), and proper handling of these calls is important to maintain and build trust between the police and the community.

Call takers have a responsibility to do an initial screen and triage of all calls to ensure they are accurately entered as the correct CFS with the appropriate priority attached. Call takers should ask questions and explore whether there are concrete, observable behaviors that form the basis of the suspicious activity or crime the RP is reporting. Calls for service (CFS) should focus on behaviors of involved parties, not appearance. Reports of suspicious activity require the reporting party (RP) to articulate something criminal or reasonably suspicious about a person's behavior.

If a Call Taker believes an RP is making a bias-based call for service, they should:

1. Create a call for service,
2. Enter the details provided by the RP in the call narrative
3. In the Nature of Call field enter: "Supervisor review required" which will ensure that the call is not ready for dispatch, and
4. Notify the on duty supervisor. Supervisor will review the merits of the call for service and either approve for dispatching or notify a Watch Commander (or designee)
5. Watch Commander will determine if a response will be provided and/or follow-up up with the RP for more information.

401.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Chief of Police or the authorized designee shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and reported annually to the DOJ (Penal Code § 13012; Penal Code § 13020).

401.5.1 DEMOGRAPHIC DATA PROCEDURES

All sworn officers shall provide demographic statistical data once for each individual as listed below:

- (a) All vehicle and bicycle detentions.
- (b) All pedestrian detentions
- (c) Anytime anyone is detained, regardless of the cause
- (d) Anytime anyone is searched regardless of the cause.

Officers shall provide demographic statistical data pursuant to the requirements of the RIPA statute, AB 953.

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Fair and Impartial Policing

401.6 ADMINISTRATION

Each year, the Operations Division Captain shall review the efforts of the Department to prevent racial or biased based profiling and submit an overview, including public concerns and complaints, to the Chief of Police.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.7 TRAINING

Training on racial or bias-based profiling and review of this policy should be conducted as directed by the Personnel and Training Bureau.

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of racial or bias-based profiling.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial racial or bias-based profiling training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

Briefing Training

402.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Briefing; however officers may conduct Briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations
- (b) Notifying officers of changes in schedules and assignments
- (c) Reminding officers of new or updated policies
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects

402.2 PREPARATION OF MATERIALS

The supervisor conducting Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster scene.

403.2 POLICY

It is the policy of the Berkeley Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and there are no injured persons

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Crime and Disaster Scene Integrity

to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

403.7 ADDITIONAL INVESTIGATIVE STEPS

Once the scene is stabilized, the handling officer or the on-scene supervisor should begin requesting additional resources. The following list generally describes requests that may or may not fit the need for investigating the incident properly. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation.

- (a) Request detectives to the scene
- (b) Make proper notifications, PIO, DCO etc.(see Major Incidents policy)
- (c) Photographs (See Digital Evidence policy)
- (d) Request an Identification Technician to the scene for photographs and evidence collection.
- (e) Request a sketch of the scene (see section 403.10)
- (f) Notify the coroner

403.8 IDENTIFICATION TECHNICIANS

Identification Technicians (ID Techs) are provided with special training to cover the following skills:

- (a) Recovering latent fingerprints and palm prints
- (b) Recovering foot, tool, and tire impressions
- (c) Photographing crime or accident scenes
- (d) Collecting, preserving, and transporting physical evidence, including biological materials

ID Techs responding to a scene shall report to the handling officer to ensure knowledge of their presence and to confer on what needs to be processed, collected or photographed. The handling officer should rely upon the expert knowledge of the ID Tech for determining the most practical method for evidence collection.

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To ensure their safety, officers shall remain on scene with the ID Tech until the ID Tech's work is completed or until they advise the officer that he/she is free to leave.

403.8.1 EVIDENCE COLLECTION

Most evidence can be collected at the scene by the handling or an assisting officer. However on large scale investigations, an ID Tech may be requested to collect evidence from the scene. In general, certain evidence should only be collected by the ID Technician. These items may include:

1. Blood stained objects or dried physiological materials shall be air-dried in a protected environment, individually packaged into paper bags or bundles, and appropriately marked for identification.
2. Physiological materials such as human tissue may be collected as evidence and require specific unique handling to preserve its evidentiary value. In such cases, officers should contact the Identification Technician or the Homicide Detail or, if after hours, the on-call homicide investigator for details on proper handling.
3. Physical evidence, such as liquid blood samples, must be placed in proper containers and delivered promptly to the laboratory, or placed in the Property Room refrigerator.
4. Other items possibly supporting latent prints and/or trace evidence must be protected from any movement or action that might destroy or contaminate the viability of this evidence

It should be noted that non-sworn personnel, including ID Techs are not trained in drug/narcotic testing and shall refer/surrender any drugs/narcotics to the handling officer for proper handling and booking (see Property and Evidence policy).

403.9 CHAIN OF CUSTODY

The chain of custody is the written record of all individuals who have maintained control of evidence. The chain of custody begins when an item of evidence is collected and is maintained until the final disposition is made. The chain of custody assures continual accountability. Each individual in the chain is responsible for evidence while under his/her control.

The chain of custody shall be documented on the outside of most evidence packaging but should also be documented in the associated case report (see also the Property and Evidence policy).

403.10 CRIME SCENE SKETCHES

If the decision is made for a crime scene sketch, the officer preparing the sketch should make sure that the sketch includes, at minimum:

- (a) An arrow or indicator of the direction of north.
- (b) Geographical location, such as a street address or an intersection of streets.
- (c) An indicator of the type of room if the sketch is inside a building, ie., living room, bedroom, etc.
- (d) Date and time of preparation.

Each sketch of a crime scene may include, as appropriate:

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- (a) Dimensions and measurements.
- (b) Location of significant features, i.e., vehicles, other buildings, victims, witnesses, suspects, etc.

In large scale investigations, such as a homicide or a fatal vehicle collision, the Traffic Bureau's laser scanner may be utilized to provide more accurate measurements.

403.11 LABORATORY EXAMINATION REQUESTS

It shall be the responsibility of the Detective Bureau to take appropriate action to get physical evidence to the laboratory for examination.

- (a) Detectives are required to evaluate each case assigned to their Detail, determine what actions will be necessary to complete the investigation, and make appropriate laboratory examination requests, (e.g. DNA test, fiber analysis, etc.)
- (b) Evidence submitted to the laboratory for examination must include a record of the following information:
 - 1. Name of the officer last having custody of the item.
 - 2. Date and time the evidence was delivered to the laboratory.
 - 3. Signature of the person in the laboratory receiving the evidence, including date and time of receipt.
- (c) Employees will request written results of laboratory analysis at the time a request for laboratory services is made.
- (d) When the laboratory examinations are completed, the evidence will be picked up and returned to the Property Room.
- (e) Copies of the written results will be attached to the case.

Special Response Team

404.1 PURPOSE AND SCOPE

The Special Response Team (SRT) is comprised of six elements: Command, Negotiator, Tactical, Tactical Dispatch, Logistics and TEMS. The Team has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. This policy is written to comply with the guidelines established in the Attorney General's Commission on Special Weapons and Tactics Report (September 2002) and the POST 2005 SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code § 13514.1).

404.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the Crisis Response Unit are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a police response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to department personnel allowing for appropriate on scene decision making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

404.1.2 SPECIAL RESPONSE TEAM DEFINED

A Special Response Team team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.2 POLICY

It shall be the policy of this department to maintain a Special Response Team and to provide the equipment, personnel, and training necessary to maintain a SWAT team. The SWAT team should develop sufficient resources to perform three basic operational functions:

- (a) Command and Control
- (b) Containment
- (c) Entry/Apprehension/Rescue

It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, and potential incident commanders. Nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training levels due to the exigency of the circumstances. The preservation of innocent human life is paramount.

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Special Response Team

404.2.1 POLICY CONSIDERATIONS

A needs assessment should be conducted to determine the type and extent of SRT missions and operations appropriate to this department. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the SRT Commander or his/her designee.

404.2.2 ORGANIZATIONAL PROCEDURES

This department shall develop a separate written set of organizational procedures which should address, at minimum, the following:

- (a) Locally identified specific missions the team is capable of performing.
- (b) Team organization and function.
- (c) Personnel selection and retention criteria.
- (d) Training and required competencies.
- (e) Procedures for activation and deployment.
- (f) Command and control issues, including a clearly defined command structure.
- (g) Multi-agency response.
- (h) Out-of-jurisdiction response.
- (i) Specialized functions and supporting resources.

404.2.3 OPERATIONAL PROCEDURES

This department shall develop a separate written set of operational procedures in accordance with the determination of their level of capability, using sound risk reduction practices. The operational procedures should be patterned after the National Tactical Officers Association Suggested SRT Best Practices. Because such procedures are specific to SRT members and will outline tactical and officer safety issues, they are not included within this policy. The operational procedures should include, at minimum, the following:

- (a) Designated personnel responsible for developing an operational or tactical plan prior to, and/or during SRT operations (time permitting).
 - 1. All SRT team members should have an understanding of operational planning.
 - 2. SRT team training should consider planning for both spontaneous and planned events.
 - 3. SRT teams should incorporate medical emergency contingency planning as part of the SRT operational plan.
- (b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
 - 1. When possible, briefings should include the specialized units and supporting resources.

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- (c) Protocols for a sustained operation should be developed which may include relief, rotation of personnel and augmentation of resources.
- (d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of SRT.
- (e) The appropriate role for a trained negotiator.
- (f) A standard method of determining whether or not a warrant should be regarded as high-risk.
- (g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.
- (h) Post incident scene management including:
 - 1. Documentation of the incident.
 - 2. Transition to investigations and/or other units.
 - 3. Debriefing after every deployment of the SRT team.
 - (a) After-action team debriefing provides evaluation and analysis of critical incidents and affords the opportunity for individual and team assessments, helps to identify training needs, and reinforces sound risk management practices.
 - (b) Such debriefing should not be conducted until involved officers have had the opportunity to individually complete necessary reports or provide formal statements.
 - (c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.
 - (d) When appropriate, debriefing should include specialized units and resources.
- (i) Sound risk management analysis.
- (j) Standardization of equipment deployed.

404.3 TEAM ORGANIZATION

The SRT is organized into the following elements:

- (a) Command Element: Comprised of one SRT Commander who has responsibility for all SRT operations, and two tactical commanders who have responsibility for their respective tactical teams.
- (b) Negotiator Element: Comprised of one team leader, an assistant team leader, and 8-9 negotiators; has the responsibility to advance the resolution of a critical incident through intelligence gathering and negotiation.
- (c) Tactical Element: Comprised of two, 12 member tactical teams (designated by the colors "blue" or "gold"); has responsibility for tactical missions, including arrest,

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Special Response Team

containment, evacuation, tactical intelligence gathering, rescue, search, security, and support of other planned department operations.

- (d) **Tactical Dispatch:** Comprised of Public Safety Dispatchers; may have responsibility for tracking SRT call out status and deployment procedures, establishing communications channels, and maintaining and posting tactical logs and incident events.
- (e) **Logistics Element:** Comprised of a team leader and four sworn officers; has responsibility for the procurement and maintenance of team equipment and supplies, other projects as assigned by the SRT Commander, and during a team operation, the establishment of the Incident Command Post.
- (f) **TEMS:** Comprised of sworn officers trained and qualified to the standard of Emergency Medical Technician (EMT); responsible for tactical emergency medical support in SRT operations.

404.4 TRAINING NEEDS ASSESSMENT

The SRT Commander shall conduct an annual SRT Training needs assessment to ensure that training is conducted within team capabilities, department policy and the training guidelines as established by POST (11 C.C.R. § 1084).

404.4.1 INITIAL TRAINING

SRT team operators and SRT team leaders should not be deployed until successful completion of the POST-certified Basic SRT Course or its equivalent.

- (a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content (topics) meet or exceed department requirements or POST standardized training recommendations.

404.4.2 UPDATED TRAINING

Appropriate team training for the specialized SRT functions and other supporting resources should be completed prior to full deployment of the team.

SRT team operators and SRT team leaders should complete update or refresher training as certified by POST, or its equivalent, every 24 months.

404.4.3 SUPERVISION AND MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SRT function at the organizational level to ensure personnel who provide active oversight at the scene of SRT operations understand the purpose and capabilities of the teams.

Command personnel who may assume incident command responsibilities shall attend an SRT or Critical Incident Commander course or its equivalent. SRT command personnel shall attend a POST-certified SRT commander or tactical commander course, or its equivalent.

404.4.4 SRT TACTICAL ELEMENT ONGOING TRAINING

Training shall be coordinated by the SRT Commander or his/her designee. The SRT Commander may conduct monthly training exercises that include a review and critique of personnel and

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their performance in the exercise in addition to specialized training. Training shall consist of the following:

- (a) Each SRT Tactical Element member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.
- (b) Any SRT Tactical Element team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest and attain a qualifying score. Within 90 days of the previous physical fitness test date, the member required to qualify shall report to a team leader and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.
- (c) Those members who are on vacation, ill, or are on light duty status with a doctor's note of approval on the test date, shall be responsible for reporting to a team leader and taking the test within 90 days of their return to regular duty. Any member, who fails to arrange for and perform the physical fitness test within the 90-day period, shall be considered as having failed to attain a qualifying score for that test period.
- (d) Quarterly, each SRT Tactical Element team member shall perform the mandatory SRT handgun qualification course. The qualification course shall consist of the SRT Basic Drill for the handgun. Failure to qualify will require that officer to seek remedial training from a team range master approved by the SRT Commander. Team members who fail to qualify must retest within 90 days. Failure to qualify within 90 days with or without remedial training may result in dismissal from the team.
- (e) A team member removed from the SRT due to failure to meet established physical fitness standards may apply for reinstatement at the next department-wide selection process.
- (f) Each SRT Tactical Element team member shall complete the quarterly SRT qualification course for any specialty weapon issued to, or used by, the team member during SRT operations. Failure to qualify will require the team member to seek remedial training from the Personnel and Training Sergeant who has been approved by the SRT commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SRT operations until qualified. Team members who fail to qualify must retest within 90 days. Failure to qualify with specialty weapons within 90 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.4.5 TRAINING SAFETY

A designated safety officer shall be used for all tactical training.

404.4.6 SCENARIO BASED TRAINING

SRT teams should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

404.4.7 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Personnel and Training Bureau. Such documentation shall be maintained in each member's individual training

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file. A separate agency SRT training file shall be maintained with documentation and records of all team training.

404.5 SERVICE STATUS

Unless officially inactive or excused, Team members will ensure their availability for unrestricted participation in all SRT activities.

If a team member is unable to perform the duties associated with their SRT assignment for any reason, including, but not limited to, injury or illness, he/she shall promptly notify the SRT Commander.

If, due to injury or illness, a team member requests approval to temporarily suspend his/her participation in SRT activities, he/she must provide medical documentation directing restricted or modified duty.

In situations where an injury or illness is of such a nature that the recovery time may exceed a period of six months, the team member may be placed on inactive status and precluded from participating in SRT activities.

- (a) Team members who are transferred to inactive status shall be placed on the SRT Eligibility List, ahead of candidates pending first appointment, and below previously listed inactive members of similar team assignment.
- (b) When the inactive team member is eligible for return to "Active" status without duty restriction, and has passed the established physical fitness test in the case of members returning to the tactical element, he/she may be reappointed to their previous team element at the next available vacancy.

A team member may be transferred to inactive status due to a conflict with his/her primary duty assignment (i.e. Internal Affairs, Homicide, etc.), or when otherwise deemed necessary or appropriate, at the discretion of and for a period determined by the Chief of Police.

In the event a team member is placed on inactive status, the vacant position may be filled by an appointment from the SRT Eligibility List.

A team member who has been on inactive status for longer than twelve consecutive months due to an injury or illness may be removed from the team at the discretion of the Chief of Police.

404.6 UNIFORMS, EQUIPMENT, AND FIREARMS

404.6.1 UNIFORMS

Special Response Team members should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

404.6.2 EQUIPMENT

The Special Response Team members should be adequately equipped to meet the specific mission(s) identified by the Berkeley Police Department.

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404.6.3 FIREARMS

Weapons and equipment used by SRT, the specialized units, and the supporting resources should be agency-issued or approved, including any modifications, additions, or attachments.

404.6.4 OPERATIONAL READINESS INSPECTIONS

The SRT Commander shall appoint a SRT team leader to perform operational readiness inspections of all unit equipment at least twice a year. The result of the inspection will be forwarded to the SRT Commander in writing. The inspection will include personal equipment issued to members of the unit, operational equipment maintained in the SRT facility and equipment maintained or used in SRT vehicles.

404.7 MANAGEMENT/SUPERVISION OF SPECIAL RESPONSE TEAM

The SRT Commander shall be selected by the Chief of Police upon recommendation of staff.

404.7.1 SRT COMMANDER

The Operations Division Captain shall recommend a lieutenant for appointment to the position of SRT Commander based on the lieutenant's overall departmental experience, prior work performance, judgment, and reliability.

404.7.2 TACTICAL COMMANDER

The Operations Division Captain shall also recommend a qualified sergeant or lieutenant for the appointment to the position of Tactical Commander based on the same aforementioned factors.

404.7.3 TEAM LEADERS

The Negotiator and Tactical Elements will be supervised by Team Leaders (TLs) and Assistant Team Leaders (ATLs).

The team leaders and assistant leaders shall be selected by the Chief of Police upon specific recommendation by staff and the SRT Commander.

The following represent the team leader responsibilities for the Special Response Team.

- (a) The Negotiator Element Team Leader's primary responsibility is to supervise the operations of the Negotiator Element which will include deployment, training, first line participation, and other duties as directed by the SRT Commander.
- (b) The Tactical Elements' (Gold and Blue) Team Leader's primary responsibility is to supervise the operations of their Team, which will include deployment, training, first line participation, and other duties as directed by the SRT Commander.

404.8 SELECTION PROCESS

At least every two years, SRT Command shall establish an SRT Eligibility List to accommodate SRT staffing needs.

Unless otherwise specified by the Chief of Police, all applicants shall meet the following criteria to be eligible for appointment to the SRT:

- (a) Have at least three years of law enforcement experience;

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- (b) Have successfully completed Department probation for initial appointment;
- (c) Have Personnel Appraisal Report ratings of at least "meets requirements" for two years preceding application;
- (d) Successfully complete a selection board interview.
- (e) Tactical Element applicants shall be able to pass physical fitness and weapons qualification testing.

The Selection Board will be comprised of, at minimum, SRT Command and/or Team Leader representatives. A Commissioner of the Police Review Commission (PRC) shall be permitted to attend the selection board interviews to monitor the interview process. The Selection Board is responsible for the evaluation of each applicant and submission of recommendations regarding eligibility to the Operations Division Captain.

Candidates who are successful in all aspects of the testing process will be placed on an SRT eligibility list, which will remain in effect for no longer than two years.

- (a) With the exception of appointments to Team command positions, vacancies on the Team shall be filled from the eligibility list based on recommendations from SRT Command Staff to the Patrol Captain.

Final selection authority shall rest with the Chief of Police. The Chief of Police shall assign team personnel in any manner deemed to be in the best interest of the Department.

404.9 NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages, barricaded themselves, or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Negotiator Element.

404.9.1 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a special assignment request to their sergeant. A copy will be forwarded to the SRT Commander and the Negotiator Element Team Leader. Qualified applicants will then be invited to an oral interview. The oral board should consist of the SRT Commander, the Negotiator Element Team leader, and a third person to be selected by the two. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.
- (c) Effective communication skills to ensure success as a negotiator.
- (d) Special skills, training, or appropriate education as it pertains to the assignment.
- (e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

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The oral board shall submit a list of successful applicants to staff for final selection.

404.9.2 TRAINING OF NEGOTIATORS

Those officers selected as members of the Negotiator Element should attend the Basic Negotiators Course as approved by the Commission on Peace Officer Standards and Training (POST) prior to primary use in an actual crisis situation. Untrained officers may be used in a support or training capacity. Additional training will be coordinated by the team leader.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team leader.

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the team leader. Performance and efficiency levels, established by the team leader, will be met and maintained by all team members. Any member of the Negotiator Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

404.10 TACTICAL ELEMENT ADMINISTRATIVE PROCEDURES

The SRT Tactical Element was established to provide a skilled and trained team which may be deployed during events requiring specialized tactics in such situations as cases where suspects have taken hostages and/or barricaded themselves as well as prolonged or predictable situations in which persons armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the Special Response Team's Tactical Element.

404.10.1 SELECTION OF PERSONNEL

Interested sworn personnel who are off probation shall submit a special assignment request to their appropriate sergeant, a copy of which will be forwarded to the SRT Commander and other team leaders. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the SRT Commander. The testing process will consist of an oral board, physical agility, basic handgun, and team evaluation.

- (a) Oral board: The oral board will consist of personnel selected by the SRT Commander. Applicants will be evaluated by the following criteria:
 - 1. Recognized competence and ability as evidenced by performance;
 - 2. Demonstrated good judgment and understanding of critical role of SRT member;
 - 3. Special skills, training, or appropriate education as it pertains to this assignment; and,
 - 4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.
- (b) Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as it relates to performance of SRT Tactical Element-

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related duties. The test and scoring procedure will be established by the SRT Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.

- (c) SRT basic handgun: Candidates will be invited to shoot the SRT Basic Drill for the handgun.
- (d) Team evaluation: Current team members will evaluate each candidate on his or her field tactical skills, teamwork, ability to work under stress, communication skills, judgment, and any special skills that could benefit the team.
- (e) A list of successful applicants shall be submitted to staff, by the SRT Commander, for final selection.

404.10.2 TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the SRT Commander. The performance and efficiency level, as established by the team leaders, will be met and maintained by all SRT Team members. Any member of the SRT Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.11 LOGISTICS ELEMENT ADMINISTRATIVE PROCEDURES

The SRT Logistics Element was established to provide a skilled and trained team which has the responsibility for the procurement and maintenance of team equipment.

The following procedures serve as directives for the administrative operation of the Special Response Team's Logistics Element.

404.11.1 SELECTION OF PERSONNEL

Interested sworn personnel who are off probation shall submit a special assignment request to their sergeant, a copy of which will be forwarded to the SRT Commander and other Team Leaders. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the SRT Commander. The testing process will consist of an oral board and team evaluation.

- (a) Oral board: The oral board will consist of personnel selected by the SRT Commander. Applicants will be evaluated by the following criteria:
 - 1. Recognized competence and ability as evidenced by performance;
 - 2. Demonstrated good judgment and understanding of critical role of SRT member;
 - 3. Special skills, training, or appropriate education as it pertains to this assignment; and,
 - 4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.

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404.11.2 TEAM EVALUATION

Current team members will evaluate each candidate on his or her teamwork, ability to work under stress, communication skills, judgment, and any special skills that could benefit the team.

A list of successful applicants shall be submitted to staff, by the SRT Commander, for final selection.

404.12 TACTICAL EMERGENCY MEDICINE (TEMS) ELEMENT ADMINISTRATIVE PROCEDURES

The SRT TEMS Element was established to provide a skilled and trained team which is responsible for tactical emergency medical support in SRT operations.

The following procedures serve as directives for the administrative operation of the Special Response Team's TEMS Element.

404.12.1 SELECTION OF PERSONNEL

Interested sworn personnel who are off probation shall submit a special assignment request to their sergeant, a copy of which will be forwarded to the SRT Commander and other Team Leaders. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the SRT Commander. The testing process will consist of an oral board and team evaluation.

- (a) Oral board: The oral board will consist of personnel selected by the SRT Commander. Applicants will be evaluated by the following criteria:
1. Recognized competence and ability as evidenced by performance;
 2. Demonstrated good judgment and understanding of critical role of SRT member;
 3. Special skills, training, or appropriate education as it pertains to this assignment; and,
 4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.

404.12.2 TEAM EVALUATION

Current team members will evaluate each candidate on his or her teamwork, ability to work under stress, communication skills, judgment, and any special skills that could benefit the team.

A list of successful applicants shall be submitted to staff, by the SRT Commander, for final selection.

404.13 OPERATION GUIDELINES FOR THE SPECIAL RESPONSE TEAM

The following procedures serve as guidelines for the operational deployment of the Special Response Team. Generally, the Tactical and Negotiator Elements will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Negotiator Element such as warrant service operations. This shall be at the discretion of the SRT Commander.

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404.13.1 ON-SCENE DETERMINATION

The supervisor in charge on the scene of a particular event will assess whether the Special Response Team is to respond to the scene. Upon final determination by the Watch Commander, he/she will notify the SRT Commander.

404.13.2 APPROPRIATE SITUATIONS FOR USE OF SPECIAL RESPONSE TEAM

The following are examples of incidents which may result in the activation of the Special Response Team:

- (a) Barricaded suspects who refuse an order to surrender.
- (b) Incidents where hostages are taken.
- (c) Cases of suicide threats.
- (d) Arrests of dangerous persons.
- (e) Planned or spontaneous protests or first amendment activities
- (f) Any situation that could enhance the ability to preserve life, maintain social order, and ensure the protection of property.

404.13.3 OUTSIDE AGENCY REQUESTS

Requests by field personnel for assistance from outside agencies must be approved by the Watch Commander. Deployment of the Berkeley Police Department Special Response Team in response to requests by other agencies must be authorized by a Division Captain.

404.13.4 MULTI-JURISDICTIONAL SWAT OPERATIONS

The Special Response Team including relevant specialized units and supporting resources, should develop protocols, agreements, MOU's, or working relationships to support multi-jurisdictional or regional responses.

- (a) If it is anticipated that multi-jurisdictional SRT operations will regularly be conducted; SRT multi-agency and multi-disciplinary joint training exercises are encouraged.
- (b) Members of the Berkeley Police Department SRT team shall operate under the policies, procedures and command of the Berkeley Police Department when working in a multi-agency situation.

404.13.5 MOBILIZATION OF THE SPECIAL RESPONSE TEAM

The On-Scene supervisor shall make a request to the Watch Commander for the Special Response Team. The Watch Commander shall then notify the SRT Commander. If unavailable, a Tactical Command Leader shall be notified. The Watch Commander will then notify the Operations Division Captain as soon as practical.

The Watch Commander or Incident Commander should advise the SRT Commander with as much of the following information which is available at the time:

- (a) The number of suspects, known weapons and resources.
- (b) If the suspect is in control of hostages.

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- (c) If the suspect is barricaded.
- (d) The type of crime involved.
- (e) If the suspect has threatened or attempted suicide.
- (f) The location of the command post and a safe approach to it.
- (g) The extent of any perimeter and the number of officers involved.
- (h) Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

The SRT Commander or supervisor shall then call selected officers to respond.

404.13.6 PATROL RESPONSIBILITIES

While waiting for the Special Response team, patrol personnel should, if safe, practical and sufficient resources exist:

- (a) Establish an inner and outer perimeter.
- (b) Establish a command post outside of the inner perimeter.
- (c) Establish an arrest/response team. The team actions may include:
 - 1. Securing any subject or suspect who may surrender.
 - 2. Taking action to mitigate a deadly threat or behavior.
- (d) Evacuate any injured persons or citizens in the zone of danger.
- (e) Attempt to establish preliminary communication with the suspect. Once the SRT has arrived, all negotiations should generally be halted to allow the negotiators and SRT time to set up.
- (f) Be prepared to brief the SRT Commander on the situation.
- (g) Plan for, and stage, anticipated resources.

404.13.7 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the Special Response Team at the scene, the Incident Commander shall brief the SRT Commander and team leaders about the situation. Upon review, it will be the Incident Commander's decision, with input from the SRT Commander, whether to deploy the Special Response Team. Once the Incident Commander authorizes deployment, the SRT Commander will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security, and support for the Special Response Team. The Incident Commander and the SRT Commander (or his or her designee) shall maintain communications at all times.

404.13.8 COMMUNICATION WITH CRISIS RESPONSE UNIT PERSONNEL

All of those persons who are non-Special Response Team personnel should refrain from any non-emergency contact or interference with any member of the unit during active negotiations. Operations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with Special Response Team personnel directly. All non-

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emergency communications shall be channeled through the Negotiator Element Leader or his or her designee.

Ride-Along Program

405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for specified individuals to experience the Berkeley Police Department first hand. This policy provides the requirements and the approval process for the Ride-Along Program.

405.1.1 ELIGIBILITY

The Berkeley Police Department Ride-Along Program is offered to Berkeley Police Aides, Public Safety Dispatchers, Citizen Academy participants, Berkeley High School Justice Academy participants, potential Berkeley Police Department employees, and individuals specifically authorized by the Patrol Watch Commander or Personnel and Training Sergeant. Every attempt will be made to accommodate interested persons, however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

405.2 PARTICIPANTS

Police Aides - Police aides will ride a minimum of 4 hours every other month with a Berkeley Police Officer. The aides are expected to make their own ride-along arrangements, obtaining approval from the Personnel and Training Bureau Sergeant no less than 3 days in advance of the selected ride-along date.

Public Safety Dispatchers - Public Safety Dispatchers will be permitted to ride-along with a patrol officer with the expressed permission of the on-duty Dispatch Supervisor or Communications Center Manager and the on-duty Patrol Watch Commander. Training is the primary reason for allowing dispatchers the opportunity to participate in the ride-along program. No dispatcher shall be allowed to participate in the ride-along program if his/her absence will result in a staffing shortage in the Communications Center. The ride-along shall not exceed four hours in duration.

Citizen Academy and BHS Justice Academy Participants - Citizen Academy and BHS Justice Academy Participants will be permitted to ride-along with a Patrol Officer with the expressed permission of the Justice Academy Liaison. The ride-along shall not exceed four hours in duration.

Potential Berkeley Police Department Employees - Police Officer and Public Safety Dispatcher candidates in the hiring process will be permitted to ride-along with a patrol officer with the expressed permission of the Personnel and Training Bureau Sergeant.

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Individuals Specifically Authorized by the Chief of Police or his/her Designee - Individuals shall submit their request, in writing, to the Chief of Police or his/her designee. The Chief of Police, or his/her designee, will render a decision based upon the totality of the circumstances.

It is the policy of the Department that only requests of an exceptional nature/circumstances will be approved for a ride-along.

405.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Personnel and Training Sergeant. The Personnel and Training Sergeant will schedule a date, based on the availability and staffing of Patrol. If the ride-along request is denied, a representative of the Department will contact the applicant and advise him/her of the denial.

On the day of the ride-along, at the PSB, the participant will complete a Ride-Along waiver form. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along waiver form. The waiver form will be forwarded to the respective Watch Commander for review. Once the ride-along is completed, the Watch Commander will forward the waiver form to the Personnel and Training Bureau.

405.3.1 SUITABLE ATTIRE

Any person approved for a ride-along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

405.3.1 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

405.3.2 RIDE-ALONG CRIMINAL HISTORY CHECK

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Berkeley Police Department) (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

405.4 OFFICER'S RESPONSIBILITY

The officer shall advise Dispatch that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant

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out of the vehicle in a well-lighted place of safety. The officer shall advise Dispatch of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

405.5 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment
- (c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties
- (d) No ride-along shall be allowed in the Jail
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person
- (g) The officer should explain beats and general procedures to the ride-along. Questions should be encouraged and every effort should be made to answer questions in an understandable manner
- (h) Officers should give the ride-along brief instruction in the use of the radio should the need for them to use it arise

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this department.

406.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).
- (b) Notify the Fire Department.
- (c) Provide first-aid for injured parties if it can be done safely and without contamination.
- (d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.
- (e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).
- (f) Notify the Department of Toxic Substances Control. This is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

406.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in accordance with the On-Duty Injuries policy.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

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406.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

Response to Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- (a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- (b) Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Berkeley Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

Only an officer who has been designated by the District Attorney or Attorney General may use or authorize the use of an electronic amplifying or recording device to eavesdrop on or record,

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or both, oral communication in response to an emergency situation involving a hostage or the barricading of a location, and only when (Penal Code § 633.8(b)):

- (a) The officer reasonably determines an emergency situation exists that involves the immediate danger of death or serious physical injury to any person within the meaning of 18 USC § 2518(7)(a)(i),
- (b) The officer reasonably determines that the emergency situation requires that eavesdropping on oral communication occur immediately, and
- (c) There are grounds upon which an order could be obtained pursuant to 18 USC § 2516(2).
- (d) An application for an order approving the eavesdropping and complying with the requirements of Penal Code § 629.50 is made within 48 hours of the beginning of the eavesdropping.
- (e) The contents of any oral communications overheard are recorded on tape or other comparable device.

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

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- (c) Request additional personnel, resources and equipment as needed (e.g., Emergency Rescue Vehicle, Mobile Command Vehicle).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Establish a react team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy, 413).
- (d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- (e) Request additional personnel, resources and equipment as needed.
- (f) Provide responding emergency personnel with a safe arrival route to the location.
- (g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

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- (h) Coordinate pursuit or surveillance vehicles and control of travel routes.
- (i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access and contain the situation.
- (k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the PIO.
- (m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a Special Response Team (SRT) response if appropriate and apprising the SRT Commander of the circumstances. In addition, the following options should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
 - (b) Ensure the completion of necessary first responder responsibilities or assignments.
 - (c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.
 - (d) Establish a command post location as resources and circumstances permit.
 - (e) Designate assistants who can help with intelligence information and documentation of the incident.
 - (f) If it is practicable to do so, arrange for video documentation of the operation.
 - (g) Consider contacting utility and communication providers to restrict such services (e.g., restricting electric power, gas, telephone service).
1. When considering restricting communication services, a supervisor should make the determination that there is reason to believe an emergency situation exists involving immediate danger of death or great bodily harm and that an interruption to communication services is necessary to protect public safety (Penal Code § 11471). The supervisor must ensure the Department obtains a court order, in accordance with Penal Code § 11472, prior to requesting the interruption. In the case of an extreme emergency when there is insufficient time to obtain an order prior to the request, application for the order must be submitted within six hours after initiating the interruption.

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- i. If six hours is not possible, then the application for the court order shall be made at the first reasonably available opportunity, but no later than 24 hours in accordance with Penal Code § 11475.
- (h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or the Communications Center.
- (i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
- (j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (k) Debrief personnel and review documentation as appropriate.

407.6 SPECIAL RESPONSE TEAM RESPONSIBILITIES

The Incident Commander will decide, with input from the SRT Commander and approval from the Chief of Police or his/her designee, whether to deploy SRT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SRT Commander or the authorized designee will be responsible for the tactical portion of the operation and will coordinate the transfer of the operation from Operations personnel to SRT personnel.

If two SRT Commanders are on scene, one shall assume Tactical Command and the other shall assume Incident Command of the hostage or barricade situation.

407.7 ACTIVATION OF ON-DUTY OPERATIONS SRT PERSONNEL

On-duty SRT members assigned to uniformed patrol duty, not otherwise involved in an assignment, will respond to the scene of the incident and support the operation. Notice of this response will be made to the Communication Center by the responding SRT officer as soon as possible.

407.8 ACTIVATION OF ON-DUTY NON-OPERATIONS SRT PERSONNEL

Upon request of the Incident Commander, available on-duty SRT members in assignments other than uniformed patrol duty will respond and support the operation. The Communication Center shall be responsible for notifying on-duty SRT personnel of the incident.

407.9 USE OF FIREARMS

Notwithstanding the provisions of the Use of Force Policy, and with the prior approval of SRT Command, officers may discharge firearms to shoot out lights or effect some other physical action against an inanimate object when it reasonably appears that such discharge can be performed safely and that it will result in a significant advantage in bringing a critical incident to a successful resolution.

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407.10 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for the completion and/or coordination of incident reports.

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Berkeley Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Berkeley Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure the Watch Commander or Duty Command Officer (DCO) is immediately advised and informed of the details. This will ensure the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 BERKELEY POLICE DEPARTMENT PUBLIC SAFETY BUILDING

If the bomb threat is against the Berkeley Police Department's Public Safety Building (PSB), the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department,, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Berkeley Police Department but that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

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408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location within the City of Berkeley, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 1. No evacuation of personnel and no search for a device.
 2. Search for a device without evacuation of personnel.
 3. Evacuation of personnel without a search for a device.
 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander or DCO is immediately notified.

408.6 INITIAL RESPONSE

When handling an incident where a threat of an explosive device has been made, the following guidelines, while not all inclusive, should be followed:

- (a) Treat all bomb threats as valid.
- (b) Leave the decision to evacuate a building to the building manager or person in charge, unless a suspected explosive device is located.
 1. The police have the authority to force an evacuation of the premises, and the evacuees shall be moved at least 300 feet away and out of the line of sight of the target building. The evacuees shall be told to bring their belongings with them and stage nearby.

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- (c) Do not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area. This includes the following:
 - 1. Two-way radios
 - 2. Body Worn Cameras
 - 3. Cell phones
 - 4. Other personal communication devices
- (d) Ascertain if there have been previous threats of an explosive device at this location.
 - 1. If there have been prior threats, and the person in charge of the building decides to evacuate the building, the occupants should reassemble at a different location from where they assembled during previous evacuations.
- (e) Search the premises, in the company of a person who is familiar with the areas to be searched. No more than one officer should search any given area at one time.
- (f) Search the outside of the building before entering. Once cleared, search the building starting at the lowest floor and work upward. The search should cover, at minimum, all public-access areas, restrooms (with a special emphasis on trash containers), window sills, shrubbery, etc.
- (g) Assist in evacuation, if commenced, and require occupants to reassemble at least 300 feet away from the target building and out of the direct line of sight.
- (h) Be calm; avoid panic behavior.
- (i) See that all doors and windows are opened.
- (j) If no suspicious items are located after a reasonable search, notify the person responsible for premises exactly that, and no more. Do not say that there are no explosives on the premises.
- (k) If the threat is time specific, terminate search activity of the area at least 30 minutes before, and do not resume until at least 30 minutes after the threatened time of detonation.

408.7 FOUND DEVICE

When handling an incident involving a found suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 - 1. Two-way radios
 - 2. Body Worn Cameras

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3. Cell phones
 4. Other personal communication devices
- (d) The appropriate notifications shall be made in the following order:
- (a) The Berkeley Police Department Bomb Squad Commander and at least two Berkeley Police Department Bomb Technicians. The Bomb Technician Sergeant or the Senior Bomb Technician responding to the incident and the Bomb Squad Commander are the only persons authorized to request mutual aid assistance.
 - (b) The Communications center will call the University of California Police Department (UCPD) and request mutual aid assistance only under the following circumstances:
 - i. If the Communications Center is unable to contact any of the Berkeley Police Department Bomb Technicians within 15 minutes of calling/paging them.
 - ii. No Berkeley Police Department Bomb Technicians are able to respond to the scene.
 - iii. At the direction of the Bomb Technician Sergeant (or the Senior Bomb Technician) or Bomb Squad Commander.
 - (c) If University of California Police Department (UCPD) Bomb Technicians are unable to respond, the Communications Center will call the Alameda County Sheriff's Office and request mutual aid assistance.
 - (d) Berkeley Fire Department.
 - (e) The Patrol Watch Commander, or in his/her absence, the Duty Command Officer.
 - (f) The Investigations Division Captain will be notified if the found device constitutes a violation of the 12300 series of the Penal Code.
 - (g) 60th Civil Engineering Squadron - Travis Air Force Base (only if suspected military device)
- (e) The largest perimeter reasonably possible, at least 300 feet, should initially be established around the device based upon available personnel and the anticipated danger zone
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Watch Commander or DCO including:
1. The time of discovery.
 2. The exact location of the device.

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3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.8 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.8.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries, and the possibility of secondary devices.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes.
- (g) Search for additional or secondary devices.
- (h) Preserve evidence.
- (i) Establish an outer perimeter and evacuate if necessary.
- (j) Identify witnesses.

408.8.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- The Watch Commander or DCO
- Bomb squad
- Additional department personnel, such as Property Crime detectives
- ID Technician
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

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408.8.3 CROWD MANAGEMENT

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander or DCO should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

408.9 RENDER SAFE AND TRANSPORTATION OF EXPLOSIVE DEVICES

- (a) It will be the responsibility of the Explosive Ordinance Disposal (EOD) Technicians to direct searches for additional devices, render safe and arrange for the transportation of explosive materials.
 - 1. His/her decisions in these matters will be final unless relieved by a Commanding Officer.
- (b) The assigned EOD Technicians shall assist the Detectives assigned by the Investigations Division Captain in the investigation of all explosives, incendiary devices and bombings, if needed.
- (c) Detailed information as to the construction of an explosive device, the reason it may have failed to detonate, or method used in rendering safe shall not be released to the news media.
- (d) All officers are required to be familiar with the fundamentals of bomb investigation contained herein and shall follow the stated procedures.

Crisis Intervention

409.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing the Department's Crisis Intervention Team and interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to evaluate a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Mental Health Consumer - A description commonly used within the mental health community when referring to an individual diagnosed with a mental illness, who is involved in a mental health crisis, and/or utilizes mental health services.

Mobile Crisis Team - The Mobile Crisis Team (MCT) is a mobile emergency mental health service staffed by licensed mental health professionals and interns. The MCT offers crisis intervention, counseling follow-up and consultation services. The MCT work collaboratively with police personnel, including CIT officers, and act as professional adjuncts. MCT clinicians may be used by CIT officers as consultants regarding crisis intervention. The MCT may also generate referrals for mental health consumers and disposition recommendations for CIT officers.

Person in Crisis- A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY

The Berkeley Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response

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- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Personnel and Training Officer will collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available cover officers and specialized resources, such as the Mobile Crisis Team and/or a CIT member (if available), as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident if possible.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
 - 1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).

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- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) If feasible, employ tactics, such as time, distance and cover, to preserve the safety of all involved parties.
- (h) Determine if a crime(s) has been committed and what course of action should be followed based on the circumstances presented.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

409.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area, if possible.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

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409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.
- (d) Whether there are guns registered to the person.
- (e) What, if any, vehicles are registered to the person.
- (f) Information regarding additional persons at the location of the incident.

Additional resources and a supervisor should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

Upon request, a supervisor should respond to the scene of interactions with those in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources such as additional officers, the Mobile Crisis Team and/or a CIT member.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

409.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and shall exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis shall keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

409.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Mental Illness Commitments Policy.

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409.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, fingerprinting, jail booking procedures, releasing property and responding to records requests.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the Professional Staff feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the Professional Staff to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

409.11 EVALUATION

The Department's Crime Analyst should ensure an annual report documenting the number of mental health related calls for service is completed and submitted to the Chief of Police through the chain of command.

409.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to assist them in effectively interacting with persons in crisis.

The Berkeley Police Department will strive to provide available Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, welfare checks and crisis intervention (Penal Code § 11106.4; Penal Code § 13515.25; Penal Code § 13515.27; Penal Code § 13515.30).

Mental Illness Commitments

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

410.2 POLICY

It is the policy of the Berkeley Police Department to protect the public and individuals through the legal and appropriate use of the 72-hour treatment and evaluation commitment process (5150 commitment).

410.3 AUTHORITY

An officer having probable cause may take a person into custody and place the person in an approved mental health facility for a 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to only determining if the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

- (a) The person who is being evaluated or anyone designated by the person
- (b) An individual who is providing or has provided mental health treatment or related support services to the person
- (c) A family member

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the person's action or stated intentions.
- (b) Conflict resolution and de-escalation techniques.
- (c) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

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410.4.1 SECURING OF PROPERTY

When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal property, the officer shall take reasonable precautions to safeguard the individual's personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150). The officer shall document the disposition of the person's property on the application.

410.5 SEARCH PRIOR TO TRANSPORTATION

Prior to transportation, the officer taking a mentally disordered person into custody pursuant to W&I 5150, or who facilitates the person's request for voluntary psychiatric evaluation, shall ensure the person is searched for weapons or items that could present a safety hazard or security concern to ambulance personnel.

410.6 TRANSPORTATION

Persons wishing to self-commit or who are being detained pursuant to W&I 5150 shall be transported to an appropriate care facility via ambulance.

Communication Center personnel shall be responsible for requesting the appropriate ambulance service, based on information communicated by the requesting officer and requirements set forth in the service contract(s) maintained with the Alameda County EMS governing non-medical W&I 5150 transportation.

Persons requiring medical clearance prior to delivery to a psychiatric care facility shall be transported to the appropriate receiving hospital as determined by ambulance personnel.

Officers shall evaluate the mentally disordered person's potential for violence when considering transportation logistics.

Operations Division personnel shall be responsible for post-commitment transportation of a person on a "POLICE HOLD" from the involved psychiatric treatment facility.

- (a) Individuals cleared with a "fit for incarceration" from a psychiatric facility such as John George Pavilion or Alta Bates Hospital, may be transported to either the Berkeley City or Santa Rita Jail. Consideration should be given to any additional investigation or interviews needed for the case.

410.7 DOCUMENTATION

The officer shall complete an application for a 72-hour detention for evaluation and treatment, provide it to the transporting personnel assigned to that patient and retain a copy of the application as the case report.

The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

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The officer should also provide a verbal summary to any transporting personnel regarding the circumstances leading to the involuntary detention.

410.7.1 ADVISEMENT

The officer taking a person into custody for evaluation shall advise the person of:

- (a) The officer's name and agency.
- (b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.
- (c) The name of the facility to which the person is being taken.
- (d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

410.8 VOLUNTARY EVALUATIONS

410.8.1 VOLUNTARY EVALUATIONS - NOT MEETING THE W&I 5150 CRITERIA

When an officer encounters an individual who desires to be voluntarily evaluated for a W&I 5150 commitment but, in the officer's opinion, doesn't meet the criteria for a hold, the officer should:

- (a) Facilitate the transport of the person to an appropriate facility that is able to conduct an evaluation.
- (b) Document the circumstances surrounding the individual's desire to pursue a voluntary evaluation in an MDT or Incident Report.

If at any point the person changes his/her mind regarding the voluntary evaluation, the person shall be allowed to decline transport.

410.8.2 VOLUNTARY EVALUATIONS - MEETING THE W&I 5150 CRITERIA

When an officer encounters an individual who desires to be voluntarily evaluated for a W&I 5150 commitment AND, in the officer's opinion, MEETS the criteria, the officer should:

- (a) Facilitate the transport of the person to an appropriate facility that is able to conduct an evaluation.
- (b) Complete a W&I 5150 application.

Completing the application safeguards for the possibility that the person may change their mind regarding the voluntary commitment during transport and be allowed to leave, when they are actually in need of an evaluation at a psychiatric facility.

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410.9 CRIMINAL OFFENSES

410.9.1 MINOR OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a 5150 commitment should resolve the criminal matter by issuing a warning or citation, or completing a report with an out of custody request for a warrant.

410.9.2 SERIOUS OFFENSES

When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.
- (c) Facilitate the individual's transfer to an appropriate mental health facility.
- (d) Indicate "POLICE HOLD" and note the applicable crime(s) on the W&I 5150 application.
- (e) Advise the transporting personnel that the subject is on a police hold.
- (f) Complete the police report and any supporting documents that will be needed once the individual is released from the psychiatric detention.
- (g) Notify oncoming shifts of the future need to transport the subject once he/she is deemed fit for incarceration (see section 410.6 a regarding transportation).

410.10 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant is needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons.

The handling officers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Officers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

410.10.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Detective Bureau, which shall be responsible for

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initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

410.11 TRAINING

This department will strive to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments and crisis intervention.

Cite and Release Policy

411.1 PURPOSE AND SCOPE

This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

411.2 POLICY

It is the policy of the Berkeley Police Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

411.3 RELEASE BY CITATION

Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private person's arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps they deem necessary to ensure that the defendant understands their written promise to appear.

411.3.1 FIELD CITATIONS

In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1).

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

411.3.2 RELEASE AFTER BOOKING

In some cases it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail.

411.4 NON-RELEASE

411.4.1 DISQUALIFYING OFFENSES

An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

- (a) Misdemeanor domestic battery (Penal Code § 243(e)(1))

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- (b) Felony domestic battery (Penal Code § 273.5)
- (c) Serious or violent felonies (Penal Code § 1270.1(a)(1))
- (d) Felony intimidation of witnesses and victims (Penal Code § 136.1)
- (e) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person's workplace or residence (Penal Code § 273.6)
- (f) Stalking (Penal Code § 646.9)
- (g) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

411.4.2 REASONS FOR NON-RELEASE

A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. A supervisor may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

- (a) The person arrested is so intoxicated that they could be a danger to themselves or to others. Release may occur as soon as this condition no longer exists.
- (b) The person arrested requires medical examination or medical care or is otherwise unable to care for their own safety.
- (c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.
- (d) There are one or more outstanding arrest warrants for the person (see Misdemeanor Warrants elsewhere in this policy).
- (e) The person could not provide satisfactory evidence of personal identification.
 - (a) If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.
- (f) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.
- (g) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.
- (h) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

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- (i) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. Reasons may include:
 - (a) Previous failure to appear is on record
 - (b) The person lacks ties to the area, such as a residence, job, or family
 - (c) Unusual circumstances lead the officer responsible for the release of prisoners to conclude that the suspect should be held for further investigation
- (j) A previous conviction, citation, or arrest for misdemeanor or felony retail theft from a store in the previous six months.
- (k) There is probable cause to believe that the person arrested is guilty of committing organized retail theft.

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the Probable Cause Declaration (PC Dec).

411.5 MISDEMEANOR WARRANTS

An adult arrested on a misdemeanor warrant may be released, with supervisor approval, unless any of the following conditions exist:

- (a) The misdemeanor cited in the warrant involves violence
- (b) The misdemeanor cited in the warrant involves a firearm
- (c) The misdemeanor cited in the warrant involves resisting arrest
- (d) The misdemeanor cited in the warrant involves giving false information to a peace officer
- (e) The person arrested is a danger to themselves or others due to intoxication or being under the influence of drugs or narcotics
- (f) The person requires medical examination or medical care or was otherwise unable to care for their own safety
- (g) The person has other ineligible charges pending against themselves
- (h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person
- (i) The person refuses to sign the notice to appear
- (j) The person cannot provide satisfactory evidence of personal identification
- (k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear

Release under this section shall be done in accordance with the provisions of this policy.

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411.6 JUVENILE CITATIONS

Completion of criminal citations for juveniles is generally not appropriate except when cited into traffic court for any of the following:

- (a) Misdemeanor traffic violations of the Vehicle Code such as 12500(a) or 14601.1(a)
- (b) Violations of the Berkeley Municipal code
- (c) Marijuana violations (i.e., possession, transport, sales)

All other misdemeanor violations for juveniles shall be documented with a case number and referred to Juvenile Probation with a Notice to Appear.

411.7 REQUESTING CASE NUMBERS

Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the reverse side of the records copy of the citation. Most Penal Code sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if the officer feels the situation should be documented more thoroughly in a case report.

Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Berkeley Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Berkeley Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

412.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

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- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 - 2. Support staff of missions to international organizations
 - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 - 4. Honorary consular officers
 - 5. Whenever an officer arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the officer shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the officer shall begin the notification process.

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

412.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

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Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

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- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

413.2 POLICY

The Berkeley Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 DEFINITIONS

Active Shooter - An Active Shooter is an individual who places other persons in immediate peril of death or great bodily injury by engaging in random or systematic shooting, typically with the intent to commit multiple homicides. For the purpose of this order, this term will also apply to a person who uses any deadly weapon to systematically or randomly inflict death or great bodily injury upon other persons.

Barricaded Suspect - A barricaded suspect is an individual who is hiding or holding out in a room or building, is known or believed to be armed with a dangerous weapon, and has displayed or threatened violence toward other persons. The suspect may or may not be holding hostages, but there is no indication that his or her actions are likely to result in the immediate death or great bodily injury of innocent persons.

Mass Casualty Incident - According to the World Health Organization, a mass casualty incident is an incident which generates more patients at one time than locally available resources can manage using routine procedures. It requires exceptional emergency arrangements and additional or extraordinary assistance.

On-Scene Incident Commander - The on-scene incident commander is the first officer to arrive at the scene of an incident of an active shooter. The officer shall assume command of the situation and coordinate the activities and operations of responding personnel consistent with the objective of this order until relieved by a higher authority.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

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If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers shall take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (Special Response Team).

413.5 COMMAND RESPONSIBILITIES

As soon as practical, a supervisor or command officer shall assume the role of Incident Commander. As additional personnel arrive on scene, the Incident Commander should consider implementing the Incident Command System, which may include the assignment of a Tactical Commander. Absent compelling reasons to the contrary, the Incident Commander shall ensure the tactics described above have been initiated to contain and eliminate the immediate threat.

Secondary responsibilities of the Incident Commander may include the assignment of additional duties normally associated with scene management. Such tasks include, but are not limited to:

- (a) The establishment of an incident command post
- (b) Setting up inner perimeter containment and outer perimeter control
- (c) Evacuation of persons from nearby areas that could be in imminent danger
- (d) Establishing staging areas and shelter locations
- (e) Assigning a Press Information Officer
- (f) Ensuring that post-operation reporting requirements have been addressed

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If an active shooter incident develops into a long-term hostage or barricaded suspect situation, or results in a protracted crime scene investigation, the Department will attempt to meet our ongoing staffing needs without outside assistance. However, as with any mass casualty incident, the on scene supervisor or Incident Commander shall notify the Chief or Assistant Chief of Inspectors at the Alameda County District Attorney's Office to utilize their assistance with investigation of the incident and/or providing victim services. Contact can be made via the Alameda County Sheriff's Office Emergency Services Dispatch. If additional staffing is required, a formal request for mutual aid shall be made to the Alameda County Sheriff's Office.

It shall be the responsibility of the Incident Commander to organize and convene a debriefing session as soon as possible following an active shooter incident. The debriefing will be available to all interested law enforcement agencies in the area and will be conducted to enhance preparedness and to increase knowledge of such incidents.

413.6 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.7 PLANNING

The Operations Division Captain or his/her designee should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Coordination of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.

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- (j) Coordination with private security providers in critical incident target sites.

413.8 TRAINING

The Personnel and Training Bureau should include rapid response to critical incidents in the training plan. This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
 - (a) This should include the POST terrorism incident training required for officers assigned to field duties (Penal Code § 13519.12).
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Use of Narcan (Naloxone)

414.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and regulations governing the utilization of Narcan by Berkeley Police Department employees with the objective to reduce the number of fatal opiate overdoses and increase employee safety.

414.2 POLICY

It is the policy of the Berkeley Police Department that employees are required to be trained in the use and appropriate administration of Narcan.

414.3 STANDING ORDER

The Alameda County Emergency Medical Services Agency (EMSA) Medical Director has authorized employees who have received training in the application of Narcan to possess and administer Narcan. [See attachment: BPD Narcan Signed Medical Standing Order.](#)

414.4 DEFINITIONS

Naloxone Hydrochloride (Narcan): A prescription medication used for the treatment of a known or suspected opioid overdose; a narcotic antagonist which works by affecting opiate receptor sites within the brain.

Intranasal: Administered through the nose; the nasal cavity is covered by a thin mucosa, which is extremely vascular and provides a direct route into the blood stream of the subject. Therefore, when Narcan is administered, via spray into the subject's nose it can be quickly effective.

Opioid Overdose: An acute, life threatening medical condition caused by the excessive intake of opiates (e.g. heroin, morphine, fentanyl, tramadol, oxycodone, etc.). This serious medical condition causes the victim to suffer from an altered level of consciousness, pinpoint pupils, respiratory arrest, and can lead to death.

Employee: Any sworn or non-sworn member of the Berkeley Police Department who is likely to be in a location where narcotics are found, tested or stored.

414.5 NARCAN COORDINATOR

The First Aid/CPR Training Coordinator, or their designee, shall act as the Narcan Coordinator. The Narcan Coordinator's responsibilities include:

- (a) Maintaining records of issued Narcan kits
- (b) Maintaining a list of employees trained in Narcan administration
- (c) Obtaining new Narcan kits prior to their expiration
- (d) Coordinating new or continued Narcan training for employees

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414.6 PROCEDURE

- (a) Only employees who have completed authorized training in the use and application of Narcan shall be assigned to carry and utilize Narcan.
- (b) The Watch Commander, or their designee, shall ensure there are an adequate number of trained employees on every shift who carry Narcan in the field. The Narcan Coordinator shall maintain a list of personnel authorized to carry Narcan in order to aid the Watch Commander in this task.
- (c) Sworn personnel assigned to the Operations Division shall be assigned long-term Narcan kits. The kits shall be maintained in accordance with the provisions of this policy. Other sworn personnel assigned or opting to carry Narcan, shall complete an Equipment Inventory Log, including the Narcan kit number, date and time the equipment is logged out and returned. The Narcan kit and all related equipment must be returned to the designated secure storage area at the end of each shift, unless permission is granted to specific employees for long-term use.
- (d) Employees who are trained in accordance with the Alameda County EMSA mandated training guidelines shall deploy with Narcan kits in the field. However, the officer shall retain the discretion to administer or not administer Narcan to persons experiencing or suspected of experiencing opioid-related overdoses. There is no legal or departmental obligation to administer Narcan.
- (e) Employees who administer Narcan are protected from civil and criminal liability if they “act with reasonable care” and “in good faith.” This is accomplished by administering Narcan according to the established training protocol.
- (f) Narcan must be stored in a climate controlled area and in a location where access to the medication can be secured and controlled.
- (g) Each assigned employee shall conduct a pre-service inspection of the Narcan kit and confirm its condition. The employee shall inspect the secured safety case to ensure it is clean and not damaged or expired.
- (h) Assigned employees shall carry the Narcan kit in a location that can be easily accessed and utilized when needed but out of direct sunlight.

414.7 NARCAN ADMINISTRATION

- (a) Employees trained in the use of Narcan are authorized to use it without prior approval in cases where an opiate overdose is suspected.
- (b) When using Narcan employees should maintain universal precautions against blood borne pathogens.
- (c) Prior to administration of Narcan, employees must assess the victim for lack of breathing, pulse and unresponsiveness. Employees should conduct a brief visual survey for any obvious evidence of drug use or exposure.
- (d) If an employee determines a victim is suffering from opiate based over-dose, the employee shall request Emergency Medical Services (EMS) immediately prior to the administration of Narcan.

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- (e) Narcan shall be administered by employees utilizing an intranasal method approved by the local EMS Director and in accordance with training guidelines.

414.8 DOCUMENTATION AND REPORTING

- (a) Any employee administering Narcan shall detail its use in the [BPD Narcan Report](#).
- (b) The supervisor approving the report shall ensure it contains enough information to meet applicable state reporting requirements and that a copy of the report is routed to the EMSA for auditing purposes.

414.9 MAINTENANCE AND REPLACEMENT

- (a) The daily inspection of Narcan kits shall be the responsibility of the officers who are assigned the kit for field deployment. The maintenance and replacement of Narcan kits shall be the responsibility of the Narcan Coordinator or their designee. Used, lost, or damaged Narcan kits shall be reported to a supervisor and returned to the Narcan Coordinator for replacement.
- (b) Narcan can only be obtained by prescription and shall be ordered for the Berkeley Police Department on an as needed basis by the Berkeley Police Department's Narcan Coordinator or their designee.

414.10 TRAINING

Prior to being issued and/or administering Narcan, personnel must complete an Opioid Overdose Prevention Training conducted by a person authorized by the Department to serve as a trainer. The authorized trainer must be trained by Alameda County EMS to conduct Opioid Overdose Responder training. The training shall only be offered to Berkeley Police Department employees and shall be conducted every two years during departmental Continued Professional Training (CPT) sessions.

Immigration Law

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Berkeley Police Department relating to immigration and interacting with federal immigration officials. This policy includes elements from the California Government Code 7284, also known as the California Values Act, and from Berkeley City Council Resolution No. 68,131-N.S., "City of Refuge Policy Regarding Interaction with U.S. Immigration and Customs Enforcement".

415.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person's presence in, entry or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Judicial warrant - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

415.2 POLICY

It is the policy of the Berkeley Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public, in compliance with California law and Berkeley City Council policy. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

415.3 CITY COUNCIL RESOLUTIONS

The City of Berkeley was declared by City Council resolution to be a City of Refuge in 1971. Subsequent City Council resolutions in 1986, 2007, and 2016 reaffirmed and built upon the original policy. Most recently, on July 25, 2017, City Council provided city-wide policy under Resolution 68,131-N.S., which is incorporated within this policy in full below:

- (a) No department, agency, commission, officer or employee of the City of Berkeley shall use any City funds or resources to assist in the enforcement of Federal immigration law or to gather or disseminate information status of individuals in the City of Berkeley unless required by law.
- (b) No department agency, commission, officer or employee shall deny access to any City services or benefits to residents on the basis of their immigration status.
- (c) The prohibition set forth shall include but is not limited to:
 1. Assisting or cooperating, in one's official capacity, with any Department of Homeland Security (DHS) investigation, detention, or arrest procedures, public or clandestine, relating to alleged violations of the civil provision of federal immigration law, except as required by law.

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2. Requesting information about, or disseminating information regarding, the immigration status of any individual, except as required by law.
3. Including on any application, questionnaire or interview form used in relation to benefits, services or opportunities provided by the City of Berkeley any question regarding immigration status.
4. It is the policy of the City of Berkeley to not allow any individual or organization to enter City facilities if their presence would disrupt city operations. Because the City Council believes that ICE activities in city facilities would constitute a severe disruption to the provision of city services, any request by ICE to any City officer or employee shall be immediately forwarded to the site director/supervisor and the Department Director for review and consultation with the City Attorney to ensure the safety of City employees and residents accessing city services and compliance with applicable state and federal laws.
5. Except in limited circumstances where ICE agents have a valid judicial warrant, after review and consultation with the Department Director and City Attorney, City departments, agencies, commissions, officers or employees are not required to:
 - Cooperate with ICE agents
 - Answer ICE agents' questions
 - Comply with an ICE Administrative Warrant
 - Immediately comply with a subpoena served by ICE agents
 - Speak with ICE agents at all

City officers or employees shall not consent to a warrantless search by ICE agents of a non-public area or non-public City records.

Employees must immediately notify site director/supervisor to report the interaction or warrants served. The site director/supervisor must immediately notify the Department Director for review and consultation with the City Attorney.
1. If any City resident has questions regarding their immigration status, City staff shall not refer them to Immigrations and Customs Enforcement or any other government agency. Instead City staff shall refer such individuals to local non-profit immigration law organizations. A list of such organizations shall be compiled and disseminated at City buildings and on the City's website. The City Manager is also encouraged to increase and enhance partnerships with community-based organizations, legal service providers, and educational institutions to provide resources for families and City residents facing deportation or other adverse immigration actions.
2. All requests for documents by ICE to City personnel shall be immediately forwarded to the Department Director for review and consultation with the City Attorney to ensure the safety of City employees and residents, and compliance with applicable state and federal laws.

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415.4 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or interacting with members of the Berkeley Police Department will not automatically lead to an immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members of the Berkeley Police Department shall treat all individuals equally and without regard to race, ethnicity or national origin in any way that would violate the United States or California constitutions.

415.5 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

415.6 DETENTIONS AND ARRESTS

An officer shall not investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, including: inquiring into an individual's immigration status; detaining an individual on the basis of a hold request; providing information regarding a person's release date in response to a notification request from immigration authorities; providing personal information about an individual including but not limited to the individual home address or work address; making or participating in arrests based on civil immigration warrants; assisting immigration authorities in enforcement activities, or performing the functions of an immigration officer. (Government Code § 7284.6).

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws, or a related civil warrant, or for any violation of federal immigration laws (Government Code § 7284.6).

415.7 FEDERAL REQUESTS FOR ASSISTANCE

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration Enforcement and Removal Operations (ERO) officials for assistance from this department should be immediately directed to the Watch Commander. ICE's ERO is the principal immigration enforcement division. The Watch Commander shall be responsible for determining whether the requested assistance would be permitted under City policy and the California Values Act (Government Code § 7284.2 et seq.). The Watch Commander shall decline requests for assistance from ERO officials for immigration enforcement purposes, and notify the Chief of Police through the chain of command regarding the request as soon as practical.

Should a request be received for an urgent issue of officer safety or other emergency circumstance, the Communications Center should notify the Watch Commander or senior sergeant on duty, who should coordinate a response in order to make a scene safe, respond to the scene to manage the incident, and notify the Chief of Police through the chain of command as soon as practical.

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Should a request be received for operational assistance from ICE's Homeland Security Investigations (HSI) unit, the Commander shall convey the request to the Chief of Police through the chain of command for consideration. HSI investigates transnational crimes which can imperil local community safety, such as Counter-Terrorism, Child Exploitation, Human Trafficking/Human Smuggling and Transnational Gangs and Narcotics Trafficking. Assistance may be provided so long as the other provisions of this policy are followed.

415.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may only be made in connection with an outstanding criminal warrant.

415.7.2 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with an advisement that the Berkeley Police Department will not comply with the request (Government Code § 7283.1).

If, pursuant to court order, the Berkeley Police Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1). Unless required by federal or state law, or court order, the Berkeley Police Department shall not provide information to ICE about an individual's release date.

415.7.3 ICE INTERVIEWS

The Berkeley Police Department shall not provide ICE personnel access to the Berkeley jail to interview any individual in custody about civil immigration violations.

415.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Members of the Berkeley Police Department shall not transfer an individual to immigration authorities.

415.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Detective Bureau Lieutenant or his/her designee shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Supervisor for required reporting to the DOJ (Government Code § 7284.6(c)(2) - see also the Records Management Policy).

415.8 U VISA AND T VISA NON-IMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

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Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status shall be forwarded in a timely manner to the Support Services Division Captain or his/her designee. The Support Services Division Captain, or his/her designee shall:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
 2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

415.8.1 TIME FRAMES FOR COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim's family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

415.8.2 REPORTING TO LEGISLATURE

The Support Services Division Captain shall ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

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415.9 TRAINING

The Personnel and Training Sergeant shall ensure that all appropriate members receive training on this policy.

Training regarding this policy should include:

- (a) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).
- (b) Prohibitions contained in Berkeley City Council Resolution 68,131-N.S.
- (c) Procedures for evaluating and responding to emergency requests for assistance, requests from ERO officials, and requests from HSI officials.

Emergency Utility Service

416.1 PURPOSE AND SCOPE

The City Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

416.1.2 BROKEN WATER LINES

The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by the Communications Center.

416.1.3 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The Electric Company or Public Works should be promptly notified, as appropriate.

416.1.4 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

416.1.5 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by the Communications Center.

416.2 TRAFFIC SIGNAL MAINTENANCE

Public Works is responsible for the maintenance of all traffic signals within the City.

416.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise the the Communications Center of the location and problem with the signal. The dispatcher should make the necessary notification to Public Works.

Aircraft Accidents

417.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Disaster Response Plan and Hazardous Material Response policies.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

417.2 POLICY

It is the policy of the Berkeley Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

417.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

417.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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417.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

417.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircrafts. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If the NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

417.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.

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- (d) Evacuation chutes, ballistic parachute systems and composite materials.

417.8 DOCUMENTATION

All aircraft accidents occurring within the City of Berkeley shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of BPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

417.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

417.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

417.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Obtaining Air Support

418.1 PURPOSE AND SCOPE

The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

418.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made to the City Manager. If it is an emergency situation wherein the City Manager is not immediately available, the request may be made to the Chief of Police.

418.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will request the Communications Center contact the closest agency having helicopter support available. The Communications Center will apprise that agency of the specific details of the incident prompting the request.

418.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED (PER CITY COUNCIL RESOLUTION NO. 51.408 N.S.)

Police use of helicopters from other law enforcement agencies is permitted upon approval of the City Manager (or upon approval of the Chief of Police in emergency situations when the City Manager is not immediately available) in the following circumstances:

- (a) To assist in case of a disaster; or
- (b) To assist in rescue efforts (specifically excluding the rescue of hostages); or
- (c) To assist in locating missing persons.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

Field Training Officer Program

419.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Berkeley Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

419.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

419.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO
- (b) Minimum of three years of patrol experience, two of which shall be with this department
- (c) Demonstrated ability as a positive role model
- (d) Participate in an internal oral interview selection process
- (e) Evaluation by supervisors and current FTOs
- (f) Possess a POST Basic certificate

419.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

419.3 STATUS CHANGE OR REMOVAL FROM PROGRAM

419.3.1 VOLUNTARY

Field Training Sergeants and/or Field Training Officers may voluntarily leave the Program by resignation or upon an approved request for transfer to "inactive" status.

- (a) The notice of resignation or request for transfer to "inactive" status shall be submitted in writing by the requesting sergeant or officer to the Field Training Lieutenant.

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- (b) A request for transfer to “inactive” status shall include the period of anticipated inactivity and, if known, the date of return to active service with the Program.
- (c) A request for transfer to “inactive” status shall not be effective until expressly approved by the Operations Division Captain.

419.3.2 INVOLUNTARY

A Program staff member (i.e., lieutenant, sergeant or officer) may be involuntarily transferred to an “inactive” status by the Operations Division Captain in the following circumstances:

- (a) Failure to meet any of the minimum qualification criteria outlined in this policy.
- (b) Failure to perform the duties of the member’s position as outlined in this policy, or as may be assigned by the Program’s chain of command.
- (c) Failure to meet acceptable standards of individual performance in his/her primary duty assignment.
- (d) If the member is the subject employee of a personnel complaint investigation and, due to the nature of the alleged misconduct, the integrity of the Program or the member’s service could be impugned.

A Program staff member shall remain in an “inactive” status until the circumstances causing the temporary status change have been resolved.

A Program staff member who has been transferred to “inactive” status shall not perform any action, duty or responsibility associated with the Program unless expressly authorized by the Operations Division Captain or Chief of Police.

A Program staff member may be removed from the Program by the Chief of Police only for cause and as a disposition of a sustained disciplinary investigation.

419.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisors should be selected from the rank of sergeant or above by the Operations Division Captain or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update, and issue the Field Training Manual to each trainee
- (e) Monitor individual FTO performance
- (f) Monitor overall FTO Program
- (g) Maintain liaison with FTO coordinators of other agencies
- (h) Maintain liaison with academy staff on recruit performance during the academy

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- (i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

419.5 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Berkeley Police Department who has successfully completed a POST approved Basic Academy.

419.6 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 16 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

419.6.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual before his/her Orientation Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Berkeley Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Berkeley Police Department.

419.7 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

419.7.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

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419.7.2 FTO SERGEANT

FTO Sergeants shall review and approve the Daily Trainee Performance Evaluations.

419.7.3 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

419.8 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) End-of-phase evaluations

Foot Pursuits

420.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

420.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

420.3 DECISION TO PURSUE

The safety of department members and the public shall be one of the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect may not outweigh the safety of the public and department members, depending on the seriousness of the suspect's actions and danger he or she may immediately pose to the public if not immediately apprehended.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.

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- (e) Air support.
- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

420.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm or other essential equipment.
- (l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer definitely known.

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- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.
- (o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

420.5 RESPONSIBILITIES IN FOOT PURSUITS

420.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will broadcast his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

420.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

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420.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

420.5.4 THE COMMUNICATIONS CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the foot pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Notifying the Watch Commander as soon as practicable.
- (g) Assigning an incident number and logging all pursuit activities.

420.6 REPORTING REQUIREMENTS

The initiating officer shall document the incident. Documentation may be accomplished via an MDT, Field Interview, Incident or Case Report. The following information should be contained in the report:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.

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- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Contacts and Temporary Detentions

421.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

421.2 POLICY

The Berkeley Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

421.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable

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suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Berkeley Police Department to strengthen community involvement, community awareness, and problem identification.

421.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act
- (b) Actions suggesting that he/she is engaged in a criminal activity
- (c) Presence in an area at an inappropriate hour of the day or night
- (d) Presence in a particular area is suspicious
- (e) Carrying of suspicious objects or items
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon
- (g) Location in proximate time and place to an alleged crime
- (h) Physical description or clothing worn that matches a suspect in a recent crime
- (i) Prior criminal record or involvement in criminal activity as known by the officer

421.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or neighborhood where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

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421.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

421.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

421.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

421.5.3 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

421.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview shall not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

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- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by Berkeley Police Department members.
 - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

421.7 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be assigned an incident or case number and uploaded to the BPD evidence database or booked into the property room.

Fixed Automated License Plate Readers (ALPRs)

422.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology. Department Personnel shall adhere to the requirements of Fixed ALPRs in this policy as well as the corresponding Surveillance Use-Fixed ALPRs policy-1305

422.2 POLICY

The policy of the Berkeley Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review

The Berkeley Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CBP).

422.3 DEFINITIONS

- (a) Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- (b) ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- (c) ALPR Administrator: The Investigations Bureau Captain or the Chief's designee, serves as the ALPR Administrator for the Department.
- (d) Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.
- (e) Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen, display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- (f) Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- (g) Hit Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a

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specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

422.4 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Berkeley Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, suspect apprehension and stolen property recovery.

Any installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Investigations Division Captain. The Investigations Division Captain will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

422.4.1 ALPR ADMINISTRATOR

The Investigations Division Captain, or his/her designee, shall be responsible for compliance with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Only properly trained sworn officers, crime analysts, communication operators, records clerks, parking enforcement officers, and police assistants are allowed access to the ALPR system or to collect ALPR information.
- (b) Ensuring that training requirements are completed for authorized users.
- (c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
- (d) Ensuring procedures are followed for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records, or vendor on the retention and destruction of ALPR data.ensuring this policy and related procedures are conspicuously posted on the City's website.

422.5 OPERATIONS

An ALPR shall only be used for official law enforcement business.

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or to support criminal investigations. Reasonable suspicion or probable cause is not required before using an ALPR database.

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- (c) Partial license plates and unique vehicle descriptions reported during crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) If feasible, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry via MDT or through Dispatch.
- (f) Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)
- (g) Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. Hot lists utilized by the Department's LPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's LPR system will not have access to real time data. Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:
 - 1. Verification of status on a Hot List. An officer must receive confirmation, from a Berkeley Police Department Communications Dispatcher or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
 - 2. Visual verification of license plate number. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the LPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.
 - 3. Department members will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the Department

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member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).

4. General Hot Lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.
5. All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR Administrator.
6. Administrator (or his/her designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officer's attention to specific vehicles that have been associated with criminal activity.

All Hot Plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- Entering Department member's name
 - Related case number.
 - Short synopsis describing the nature of the originating call
- (a) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Berkeley Police Department. Department personnel may only access and use the ALPR system for official and legitimate California law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:

1. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, is a violation of this Policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
2. Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.
3. Use Based on a Protected Characteristic. It is a violation of this policy to use the LPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
4. Personal Use: It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.

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5. First Amendment Rights. It is a violation of this policy to use the LPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.
 - (a) Anyone who intentionally engages in an impermissible use of the ALPR system or associated scan files or hot lists shall be subject to administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and departmental policies. Partial license plates reported during crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.
 - (b) Anyone who negligently engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and departmental policies. Partial license plates reported during crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.

No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so. If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

422.6 DATA COLLECTION AND RETENTION

The Investigations Division Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures. Evidentiary hit data shall be transferred into the Department's digital evidence repository through secure integration.

All ALPR data downloaded to the ALPR server should be stored for no longer than 30 days, and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server and uploaded into BPD's digital evidence repository.

ALPR vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. The ALPR vendor will purge their data at the end of the 30 days of storage. However, this will not preclude Berkeley Police Department from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established City of Berkeley retention schedule mentioned above or outlined elsewhere. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list. The ALPR vendor and Department shall ensure that the necessary data is captured and stored to accurately report the relevant data required in the Annual Surveillance Technology report. Once the City Council approves the Annual Surveillance Technology report all said data may be purged so long as it doesn't violate the Retention guidelines.

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Restrictions on use of vendor Data: Information gathered or collected, and records retained by the vendor's cameras or any other Berkeley Police Department ALPR system will not be sold, accessed, or used for any purpose other than legitimate California law enforcement or public safety purposes.

422.7 ACCOUNTABILITY

All saved data will be safeguarded and protected by both procedural and technological means. The Berkeley Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Non-law enforcement requests for access to stored ALPR data shall be processed according to the Records Maintenance and Release Policy in accordance with applicable law.
- (b) All ALPR data downloaded to any workstation or server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (c) Berkeley Police Department members approved to access ALPR data under these guidelines are permitted to access the data for legitimate California law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Aggregated ALPR data not related to specific criminal investigations shall not be released to any local, state or federal agency or entity without the consent of the Chief of Police or City Manager (i.e. If transportation department requested volume of vehicular traffic associated with specific events, it could conceivably be provided with the count of vehicles, but not the specific license plates with appropriate permissions).
- (e) Measures will be taken to ensure the accuracy of ALPR information. Errors discovered in ALPR data collected by ALPR units shall be marked, corrected or deleted in accordance with the type and severity of the error in question.
- (f) ALPR system audits will be conducted by the Professional Standards Bureau's Audit and Inspections Sergeant on a regular basis, at least biennial.
- (g) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate California law enforcement purposes.
- (h) Every ALPR Detection Browsing Inquiry must be documented by either the associated Berkeley Police case number or incident number, and/or a reason for the inquiry

For security or data breaches, see the Records Release and Maintenance Policy.

422.8 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the Sergeant of Audit and Inspections or the Chief's designee to ensure that an audit is conducted of ALPR detection browsing inquiries at least biennial. The Department will audit a sampling of the ALPR system utilization from the prior 24-month period to verify proper use in accordance with the above- authorized uses. The audit shall randomly select at least 10

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detection browsing inquiries conducted by department employees during the preceding 24-month period and determine if each inquiry meets the requirements established in policy section 462.6(e).

The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by the Professional Standards Bureau Captain. This audit should be shared in the Surveillance Ordinance reporting.

422.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

- (a) A supervisor at the requesting agency will sign an acknowledgement letter stating that the shared data will only be used for the purposes that are aligned with the Berkeley Police Department's policy. The Berkeley Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CBP). See attached letter.
- (b) The signed letter is retained on file. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).
- (c) All signed letters shall be routed to the Audit and Inspection Sergeant for compliance and reporting.

ALPR data is subject to the provisions of the Berkeley Police Department's Immigration Law Policy, and hence may not be shared with federal immigration enforcement officials.

422.10 OFFICE OF THE DIRECTOR OF POLICE ACCOUNTABILITY

Any ALPR data or images that are utilized for an investigation that becomes evidence in a case will be made available to the Office of the Director of Police Accountability (ODPA) as it relates to a specific complaint of misconduct. Additionally, the results of any audits will be shared with the ODPA upon their completion.

422.11 TRAINING

The Personnel and Training Sergeant shall ensure that members receive department-approved training in order to be authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53)

422.12 ATTACHMENTS

[See attachment: ALPR Acknowledgment Letter.pdf](#)

Watch Commanders

423.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.

423.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Lieutenant is unavailable for duty as Watch Commander, in most instances the senior qualified sergeant shall be designated as acting Watch Commander. This policy does not preclude designating a less senior sergeant as an acting Watch Commander when operational needs require or training permits.

Mobile Data Terminal Use

424.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and the Communications Center.

424.2 POLICY

Berkeley Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

424.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

424.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Watch Commanders.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

424.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

424.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by a supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

424.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident.

424.6 EQUIPMENT CONSIDERATIONS

424.6.1 MALFUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify the Communications Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

424.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Body Worn Cameras

425.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable Body Worn Cameras (BWCs) by members of this department while in the performance of their duties.

This policy does not apply to non-BWC evidence, including other methods of audio or video recordings, interviews or interrogations conducted at any Berkeley Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

425.2 POLICY

The Berkeley Police Department recognizes that video recording of contacts between department personnel and the public provides an objective record of these events, and that the use of a recording system complements field personnel in the performance of their duties by providing a video record of enforcement and investigative field contacts, which can enhance criminal prosecutions, limit civil liability, increase transparency, and enhance professionalism in the delivery of police services to the community. A video recording of an event or contact also enables the delivery of timely, relevant, and appropriate training to maximize safety for both community members and BPD personnel.

While recordings obtained from BWCs provide an objective record of events, it is understood that video recordings do not necessarily capture all events, activities and information, or reflect the full experience of the individual member(s) in a given incident. Moreover, the recordings, especially video, have limitations and may depict events differently than the events as perceived and recalled by the involved member. Specifically, it is understood that the BWC will capture information that may not have been seen and/or heard by the involved member and that the involved member may see and hear information that may not have been captured by the BWC.

425.3 CONFIDENTIALITY AND PROPER USE OF RECORDINGS

BWC use is limited to enforcement and investigative activities involving members of the public. The BWC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, training, civil litigation, and other proceedings protected by confidentiality laws and department policy. Improper use or release of BWC recordings may compromise ongoing criminal and administrative investigations or violate the privacy rights of those recorded and is prohibited.

425.4 COORDINATOR

The Chief of Police, or his/her designee shall appoint a member of the Department to coordinate the use and maintenance of BWCs and the storage of recordings, including (Penal Code § 832.18):

- (a) Establishing a system for uploading, storing and security of recordings.
- (b) Designating persons responsible for uploading recorded data.
- (c) Establishing a maintenance system to ensure availability of BWCs.

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- (d) Establishing a system for tagging and categorizing data according to the type of incident captured.
- (e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
- (f) Working with the City Attorney's office to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
- (g) Maintaining an audit trail record for all access to evidence files, wherein access information for each evidence file is logged through use of a secure log-in system. The Department's storage system associates an audit trail record with each evidence file, thereby logging the date, time, user name, activity and client IP address occurring during each evidence file access.

All recordings made by members acting in their official capacity shall remain the property of the Department. Subject to the provisions of this Policy, members shall have no expectation of privacy or ownership interest in the content of these recordings.

425.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member who is assigned to wear a BWC will be responsible for making sure that he or she is equipped with a BWC issued by the Department, and that the BWC is in good working order. If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor to permit the supervisor or other department employee to provide the member with a functioning BWC as soon as practicable. Uniformed members should wear the recorder in a conspicuous manner as prescribed by the Department, to provide a generally unobstructed camera view of contacts between members of the public and department members.

Members lawfully engaged in their duties as a police officer are not required to obtain consent from, or give notice to, members of the public, prior to recording with their BWC.

Upon the approval of the Chief of Police, or his/her designee, non-uniformed members lawfully engaged in their duties as a police officer may use an approved BWC.

Members are required to document the existence of a recording in any report or other official record of the contact, such as a CAD entry, including any instance where the member is aware that the BWC malfunctioned or the member deactivated the recording. In the event activity outlined in section 425.7 is not captured in whole or in part the member shall document this and explain in their report their understanding, if any, of why the footage was not captured in the recording.

425.6 SUPERVISOR RESPONSIBILITIES

At such time as the scene is considered secure and safe, the on-scene supervisor shall take immediate physical custody of involved officer's/officers' BWC when the device may have captured an incident involving an officer-involved shooting or use of force resulting in death or great bodily injury, and shall ensure the data is uploaded in a timely manner as prescribed by BPD policy (Penal Code § 832.18). Supervisors may review relevant BWC video and audio files in the field in furtherance of their duties and responsibilities.

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Supervisors shall also review relevant BWC recordings prior to submitting any administrative reports.

425.7 ACTIVATION OF THE BODY WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC should be used. Members shall activate the BWC as required by this policy in (a)-(f) below, and may activate the BWC at any time the member believes it would be appropriate or valuable to record an incident within the limits of privacy described herein.

The BWC shall be activated in any of the following situations:

- (a) All in-person enforcement and investigative contacts including pedestrian stops and field interview (FI) situations.
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops.
- (c) Self-initiated field contacts in which a member would normally notify the Communications Center.
- (d) Any search activity, including the service of search or arrest warrants; probation, parole, or consent searches where the member is seeking evidence of an offense, or conducting a safety sweep or community caretaking sweep of the premises. Once a location has been secured and the member is not interacting with detainees or arrestees, the member may mute their BWC when conducting a search for evidence.
- (e) Any other contact that the member determines has become adversarial after the initial contact in a situation where the member would not otherwise activate BWC recording.
- (f) Transporting any detained or arrested person and where a member facilitates entry into or out of a vehicle, or any time the member expects to have physical contact with that person.

At no time is a member expected to jeopardize his or her safety in order to activate a BWC. The BWC should be activated by members in anticipation of situations described above, and in any unanticipated, rapidly unfolding situation where activation becomes required, as soon as the member can do so safely.

Members should activate their BWC when conducting custodial interviews unless there are other recording devices being used. Members shall document and explain in their report the reason for not recording custodial interviews, should a BWC be de-activated while conducting a custodial interview or interrogation.

425.8 VICTIMS AND WITNESSES OF CRIMES; INFORMANTS

In the event that an officer has the opportunity to record interviews of victims and witnesses of crimes, they shall consider the following:

- (a) **Witnesses:** In the event a crime witness or a member of the community wishes to report or discuss criminal activity anonymously, officers have the discretion to not record. Members may offer to avert their camera to capture only audio during the

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interview, when doing so would facilitate obtaining the witness's recorded statement. In cases where a witness requests they not be recorded, and the member agrees not to record, members should record their request prior to turning the camera off. When a member is already recording, the member shall record their explanation for turning the camera off prior to doing so.

- (b) **Victims:** Upon request by the victim, officers have the discretion to not record the interview. Members may offer to avert their camera to capture only audio during the interview, when doing so would facilitate obtaining the victim's recorded statement. In cases where a victim requests they not be recorded, and the member agrees not to record, members should record their request prior to turning the camera off. When a member is already recording, the member shall record their explanation for turning the camera off prior to doing so.
1. **Domestic Violence Victims:** Members should attempt to record interviews of domestic violence victims to facilitate future prosecution efforts and discourage later recanting of statements. Members should also record interviews with children who witness domestic violence, when the child is willing.
 2. **Child Abuse and Sexual Assault Victims:** Members shall have the discretion to record, absent any request to not record the interview by victims, witnesses, or non-suspect parents of victims, during child abuse and/or sexual assault investigations.
- (c) **Informants:** Members shall not activate their recorders when conducting an interview or engaging in a conversation with a confidential informant, unless needed as evidence.

Members have no obligation to advise a victim or witness that he or she is being recorded, but may do so at their discretion. When a victim or witness requests they not be recorded, members may consider their request (See Penal Code 632).

Members shall remain sensitive to the dignity of all individuals being recorded and exercise discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy concerns may outweigh any legitimate law enforcement interest in recording. Recording should resume when privacy concerns are no longer at issue unless the member determines that the circumstances no longer fit the criteria for recording.

Informal community interactions differ from "consensual encounters" in which members make an effort to develop reasonable suspicion to detain or probable cause to arrest. To strengthen relationships between police and citizens, members may use discretion regarding the recording of informal, non-enforcement related interactions with members of the community.

425.9 ACTIVATION IN CROWD CONTROL SITUATIONS

During crowd control, protest or mass arrest incidents, members shall use their BWCs consistent with this policy, or when directed by the Incident Commander. The Incident Commander shall document his or her orders to activate in an appropriate report (e.g. Operations Plan or After Action Report).

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The limitations outlined in the Intelligence Procedures for First Amendment Activities Policy governing intelligence-gathering procedures for First Amendment activities, apply to the use of BWCs and other recording devices.

Video recording of individuals who are picketing or engaged in peaceful protest will be avoided unless the officer believes a violation of criminal law is occurring, may occur, or if the officer interacts with a participant or third party to the event, or a participant or third party initiates contact with the member.

425.10 SURREPTITIOUS USE OF THE BWC

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police, or his/her designee.

Members are prohibited from using department-issued BWCs for non-work related personal activity. BWCs will not be activated in places where members have a reasonable expectation of privacy, such as workplace locker rooms, dressing rooms, members' private vehicles or restrooms.

425.11 CESSATION OF RECORDING

Once activated, the member may mute or deactivate their BWC at any time based on their discretion, in the following circumstances:

- (a) Discussion of tactical or confidential information with other law enforcement personnel.
- (b) Where members are on a perimeter or assigned to a static post where the member's direct participation in the incident is complete and they are not actively part of an investigation.
- (c) If it is necessary to discuss issues or concerns with an employee, supervisor, doctor, nurse, or paramedic in private.
- (d) In the member's judgment, a recording would interfere with his or her ability to conduct an investigation.

Decisions regarding the reason for muting or BWC deactivation shall be noted on the recording, or otherwise documented.

Members shall cease audio/video recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation. This does not apply to conversations with paramedics or EMTs during their response at a scene, and during transport.

425.12 EXPLOSIVE DEVICE

Many portable recorders, including BWCs and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

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Members believing that the use of a BWC may detonate an explosive device may deactivate their BWC in such cases.

425.13 PROHIBITED USE OF BODY WORN CAMERAS

Members are prohibited from using a department-issued BWC for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.

Members are prohibited from retaining BWC recordings. Members shall not duplicate or distribute such recordings, except for department business purposes. All such recordings shall be retained at the Department.

Members may not use personally owned recorders (e.g. personal cell phone) to document contacts unless exigent circumstances exist to warrant the use of personally owned recording devices. Regardless, if a member is using a department-issued BWC, and/or another recording device, members shall comply with the provisions of this policy, including retention and release requirements. In every event where members use any recording device aside from or in addition to their department-issued BWC, the member shall document and explain the use and the exigent circumstance in their police report (e.g. the BWC failed and evidence needed to be captured at that moment in time).

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

425.14 PROCESSING AND HANDLING OF RECORDINGS

To assist with identifying and preserving data and recordings, members shall tag and download recordings in accordance with procedure, and document the existence of the recording in the related case report. Transfers must occur at the end of the member's shift, and any time the member is aware that the storage capacity of the BWC is nearing its limit. In circumstances when the officer cannot complete this task, the officer's supervisor shall immediately take custody of the BWC and be responsible for uploading the data. Officers shall tag each file with the appropriate case/incident number, provide a descriptive title, and select an appropriate category for each recording, using the Axon View app or via the Evidence.com site.

Members are prohibited from intentionally erasing, altering, reusing, modifying or tampering with original audio video recordings. Members may request restriction and subsequent deletion of an accidental recording as described under section 425.16 below.

425.15 RETENTION REQUIREMENTS

The Department shall retain all recordings for a minimum of 60 days. Incidents involving consensual contacts, and aid to citizens will be retained for six months, and cold reports will be retained for one year. Recordings of incidents involving use of force by a police officer, detentions, arrests, or recordings relevant to a formal or informal complaint shall be retained for a minimum of two years and one month. Recordings relating to court cases and personnel complaints that are being adjudicated will be manually deleted at the same time other evidence associated with

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the case is purged in line with the Department's evidence retention policy. Any recordings related to administrative or civil proceedings shall be maintained until such matter is fully adjudicated, at which time it shall be deleted in line with the Department's evidence retention policy, and any applicable orders from the court.

Recordings created by equipment testing or accidental activation may be deleted after 60 days.

425.16 ACCIDENTAL RECORDING - REQUEST FOR RESTRICTION

In the event of an accidental or sensitive personal recording of non-departmental business activity, where the resulting recording is of no investigative or evidentiary value, the recording employee may request that the file be restricted pending 60-day deletion by submitting an email request via their chain of command to the Professional Standards Division Captain. The Professional Standards Division Captain will approve or deny the restriction request. In cases where the request is denied, an appeal may be submitted to the Chief of Police, or his/her designee, for restriction authorization. In all cases of restriction requests, a determination should be made within seven calendar days.

425.17 REVIEW OF RECORDINGS BY A MEMBER

Members are authorized to review their own BWC video files at any time in furtherance of official business. Such official business includes, but is not limited to, preparing written reports, prior to or while providing testimony in a case or being deposed. Members may review recordings as an evidentiary resource, except as stated in subsection 425.17.1 below. Members shall not retain personal copies of recordings. Members shall not use the fact that a recording was made as a reason to write a less detailed report.

425.17.1 OFFICER INVOLVED INCIDENTS RESULTING IN GRAVE BODILY INJURY OR DEATH

- (a) In the event of a critical incident that results in grave bodily injury or death, including an officer-involved shooting or an in-custody death, the BWC of the involved member(s) shall be taken from him or her and secured by a supervisor, commander, or appropriate investigator, as necessary. The involved member(s) shall not access or obtain their footage of the incident until such time as the criminal investigator(s) have reviewed the video files. It will be the responsibility of the investigation team's supervisor to coordinate with the involved member's supervisor to obtain footage of the incident on behalf of the member.
- (b) Personnel uploading secured BWC video files shall not view the files unless authorized.
- (c) No member involved in a critical incident may view any video recordings prior to an interview by the appropriate criminal investigative unit, and receiving command approval.
- (d) Prior to the conclusion of the criminal interview process, the involved member and/or the member's representative will have an opportunity to review the member's recording(s). The involved member may choose to provide additional information to supplement his or her statement by providing a supplemental statement or separate

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supplemental document. In no case shall a member alter a report made prior to reviewing the recording.

- (e) The Department acknowledges that recordings taken during critical incidents obtained from BWCs do not necessarily reflect the full extent of the nature of the event or the experience, analysis, training, threat assessment or state of mind of the individual officers(s) in a given incident. Moreover, the recordings, especially video, have limitations and may depict events differently than the events recalled by the involved officer. Specifically, it is understood that the recording device will capture information that may not have been heard and/or observed by the involved officer and that officers may see and hear events that are not captured by the camera.

Officers who are involved in any critical incident where video recordings exist depicting the involved officer, either as a subject officer or witness, shall be provided the following admonishment prior to the initial interview or submission of the initial written report:

"In this case, there is video evidence that you will have an opportunity to view. Video evidence has limitations and may depict the events differently than you recall, and may not depict all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The "frame rate" of video may limit the camera's ability to capture movements normally seen by the human eye. Lighting as seen on the video may be different than what is seen by the human eye. Videos are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and ensure that your statement explains your state of mind at the time of the incident."

425.17.2 SUPERVISORY REVIEW

With the exception of section 425.17.1 above, supervisors are authorized to review relevant recordings any time they are reviewing and approving case reports from their subordinates.

425.17.3 INVESTIGATORY REVIEW

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct, or whenever such recordings support review of the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in conduct of an official investigation, such as a personnel complaint, an administrative investigation or a criminal investigation.
- (b) Pursuant to lawful process or by court or District Attorney personnel who are otherwise authorized to review evidence in a related case.
- (c) By personnel assigned to investigatory units who are authorized to view any BWC video file associated to their active investigations, unless otherwise prohibited by policy.

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- (d) Upon approval by the Chief of Police, Internal Affairs investigators may review BWC video with a complainant.

Investigators conducting criminal or internal investigations shall:

1. Advise the coordinator to restrict access to the BWC file in criminal or internal investigations, as necessary.
2. Review the file to determine whether the BWC file is of evidentiary value and process it in accordance with established protocols.
3. Notify the coordinator to remove the access restriction when the criminal/internal investigation is closed.

425.17.4 TEACHING OR LEARNING TOOL

BWC files may also be reviewed by training staff regarding specific incidents where such files may serve as an internal learning or teaching tool. In the event that videos are intended to be used for training purposes, the involved officer(s) will first be consulted. If he/she objects to the use of the video, such objection shall be submitted to the person in charge of training who shall weigh the value of the video for training against the officer(s) objections and basis for the objection. Should the person in charge of training refuse to grant the request of the involved officer(s), the matter shall be heard by the Chief of Police, or his/her designee, prior to utilizing the video.

425.17.5 COB CIVIL CLAIMS AND LAWSUITS

BWC recordings may be reviewed and used by City of Berkeley defense counsel for the purposes of defending the city in civil claims and lawsuits, with the authorization of the Chief of Police, or his/her designee.

425.18 RELEASE OF RECORDINGS

All recordings should be reviewed by the Custodian of Records and the City Attorney's Office prior to public release, see General Order R-23 (Release of Public Records and Information).

In the event that the Police Department or City Department intends to release or publish for any purpose video recordings where officers are captured on video or the video depicts actions taken by them in the course of the performance of their official duties, those officers shall be given written notice of the intention to release or publish said video at least 48 hours prior to such release.

BPD may, without prior notice to involved officers, share video footage with law enforcement, national security, military, or other government agencies outside of Berkeley, when there is reasonable suspicion that criminal activity has occurred or is about to occur.

425.18.1 POLICE REVIEW COMMISSION (PRC)

Access to recorded files will be granted for the purposes of review to the Police Review Commission Officer and/or Investigator investigating a specific complaint where BWC evidence files are available, and are not part of any ongoing criminal investigation.

- (a) The PRC Officer and PRC Investigator will be provided user account access to evidence files through the evidence management system for their use during a

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complaint investigation and to facilitate viewing by Board of Inquiry members during a Board of Inquiry.

- (b) The PRC Officer and PRC investigator shall not make or create a copy of any evidence file, nor make or allow to be made any audio or video recording of any evidence file while it is being streamed and viewed from the evidence management system.
- (c) The PRC Officer and PRC Investigator shall not allow any unauthorized individuals to view or access evidence files.
- (d) The evidence management system associates an audit trail record with each evidence file, thereby logging the date, time, user, activity, and client IP address occurring during each evidence file access.
- (e) The evidence management system shall only be accessed on City premises.
- (f) The Department retains custody and control of the recordings, and content of the video will be subject to applicable legal standards including, but not limited to the confidentiality requirements of the Public Safety Officers' Procedural Bill of Rights, (Government Code § 3300, et seq., Penal Code § 832.7, and the California Public Records Act; Government Code § 6250, et seq.)

425.18.2 PUBLIC RECORDS ACT (PRA) REQUEST

Access to recorded files will be granted for the purposes of review in response to a public records request, as permitted under Government Code § 6254(f) and BPD General Order R-23 (Release of Public Records and Information). General Order R-23 does not authorize release of investigative files or documents that would constitute an unwarranted invasion of privacy. Circumstances where this might arise in video include footage taken inside a home, a medical facility, the scene of a medical emergency, or where an individual recorded has a "reasonable expectation of privacy."

425.18.3 MEDIA

Access to recorded files will be granted for the purposes of review to media personnel or the general public with permission of the Chief of Police, or his/her designee, subject to General Order R-23 and privacy protections indicated in this policy.

425.19 COMPLIANCE WITH BMC 2.99 ACQUISITION AND USE OF SURVEILLANCE TECHNOLOGY

This policy shall comply at all times with the requirement of BMC 2.99 Acquisition and Use of Surveillance Technology.

425.20 TRAINING REQUIRED

Officers who are assigned BWCs must complete department-approved training in the proper use and maintenance of the devices before deploying to the field.

As part of a continual improvement process, regular review should be conducted by BPD staff of the training on this policy and the related use of BWCs under this policy. Information resulting from the outcomes of this review shall be incorporated into the City Manager's annual "Surveillance Technology Report" as required under BMC 2.99 Acquisition and Use of Surveillance Technology.

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Body Worn Cameras

The Department, Police Review Commission and other City Departments shall maintain the confidentiality of Department sworn employee personnel records as required by state and local law. Failure to maintain the confidentiality of Department sworn employee personnel records, whether or not intentional, may subject individuals to civil penalties and discipline, up to and including termination of employment.

Public Recording of Law Enforcement Activity

426.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

426.2 POLICY

The Berkeley Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

426.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to observe and/or record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the officers.
 - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officers, him/herself or others.

426.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

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individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

426.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

426.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

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Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

Medical Marijuana

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

427.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety Code § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the California Department of Public Health to both persons authorized to engage in the medical use of marijuana and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety Code § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana for medical purposes or any person issued a valid identification card.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Statutory amount - No more than 8 ounces of dried, mature, processed female marijuana flowers ("bud") or the plant conversion (e.g., kief, hash, hash oil), and no more than six mature or 12 immature marijuana plants (roots, stems and stem fibers should not be considered) (Health and Safety Code § 11362.77).

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Medical Marijuana

427.2 POLICY

It is the policy of the Berkeley Police Department to prioritize resources to forgo making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Berkeley Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

427.3 INVESTIGATION

A sworn supervisor shall be summoned to the scene of any situation where a suspect asserts a claim of medical marijuana prior to any enforcement action being taken. Supervisors are expected to oversee the investigation to ensure enforcement actions are consistent with this policy.

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

- (a) Investigations when no person makes a medicinal claim.
- (b) Investigations when a medicinal claim is made by a cardholder.
- (c) Investigations when a medicinal claim is made by a non-cardholder.

427.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

427.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is probable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

- (a) The information contained in the card is false or falsified.
- (b) The card has been obtained or used by means of fraud.
- (c) The person is otherwise in violation of the provisions of the MMP.

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- (d) The person possesses marijuana but not for personal medical purposes.

Officers who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving cardholders with more than the statutory amount of marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

427.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the officer reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Officers are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Officers should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Officers should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs (Health and Safety Code § 11362.77).

427.3.4 INVESTIGATIONS INVOLVING A STATE LICENSEE

No person issued a state license under the Business and Professions Code shall be arrested or cited for cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution or sale of medical cannabis or a medical cannabis product related to qualifying patients and primary caregivers when conducted lawfully. Whether conduct is lawful may involve questions of license classifications, local ordinances, specific requirements of the Business and Professions Code and adopted regulations. Officers should consider conferring with a supervisor, the applicable state agency or other member with special knowledge in this area and/or appropriate legal counsel before taking enforcement action against a licensee or an employee or agent (Business and Professions Code § 26032).

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427.3.5 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production or use:

- (a) Because enforcement of medical marijuana laws can be complex, time consuming and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 - 1. The suspect has been identified and can be easily located at a later time.
 - 2. The case would benefit from review by a person with expertise in medical marijuana investigations.
 - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
 - 4. Other relevant factors, such as available department resources and time constraints prohibit making an immediate arrest.
- (b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, officers should consider the following when determining whether the form and amount is reasonably related to the patient's needs:
 - 1. The amount of marijuana recommended by a medical professional to be ingested.
 - 2. The method of ingestion (e.g., smoking, eating, nebulizer).
- (c) Before proceeding with enforcement related to collective gardens or dispensaries, officers should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning and other related issues can be complex. Patients, primary caregivers and cardholders who collectively or cooperatively cultivate marijuana for medical purposes may be licensed or may have a defense in certain circumstances (Business and Professions Code § 26032; Business and Professions Code § 26033).
- (d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

427.3.6 EXCEPTIONS

This policy does not apply to, and officers should consider taking enforcement action for the following:

- (a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).
- (b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).
- (c) Smoking marijuana (Health and Safety Code § 11362.79):

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1. In any place where smoking is prohibited by law.
 2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
 3. On a school bus.
 4. While in a motor vehicle that is being operated.
 5. While operating a boat.
- (d) Use of marijuana by a person on probation or parole, or on bail and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

427.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

427.5 PROPERTY AND EVIDENCE UNIT SUPERVISOR RESPONSIBILITIES

The Property and Evidence Unit supervisor should ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed pending any charges and without a court order. The Property and Evidence Unit supervisor is not responsible for caring for live marijuana plants.

With the Detective Bureau Lieutenant's approval and upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Unit supervisor should, as soon as practicable, return to the person from whom it was seized any useable medical marijuana, plants, drug paraphernalia or other related property that was seized as evidence. Absent approval from the Detective Bureau Lieutenant, the owner should be advised to seek a court order for the return of the property.

Medical marijuana booked for "safekeeping" may be returned to the listed owner without additional approval needed.

The Property and Evidence Unit supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Bureau Lieutenant.

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428.1 PURPOSE

The purpose of this policy is to provide policy and procedural guidance to Berkeley Police Department personnel involved in the planning, response and/or deployment of police personnel for crowd situations.

428.2 MISSION STATEMENT

The mission of the Berkeley Police Department in crowd situations is to facilitate free expression, de-escalate violence and resolve conflict peacefully with the overall goal of ensuring public safety and protecting First Amendment rights of free speech and assembly.

- (a) Appropriate action will be determined by the Incident Commander in the field, and will be based on the behavior of the people in the crowd.
- (b) Police action shall be reasonable, intended to prevent lawlessness or restore order, and may include responses ranging from no police action to full crowd control tactics.

428.3 POLICY

In the event a crowd situation is determined to be a peaceful protest or demonstration, wherein participants are exercising their rights to free speech in a lawful manner, the policy of the Berkeley Police Department shall be to facilitate the event to the extent possible.

The Department shall make it a priority to establish lines of communication with the demonstrators both before and during the crowd situation. The Department shall consider social media as one means of communication.

In the event that a crowd situation is unlawful, and lack of immediate police action to may lead to the escalation of criminal behavior and violence, the Berkeley Police Department will take steps to restore order.

- (a) Steps to restore order may include monitoring with minimal police presence, a strong police presence, selective arrest of those committing crimes or a dispersal order.
- (b) Prior to issuing a dispersal order, BPD shall make efforts to safely arrest those committing crimes while preserving the rights of citizens to demonstrate.
- (c) Opportunities to de-escalate from crowd control to crowd management tactics should be continually evaluated by considering all available resources and deploying them flexibly.

428.4 USE OF FORCE

Employees who employ force in a crowd control situation shall do so in conformance with policy set forth in the Use of Force Policy.

- (a) Pain compliance techniques (e.g., gum nerve, buckle nerve pressure, etc.), impact weapons and chemical agents should not be used on persons participating in a crowd situation who are committing an unlawful act with passive resistance (e.g., sitting or lying down to block a doorway) solely to effectuate a custodial arrest.

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1. Verbal commands to stand followed by control holds (e.g., wrist lock, twist lock, etc.) with reasonable pressure may be utilized to attempt to require an arrestee who is sitting or lying down to stand up to effectuate a custodial arrest.
 2. If an arrestee who is sitting or lying down continues to refuse to stand up in response to verbal commands followed by pressure applied from a control hold, the officer should use drag, carry, or roll techniques to effectuate the custodial arrest.
 3. Once an arrestee is standing in a self-supporting manner, the officer may counter an arrestee's lapse into passive resistance (e.g., attempting to fall or sit down) with control holds that would likely prevent such a movement.
- (b) Officers attempting to move a crowd or individual should not strike anyone who is unable to move back for reasons out of their control (i.e., physical disability, crowd surge, being pinned against a fixed object, etc.)
- (c) Sworn officers should employ particular applications of force (e.g., a specific baton strike, such as a "rake" or "jab") as may be directed by their chain of command, when its use is intended to accomplish a desired crowd control objective.
1. Officers shall not intentionally strike a person with any baton to the head, neck, throat, kidneys, spine or groin except when the person's conduct is creating an immediate threat of serious bodily injury or death to an officer or any other person.
 2. Officers on a skirmish line shall not use batons to collectively push a crowd in a particular direction prior to dispersal orders being given unless exigent circumstances exist. This requirement does not apply to officers on a skirmish line who are using force in compliance with *Graham v. Conner*.
- (d) Officers are not precluded from using authorized force, as appropriate, to address the actions of a particular person(s).
- (e) Less-lethal munitions shall only be fired at a specific target and officers shall be mindful of the increased risk of hitting an unintended target due to unexpected movement of members of the crowd. Officers may never use less-lethal munitions indiscriminately against a crowd or group of people.

Personnel deployments during demonstrations should include clear and specific objectives.

In squad or team movement, the type and scope of force used shall be at the discretion of the Incident Commander, Field Commander, Squad or Team Leader.

De-escalation techniques or other alternatives to force have been attempted, when objectively reasonable, and have failed prior to the use of any force, consistent with the Department's Use of Force policy.

Kinetic energy projectiles and chemical agents for crowd control purposes shall only be deployed by officers who have received POST training for crowd control if the use is objectively reasonable to defend against a threat to life or serious bodily injury to any individual, including an officer, or to

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bring an objectively dangerous and unlawful situation safely and effectively under control (Penal Code 13652).

Kinetic energy projectiles or chemical agents shall not be used by any law enforcement agency solely due to any of the following:

- A violation of an imposed curfew.
- A verbal threat.
- Noncompliance with a law enforcement directive.

For planned events, inventories shall be conducted before and at the conclusion of the incident. Outside agency inventories shall also be tracked.

The Field Commander shall determine the type and quantity of chemical agents to be used. After use of chemical agent, the Field Commander shall re-evaluate the scene to determine if additional chemical agents are needed.

428.5 USE OF VEHICLES

BPD shall enhance mobility and flexibility by using police vehicles such as trained bicycle officers and motorcycle officers, in addition to foot patrols, to maintain peaceful crowd management. Parking Enforcement Officers will only be used for traffic control purposes.

Specialized police vehicles (e.g., police motorcycles, off-road motorcycles, parking enforcement vehicles, mobile command vehicles, etc.) may be used in crowd situations at the discretion of the Incident Commander.

- (a) Specialized police vehicles shall not be used to contact demonstrators for the purpose of physically pushing people back or forcibly dispersing them from an area.
- (b) Specialized police vehicles may be in a MFF line with other marked vehicles as a visual deterrent.

428.6 DEFINITIONS

Control Hold: Any Department approved hold, designed to allow an officer to control the movement of a subject (e.g., twist lock, rear wrist lock, finger lock, etc.).

Counter Demonstration: An assembly of persons in conflict with a different demonstration at the same location.

Crowd Control: Law enforcement response to a pre-planned event or spontaneous event, activity or occurrence that has become unlawful or violent and may require arrests and/or the dispersal of the crowd. These strategies include but are not limited to skirmish lines, mobile field force techniques, targeted and mass arrests and the use of force generally.

Crowd Management: Strategies and tactics employed before, during and after a gathering for the purpose of maintaining the event's lawful activities. These strategies include, but are not limited to: communication with leaders before and during the event, police presence and event participation, blocking traffic to facilitate a march, and bicycle officers monitoring the crowd.

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Demonstration: A public assembly of persons to exhibit thoughts, ideas or opinions.

Incident Commander: A sworn officer, usually a lieutenant or captain, responsible for all personnel assigned to an event.

During the initial stages of a spontaneous event, the Incident Commander will be the highest ranking or senior officer available to take charge, until relieved of responsibilities by a higher ranking officer.

Mobile Field Force (MFF): A statewide tactical concept that utilizes groups of trained officers with standard marked police vehicles and equipment, who have the capability to respond to crowd events that are highly mobile or that break up and quickly reform in other locations.

Non-Permitted Event: Any demonstration, whether spontaneous or planned, wherein organizers have not obtained permits or licenses that are lawfully required under the circumstances.

Operations Commander: A sworn officer, usually a lieutenant or sergeant, responsible for the movement and actions of a platoon, squad, or other identified group of officers at the scene of an event.

Pain Compliance Technique: Any technique designed to inflict pain for the purpose of motivating a person to comply with verbal commands (e.g., buckle nerve, gum nerve, sternum rub).

Passive Resistance: When an individual does not follow the lawful verbal commands of a police officer, but does not physically resist in any way (i.e., a person who goes completely limp, sits down and refuses to stand or walk, or who may stand with arms at their sides without attempting to strike at or physically resist officers.)

Persons who lock arms, use lockdown devices, or physically resist officers in any other way are not considered “passive”.

Permitted Event: Any demonstration or event wherein organizers have obtained all applicable permits or licenses.

Platoon: Any group of officers, usually 36 or more in number, organized into 3 or more squads. Each platoon will have a commander, usually a lieutenant, who is responsible for the actions of the platoon in the field.

Protected First Amendment Activity: Various forms of expression including, but not limited to, speech, assembly, marching, holding signs, street theater, distribution of literature, or displaying banners.

- (a) Freedom of speech and assembly are rights protected by the First Amendment of the United States Constitution, and Article 1 Sections 2 & 3 of the California Constitution subject to reasonable time, place and manner regulations, such as, compliance with lawful permit requirements and traffic regulations.

Riot: Any group of two or more people, acting together, who use force, violence, or the threat of force or violence, to disturb the public peace (Penal Code § 405).

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Riot Gear: Police equipment visible to the public and generally associated with crowd control, such as, helmets, batons, flex-cuffs, special uniforms, specialized vehicles, etc.

Spontaneous Event: Any unplanned event that develops, usually as a result of some catalyst, such as sporting events, parties, concerts, court rulings, festivals, major political events, major news events, or any combination thereof.

Squad: A group of sworn officers, usually 12 in number, with an identified squad leader responsible for the actions of the squad.

Squad Leader: A sworn officer, usually a sergeant, responsible for the movement and actions of a squad.

Team: A group of four sworn officers within a squad, inclusive of an identified leader responsible for the actions of the team.

Team Leader: A sworn officer, sometimes a sergeant, responsible for the movement and actions of a team of officers within a squad.

Time, Place or Manner Restrictions: Reasonable restrictions on protected activity imposed by law (e.g., an applicable permit) intended to serve a specific governmental interest (e.g., public safety), with regard to the time, location, or manner in which protected activity is to be conducted.

Unlawful assembly: Two or more persons, assembled together to commit an unlawful act, or do a lawful act in a violent, boisterous, or tumultuous manner (Penal Code § 407).

The prohibition in Penal Code § 407 against persons in an assembly doing a lawful act in a violent, boisterous or tumultuous manner is limited only to situations where the conduct poses a clear and present danger of imminent violence (In re Brown (1973) 9 Cal. 3d 612, 623).

428.7 PLANNED EVENTS

- (a) At such time as a special event or crowd situation comes to the attention of police department personnel, the Operations Division Captain or Watch Commander shall be notified, and forwarded all information regarding the event.
- (b) The Incident Command System (ICS) shall be used for managing all crowd situations. ICS should include the appointment of an Incident Commander, and be structured to sufficiently distribute responsibilities allowing for all necessary tasks to be accomplished with a manageable span of control.
- (c) The Incident Commander shall, whenever possible, establish a liaison with the group or groups involved, and other potential stakeholders.
 1. Stakeholders may include event organizers, business owners or their employees, or private residents that may be affected by an event.
 - i. Stakeholder involvement is critical to the overall success of managing any crowd event, but may be especially helpful during planned demonstrations where civil disobedience is expected.

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- ii. If a leader or cooperative event organizer is not identified, the Incident Commander shall ensure that attempts to communicate with the group and establish a liaison will continue to the extent reasonable.
- (d) Once assigned to a preplanned event, the Incident Commander shall make an initial assessment of the personnel needed to appropriately manage the event based on the information available at the time.
 - 1. Initial assessment may include on-duty personnel in the Operations Division and other divisions within the Department.
 - 2. If available on-duty personnel will not be sufficient to manage an event, consideration should be given to calling in off duty personnel and requesting mutual aid resources from surrounding police agencies.
- (e) Once sufficient details of the event are known to accurately estimate the scope of response, and required personnel are identified, the Incident Commander shall work with Division Captains to secure their participation.
- (f) Once all personnel required to work the event are identified and committed to an event, the Incident Commander shall ensure a written Operations Plan is completed, time and circumstances permitting.
 - 1. An Operations Plan shall contain sufficient detail to allow an uninvolved party who reads it to understand the nature of the event, department policy involved, planned response and the department resources dedicated to it.
 - 2. The Operations Plan shall include specific guidelines and priorities to consider when making deployment decisions and shall reflect the department's commitment to crowd management.
 - 3. Upon approval by the Operations Captain and signed by the Chief of Police, the original Operations Plan shall be **scanned into the Professional Standards folder (within the Department's internal GDrive)** and copies distributed to all appropriate personnel.

428.8 SPONTANEOUS EVENTS

- (a) Sworn officers shall respond to a reported spontaneous crowd situation to assess immediate hazards to public safety.
- (b) The ranking sworn officer, or senior officer, shall assume the role and responsibilities of Incident Commander, and take the following immediate actions:
 - 1. Broadcast the type of event, if known, and estimated number of participants.
 - 2. Report known or imminent public safety hazards.
 - 3. Request sufficient on-duty personnel resources to address life-threatening public safety emergencies.
- (c) The on-duty Watch Commander, or if absent or unavailable, the senior Patrol Sergeant, shall respond to the event scene and take the following actions:
 - 1. Assume the role and responsibilities of Incident Commander.

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2. Assess the potential risks to public safety.
 3. Assess whether or not a static event has the potential to go mobile, either on foot in the form of a march, or in vehicles.
 4. Assess the number of officers and type of equipment required to maintain order and their manner of response.
 5. Assess the potential need for outside resources:
 - i. On-duty personnel from other police agencies.
 - ii. Fire Department personnel and resources.
 - iii. Media relations personnel.
 6. Identify and broadcast the location of the Incident Command Post, operational staging areas, and routes to and from.
- (d) The Incident Commander should consider the following factors when making decisions regarding the police response:
1. The overall level of risk to both participants and the general public who may be inadvertently caught up in the event.
 2. The level of disruption to those not involved in, but impacted by the event.
 3. The level of vehicular traffic.
 4. The number of people involved in the event and their behavior.
 5. The personnel and equipment available for the task.
- (e) The Incident Commander may use on-duty personnel from other divisions or units to assist in the police response to a spontaneous event.
- (f) The Incident Commander shall direct necessary on-duty personnel to a static event and make response assignments as required, which may include, but are not limited to:
1. Assign personnel to monitor the event only.
 2. Use personnel to maintain order at the event and/or divert uninvolved, affected traffic away from the area.
- (g) If the event is mobile, the Incident Commander should consider response actions appropriate to manage or control the behavior and activities of the crowd, options including, but not limited to:
1. Let the group proceed with no police presence.
 2. Assign officers to facilitate the mobile event by providing traffic control.
 3. Attempt to direct the path of the mobile event by denying access to certain roadways.
 4. Allow the mobile event to proceed, but deny access to certain locations that would create a public safety hazard, such as, roadways to bridge approaches and roadways in busy commercial districts.

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5. Declare the event an unlawful assembly if circumstances qualify, and allow the group to disperse, make arrests, or use force to disperse the group for the purpose of restoring public order.
- (h) There is no required order of response; the Incident Commander shall be responsible for continually assessing the event and adjusting the response strategies and tactics accordingly. Opportunities to de-escalate from crowd control to crowd management tactics should be continually evaluated by considering all available resources and deploying them flexibly.
- (i) The Incident Commander shall remain responsible for the police response to a planned or spontaneous crowd event until relieved by a higher ranking officer, or the position is relinquished to another officer who officially assumes the responsibility.
 1. Any change of command shall be broadcast on the radio frequency used to manage the police response.

428.9 GENERAL EVENT PROCEDURES

- (a) Employees dispatched or pre-assigned to a crowd situation shall be in a department-approved uniform appropriate for their assignment.
 1. Employees shall ensure their name and badge number are visible upon their uniform, and badge number is visible on their helmet, if worn.
- (b) Officers dispatched or pre-assigned to a crowd situation shall have immediately available relevant department-issued safety equipment, (i.e., helmet, chemical agent mask, etc.).
- (c) Specialized weapons and equipment (i.e., patrol rifles, less-than-lethal munition launchers, chemical agent masks, etc.) shall be deployed at the discretion of the Incident Commander. The Incident Commander shall be responsible for assuring that there is an inventory of less-lethal munitions, CS gas, and/or smoke prior to deployment, including any outside agencies assisting BPD. Absent exigent circumstances, such less-lethal munitions, CS gas and smoke shall not be deployed prior to determination of an accurate inventory.
- (d) The Incident Commander shall ensure personnel receive an operational briefing, whether in person or via radio, prior to their deployment.
 1. Information communicated in an operational briefing shall include, at minimum:
 - (a) The nature of the event.
 - (b) The mission and operational goal(s) of the department.
 - (c) The chain of command managing the event.
 - (d) The individual's assignment and any special equipment he/she may require to accomplish it.
 - (e) When possible, the identity and appearance of all undercover personnel involved in the police response.

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- Undercover personnel should be present at operational briefings for planned events.
- (e) Undercover personnel shall adhere to laws and policies governing information gathering by law enforcement.
- (f) Verbal requests or commands should be used before and when advancing on a crowd.
 1. Commands should be simple and stated clearly, giving members of the crowd an opportunity to comply before force is used. (Examples: "Step back!" or "Move onto the sidewalk!")
- (g) Employees in a crowd situation shall conduct themselves in a professional and courteous manner, answering questions when appropriate.
- (h) When practical, as part of an implemented crowd control plan, police personnel should attempt to identify and separate from the crowd individuals who are violating the law.
 1. Efforts to take an offender into custody in a crowd situation should strive to minimize the risk to uninvolved persons, to the extent reasonably possible.
- (i) Visual recording devices should be used to document the activities of police personnel and the people involved in a crowd situation.
 1. Activities that should be documented via visual recording device include, but are not limited to:
 - i. Criminal activity (misdemeanor or felony);
 - ii. Violation of a Permit condition, City Ordinance, or traffic violation.
 - iii. Use of force by officers.
 - iv. Arrests by officers.
 - v. Any person who, by words or action, is inciting violence.
 - vi. Dispersal orders issued by police.
- (j) Employees shall adhere to information release and media liaison protocols set forth in the Records Maintenance and Release policy and the Media Relations policy, respectively.
 1. The Incident Commander shall ensure legitimate "credentialed" members of the media are provided access to areas available to them by law.
 2. A person who claims to be a member of the media, but who does not possess a bona fide media credential, has no special privilege and shall be treated like any other citizen with regard to event area access.
- (k) In any first amendment assembly, if feasible the Field Commander should ensure that medical resources are available. An objectively reasonable effort should be made to extract individuals that appear to be in distress. Medical assistance should be promptly provided, if properly trained personnel are present, or requested, for injured persons, when it is reasonably safe to do so.

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428.10 DISPERSAL ORDERS

- (a) The Incident Commander at any crowd situation shall make the determination as to when or if a crowd, whose behavior poses a clear and present danger of imminent violence, will be declared an unlawful assembly.
- (b) Unless otherwise directed or required, the following dispersal order text shall be used by Berkeley Police Department personnel in crowd control situations:
 - 1. “I am (rank) (name) with the Berkeley Police Department. I hereby declare this to be an unlawful assembly, and in the name of the people of the State of California, command all those assembled at (location) to leave the area immediately. If you do not leave, you are in violation of section 409 of the California Penal Code, and may be arrested or subject to other police action. Other police action may include the use of less lethal projectiles, baton strikes, or use of tear gas, which may pose a risk of serious injury. The following routes of dispersal are available: (state options available) You have (state time expectation) to leave the area.”
- (c) Except when exigent circumstances exist and doing so would place officers or the public at risk, a dispersal order shall be issued prior to forcibly dispersing a crowd.
- (d) The Incident Commander, or his/her designee, shall issue a dispersal order:
 - 1. As close to the crowd as practical;
 - 2. In a manner clearly audible to persons in the crowd;
 - i. Use sound amplification systems when necessary;
 - ii. When practical, shall record the dispersal order to establish that the orders were audible to the crowd.
 - iii. When practical, employ officers stationed around the perimeter of the crowd to ensure the dispersal order is clearly audible.
 - 3. In more than one language if possible, depending on the needs of the crowd.
- (e) Additional dispersal orders may be given following a reasonable period of time to allow for crowd dispersal. Ongoing dispersal orders should be avoided.
- (f) If after a dispersal order is given, a crowd is discovered in a different location, the new location should be evaluated to determine if it is an ongoing unlawful assembly.

428.11 MASS ARRESTS

- (a) When considering the arrest of multiple people at a crowd control event, the Incident Commander should evaluate preparedness of the following operational elements:
 - 1. Resource Availability: Sufficient personnel should be available to maintain order, accomplish intended arrests and subsequent processing, and maintain control of the arrestees through a booking process, if necessary.
 - 2. In-Field Arrest Processing: Equipment and logistics should be available to facilitate in-field processing of mass arrests.

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3. Transportation: In the event arrestees are not released in-field on citation, vehicles should be available to facilitate necessary transportation to a custodial facility.
4. Booking/Jail Capacity: The custodial facility to which arrestees are transported should have the capacity to receive and maintain custody of persons not released on citation.
5. Documentation: Arresting personnel must ensure arrestees are identified and photographed, arrests are effectively documented, and associated paperwork is properly directed for administrative processing.

428.12 MUTUAL AID

- (a) An official request for mutual aid resources shall adhere to procedures set forth the Mutual Aid Policy.
 1. Emergency requests for immediate assistance may be made directly to local agencies.
- (b) The Chief of Police or his/her designee shall contact the liaison from the Alameda County Sheriff's Department to coordinate a plan for mutual aid resources and response.
 1. This plan should include the number of officers potentially needed, any special equipment requested, and an expected response time if called out.
 2. Absent exigent circumstances, responding mutual aid personnel shall be briefed prior to deployment and should be given clear and specific objectives.
- (c) In preparation for mutual aid forces, the Incident Commander shall ensure that liaison officers from BPD are assigned to work with the outside agency to assist with response routes into the staging area, parking vehicles, checking in with the staging area supervisor, communications and response to event location.
- (d) MFF organization should be employed when integrating mutual aid personnel into local crowd event response, or when responding to another jurisdiction as a mutual aid unit.
 1. Personnel should be formed into squads or teams that are easily integrated into squads and platoons.
- (e) When responding to another jurisdiction as a mutual aid unit, personnel will have with them enough vehicles and equipment to allow the deployed team or squad to patrol a designated area, use less-than-lethal munitions or authorized chemical agents, if necessary, and have enough food and water to last for a reasonable operational period until relieved.

428.13 MEDIA ACCESS

If officers close the immediate area surrounding any emergency field command post or any other command post, or establish a police line, or rolling closure at a demonstration, march, protest, or rally where individuals are engaged in a protected activity pursuant to the First Amendment,

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officers shall comply with the requirements of Penal Code § 409.7 relating to media access (i.e., access to recently closed areas) (Penal Code § 409.7).

428.14 POST-EVENT

Once a normal work schedule has resumed, the Incident Commander shall ensure that an After Action Report is prepared within 72 hours after the resumption of the Incident Commander's normal work schedule. Should an extension be necessary in order to properly and fully complete the report, such a request may be made to the Chief of Police.

- (a) An After Action Report shall document arrests, injuries, property damage, personnel costs, inventories of less lethal munitions, CS gas and smoke, and an overall critique of the police preparation and response.
- (b) An After Action Report should include information in sufficient detail to help others prepare for the event if it, or a similar event, should occur in the future.
- (c) The Operations Division Captain or the authorized designee should ensure that a summary of each deployment of kinetic energy projectiles or chemical agents for crowd control purposes is prepared and published on the department website within 60 days of each incident. The time frame may be extended for another 30 days where just cause is demonstrated, but no longer than 90 days from the time of the incident. The summary shall be limited to the information known to the Department at the time of the report and include the information required in Penal Code 13652.1.

428.15 TRAINING

When possible, training in crowd management and crowd control shall be incorporated into general departmental in-service training.

When possible prior to a major pre-planned event, updated training should be provided to all assigned officers.

Intelligence Procedures for First Amendment Activities

429.1 PURPOSE

The purpose of this policy is to provide guidance regarding intelligence gathering procedures and maintenance of intelligence files. Additionally this policy addresses the investigation of individuals and groups involved in First Amendment protected activities, and expressly limits such investigations to situations where a criminal predicate exists.

429.2 CONSTITUTIONAL RESTRICTION TO CRIMINAL ACTIVITY

The United States and California Constitutions provide people with the right of privacy, free expression and free association for any lawful purpose.

The California Constitution expressly provides that “privacy” is an inalienable right. The First Amendment of the US constitution prohibits the government from making a law establishing a religion or prohibiting the free exercise of religion, abridging freedom of speech or of the press, or preventing people from peaceable assembly (e.g., marches and picketing).

While there are certain categories of speech that are not protected (i.e., fighting words, defamation, etc.), these exceptions are limited and have been narrowly construed.

Under these constitutional restrictions, intelligence gathering by the Police Department is only permitted to investigate criminal activity. Intelligence gathering should not include political, religious, or social views or activities of individuals or groups, unless such views or activities directly relate to criminal conduct.

429.3 POLICY

It is the policy of the Berkeley Police Department to ensure that the First Amendment rights guaranteed by the United States Constitution are protected for all individuals and groups, including the press, and to permit police involvement in the exercise of those rights only to the extent necessary to provide for the legitimate needs of law enforcement in investigating criminal activity.

The Berkeley Police Department will obtain, maintain and use information from legal, reliable sources to meet the needs of the Department and the City of Berkeley in carrying out its efforts to protect the public and suppress criminal activity. When the group or individual being investigated is involved in constitutionally protected First Amendment activity, the Department will ensure that there is reasonable suspicion that a criminal predicate exists.

Officers involved in planning for or responding to any protest or event may utilize open source material and are encouraged to contact the individuals or groups organizing the public event in order to facilitate traffic control, crowd management, or other safety measures concerning the event. These measures would not be considered an investigation as defined by this policy.

The Berkeley Police Department recognizes its critical task in balancing the need for law enforcement in its efforts to protect the broader society, versus the need to safeguard individual

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rights guaranteed by a democratic process. At times, law enforcement may need to resort to the use of undercover operations, surveillance, and the use of informants to protect the public from groups espousing violence and/or wanton destruction of property.

429.4 FEDERAL AND STATE GUIDELINES

The guidelines of this policy are based largely on the Californian Attorney General's Criminal Intelligence Guidelines and Title 28 Code of Federal Regulations, Part 23 (28 CFR 23). To the extent of this policy is more restrictive than the Attorney General's guidelines or 28 CFR 23, this policy must be adhered to.

429.5 DEFINITIONS

Criminal Predicate: The standard by which the determination as to whether information may be used to create an intelligence file is made. It means that there exists a "reasonable suspicion" based on the analysis of legally obtained information that the subject of the information is or may be involved in definable criminal conduct and/or activity that supports, encourages, or otherwise aids definable criminal conduct. For the purposes of this policy, infraction violations will not be considered sufficient to establish a criminal predicate. The underlying offense must amount to a misdemeanor or felony.

Reasonable Suspicion: Information which, when viewed in its totality, leads a person with appropriate training, specialized knowledge, and/or experience to conclude that a person, association of persons, or organization may be involved in definable criminal conduct and/or activity that supports, encourages or otherwise aids definable criminal conduct.

Open Source: Any source of news or information that could normally be accessed by any member of the public. Examples include the television news, newspapers, speeches at any public gathering or event, the Internet, the public in the form of casual conversations and information brought forward during routine contacts, the radio, billboards, and flyers. Open source information does not include meetings, such as planning meetings or closed-door meetings, where First Amendment protected activities are involved, unless the officers are in uniform and have been invited or are otherwise in a place they have a lawful right to be.

Informant: Non-law enforcement, non-City employees who are specifically gathering information on behalf, and at the request of the Berkeley Police Department.

Videotaping: For the purposes of this policy, the videotaping (whether surreptitious or in plain sight) of individuals or groups involved in First Amendment related activities.

429.6 INTELLIGENCE GATHERING

429.6.1 OPEN SOURCES

Open source information can be accessed at any time by any member of the Department without reporting requirements, unless otherwise required outside of this policy. Accessing open source information does not constitute an investigation as defined by this policy. However, files on groups

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or organizations containing open source material shall not be created and maintained, absent a criminal predicate.

Open source information should be validated in compliance with the California Attorney General's Criminal Intelligence Guidelines and 28 CFR 23.

429.6.2 PLAINCLOTHES OFFICERS

Where the activity is First Amendment related, plainclothes officers may only be used where there is a reasonable suspicion of criminal activity arising to acts of violence, destruction of property, or a threat to public safety. Plainclothes officers may be utilized within crowds in public places involved in First Amendment related activities, but only in order to determine the best response for Police to safely address traffic-related issues because they would potentially be in danger even in uniform. In this situation, the plainclothes officers would not be gathering any specific information about the group or individuals, unless criminal activity occurred, just general information such as direction of travel, crowd size estimates and destination.

- (a) Plainclothes officers shall not be utilized at meetings, such as planning meetings or closed-door meetings where First Amendment related activities are involved, except as noted above.
- (b) The use of plainclothes officers at planning-meetings, or closed-door meetings where First Amendment related activities are involved shall require prior approval of the Chief of Police.
- (c) Plainclothes officers shall not, in any circumstance:
 - 1. Attend meetings or engage in other activities for the purpose of obtaining legally-privileged information, such as confidential sources of reporters, attorney-client communications, or physician-patient communications;
 - 2. Assume a leadership position or intentionally cause dissension within an organization;
 - 3. Initiate, propose or suggest, encourage, or incite criminal acts or plans to commit criminal acts;
 - 4. Use unlawful techniques to obtain information; or
 - 5. Participate in acts of violence or unlawful acts.

429.6.3 INFORMANTS

Informants may be utilized in First Amendment related activities where there is reasonable suspicion of criminal activity arising to acts of violence, destruction of property, or a threat to public safety.

- (a) Informants shall not be utilized at meetings, such as planning meetings or closed-door meetings where First Amendment related activities are involved, except as noted above.
- (b) Use of informants where First Amendment related activities are involved would require prior approval of the Chief of Police and reasonable suspicion of a criminal predicate.

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- (c) Information from informants should be validated in compliance with the California Attorney General's Criminal Intelligence Guidelines and Title 28 Code of Federal Regulations, Part 23 (28 CFR 23).
- (d) Informants shall be directed not to:
 1. Assume a leadership position or intentionally cause dissension within an organization;
 2. Initiate, propose or suggest, encourage, or incite criminal acts or plans to commit criminal acts;
 3. Use unlawful techniques-to obtain information;
 4. Participate in acts of violence or unlawful acts; or
 5. Attend meetings or engage in other activities for the purpose of obtaining legally-privileged information, such as confidential sources of reporters, attorney-client communications or physician-patient communications.

429.6.4 VIDEOTAPING

Videotaping is a useful tool with which to gather evidence in criminal cases and non-criminal civil complaints against the City. It is often difficult to ascertain whether criminal activity is going to break out during a protest, march, or during other protected First Amendment related activities. Additionally, due to the contentious nature of many of these events, there is often City liability involved, or the potential for allegations of police misconduct. Videotaping these events serves to protect both the City and the various constituents involved in these events. As such the Berkeley Police Department will routinely videotape protests, marches and other acts of protected First Amendment related activities that occur in public places.

- (a) In the event that no criminal predicate exists, no discernable civil liability can be discovered, and no personnel complaint is received, the tapes, if they are maintained, will only be maintained as a training tool. Tape that is not used for training shall be destroyed within 90 days of the incident, unless such tape is requested to be preserved as part of a personnel complaint, civil or criminal investigation or case.
- (b) Whenever possible, the videotaping will occur in a manner-that minimizes interference with people lawfully participating in First Amendment activity. Individuals shall not be singled out for videotaping or photographing because of their religious or political views.

429.7 DEMONSTRATIONS

The Police Department will not investigate or gather intelligence of a planned demonstration from non-open sources, unless there is reasonable suspicion that the demonstration will result in criminal activity rising to acts of violence, destruction of property or a threat to public safety. The anticipation of acts of non-violent civil disobedience alone, without an accompanying threat to public safety, shall not be a basis to investigate or gather intelligence of a planned demonstration, other than from open sources for purposes such as estimating the time, size and route of the demonstration.

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429.8 INTELLIGENCE FILES

The creation of intelligence files when investigating individuals and groups involved in First Amendment protected activities where a criminal predicate, exists shall meet the below criteria.

- (a) An intelligence file will consist of analyzed data from sources ranging from "open source" to "confidential" (such as informants and classified reports). The only limits Title 28 CFR 23 places on data that may be analyzed are:
 - 1. It must be legally obtained
 - 2. It may not include information about political, religious or social views, associations or activities unless such information is related to definable criminal conduct or activity and the subject of the information is reasonably suspected of involvement in that conduct or activity.
 - 3. It is within the California Attorney General Guidelines.
- (b) Once data has been lawfully collected, it goes through several steps that will terminate in one of three results:
 - 1. Destruction of the data because there is no criminal predicate and no reasonable likelihood of developing a criminal predicate;
 - 2. Determination that, although no criminal predicate then exists or no person or group has yet been linked to the predicate, there is a reasonable likelihood that – within a reasonable time (the Department of Justice uses one year) evidence of the predicate or identity of the person or group will be available; or
 - 3. Retention of the data based on a criminal predicate.
- (c) An intelligence file shall not be opened for reasonable suspicion of non-violent civil disobedience that is only a misdemeanor and does not pose a threat to public safety.

429.8.1 INFORMATION ACCESS AND DISSEMINATION

Information Access and Dissemination: Those personnel authorized to access and disseminate criminal intelligence file information shall ensure that prior to disseminating or allowing access to criminal intelligence file information that the requestor has:

- (a) The Right to Know: Requester has the right to obtain intelligence information because of his or her status (e.g., a sworn member of a law enforcement agency) or pursuant to a court order, statute or case law, and
- (b) The Need to Know: Requester has an articulated need to obtain specific intelligence information in order to execute official law enforcement responsibilities or because the court order, statute or case law establishes such a need to know.

Access should never be granted when a requester has satisfied only one of these criteria.

429.9 AUDIT AND REPORTING

On an annual basis, the Chief of Police, or his/her designee, shall review the Department's files, records and documents to determine whether the Department is in compliance with these regulations. The Chief of Police shall prepare a confidential summary report to the City Manager regarding all investigations conducted by the Police Department pursuant to this policy.

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The Chief of Police, or his/her designee, shall prepare a statistical report annually for the Police Review Commission that will include the following information:

- (a) The number of investigations authorized during the prior year;
- (b) The number of authorizations sought but denied;
- (c) The number of times that undercover officers were used;
- (d) The number of unlawful activities investigated;
- (e) Arrest and violation information for completed investigations; and
- (f) The number of requests for information from outside agencies for information relating to investigations conducted pursuant to this policy.

429.9 AUTHORIZATION

When possible, in all cases involving an investigation into individuals or groups exercising Constitutionally protected First Amendment activities, approval will be obtained from the Chief of Police, or in his/her absence a division captain, prior to the initiation of an investigation. An approval period will last for 90 days. Any investigation that continues for more than 90 days must receive approvals from the Chief of Police at every 90-day interval.

- (a) If it is impractical to obtain prior approval, the Chief of Police shall be notified in a timely manner. Investigations shall only be initiated, where there is reasonable suspicion of planned, on-going, or prior criminal activity.
- (b) The Chief of Police will notify the City Manager of all investigations that are covered by this policy.

429.10 OUTSIDE AGENCIES

The Berkeley Police Department will only cooperate with outside agencies consistent with this policy, the California Attorney General's Criminal Intelligence Guidelines and Title 28 Code of Federal Regulations, Part 23. Officers will follow this policy at all times when engaged in cooperative efforts with another agency.

Civil Disputes

430.1 PURPOSE AND SCOPE

This policy provides members of the Berkeley Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by California law.

430.2 POLICY

The Berkeley Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

430.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

430.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

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court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

430.4.1 STANDBY REQUESTS

Officer responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

430.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

430.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Medical Aid and Response

431.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

431.2 POLICY

It is the policy of the Berkeley Police Department that all officers and other designated members be trained to the level required by law to provide emergency medical aid and to facilitate an emergency medical response.

431.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 1. Signs and symptoms as observed by the member.
 2. Changes in apparent condition.
 3. Number of patients, sex, and age, if known.
 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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431.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

431.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

431.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

431.7 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

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Medical Aid and Response

431.7.1 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

431.7.2 AED TRAINING AND MAINTENANCE

The Personnel and Training Sergeant should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

431.8 OPIOID OVERDOSE MEDICATION

See the Use of Narcan (Naloxone) Policy.

431.9 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

431.10 FIRST AID TRAINING

The Personnel and Training Sergeant should ensure officers receive initial first aid training within one year of employment and refresher training every two years thereafter (22 CCR 100016; 22 CCR 100022).

Suspicious Activity Reporting

432.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity related to criminal conduct and potential acts of terrorism.

432.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Situational Awareness Group (SAG) – A group of trained officers within the Berkeley Police Department who maintain working relationships with surrounding allied agencies and courts in order to maximize the sharing of criminal intelligence. The mission of SAG is to support criminal investigations and enhance officer safety within the Berkeley Police Department. SAG will gather, analyze, retain and disseminate criminal intelligence to aid patrol and investigative personnel, see the Situational Awareness Group policy for further.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity are included at the end of this policy.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

Terrorism Liaison Officer (TLO) - An officer who has received training in the identification, handling and reporting of potential terrorism related incidents.

Terrorism Liaison Officer Coordinator (TLOC) – A Situational Awareness Group (SAG) Sergeant who has received training in the identification, handling and reporting of potential terrorism related incidents and also acts as a liaison between the TLOs and Command Staff.

432.2 POLICY

The Berkeley Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

432.3 LIMITATIONS

If the information gathered is developed into criminal intelligence, the Department will ensure that the information privacy and legal rights of all persons will be recorded and maintained while maintaining strict compliance with existing federal, state and Department guidelines regarding criminal intelligence systems as defined in (28 Code of Federal Regulations (CFR), Part 23 including

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subsections 23.20 (a) and 23.20 (b)), the California Constitution and the California Attorney General's Model Standards and Procedures for maintaining Criminal Intelligence Files and Criminal Intelligence Operational Activities and the California State Threat Assessment System Concept of Operations.

- (a) A SAG member shall collect and maintain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.
- (b) A SAG member shall not collect or maintain criminal intelligence information about the political, religious or social views, associations, or activities of any individual or any group, association, corporation, business, partnership, or other organization unless such information directly relates to criminal conduct or activity and there is reasonable suspicion that the subject of the information is or may be involved in criminal conduct or activity.

432.4 SITUATIONAL AWARENESS GROUP LIEUTENANT RESPONSIBILITIES

The Situational Awareness Group (SAG) Lieutenant and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the SAG Lieutenant include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.
- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).
- (i) Reviewing of proposed SARs, and approving/rejecting as appropriate.

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- (j) Forwarding all SARs to the Chief of Police and City Manager for review.
- (k) Ensuring that a written log is maintained and an annual report is prepared by the TLOC.

432.5 SUPERVISOR RESPONSIBILITIES

- (a) Determining if any further law enforcement response is needed
- (b) Consulting with a TLO, if available, to determine if immediate notifications to the Chief of Police, and/or the City Manager or his/her designee is required.
- (c) Providing information in written form to the TLO for consideration of SAR submittal.

432.6 TLO AND TLOC RESPONSIBILITIES

- (a) TLOs will review proposed SARs from officers, and supervisors, and forward them to the TLO Coordinator (TLOC) for further review. If the reports meet sufficient criteria for submission as a SAR, the TLOC, or their designee will submit it to the Situational Awareness Group Lieutenant.
- (b) The TLOC shall maintain a written log of all SARs submitted to the Northern California Regional Intelligence Center (NCRIC). The log will be submitted to City Council in the annual MOU Compendium Report.

The responsibilities of the Employee include, but are not limited to:

All personnel are reminded that Constitutional rights will be honored at all times and nothing in this policy diminishes Constitutional protections. Any BPD employee receiving any information regarding suspicious activity potentially related to terrorism shall:

- (a) Notify their direct supervisor.
- (b) Notify a department Terrorism Liaison Officer (TLO).
- (c) Document the incident as described in this policy.

432.7 THE RESPONSIBILITIES OF THE NCRIC

It is the responsibility of the NCRIC to make every effort to accurately and appropriately gather, record, analyze, and disseminate information that could indicate activity or intentions related to threats to homeland security and submit such information to the Federal Bureau of Investigations-Joint Terrorism Task Force (FBI-JTTF) and the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) in the form of an NSI suspicious activity report. These efforts shall be carried out in a manner that protect the information and information shall be recorded and maintained in strict compliance with existing federal and state guidelines.

The NSI has established a unified process for reporting, tracking, and assessing terrorism-related SARs throughout the nation. The NSI adheres to the guidelines established by the Intelligence Reform and Terrorism Prevention Act and the Information Sharing Environment Suspicious Activity Reporting (ISE-SAR) Functional Standard. These guidelines call for all terrorism-related suspicious activity reporting to be routed through designated fusion centers for appropriate vetting and review before the information can be shared within the nationwide system. The NCRIC as a

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component of California's State Threat Assessment System has been designated as the review agents for all terrorism-related suspicious activity reporting in the region.

The NCRIC will then make the decision to share the SAR information with the NSI based on the standards established by the NSI. The NCRIC is also responsible for ensuring that all TLOs, line officers and other first responders in the region have received appropriate training in the collection and reporting of terrorism-related suspicious activities and the responsibilities related to protection of privacy, civil rights, and civil liberties of individuals. The NCRIC also works closely with the NSI Program Management Office to ensure a statewide implementation of suspicious activity reporting.

432.8 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the suspicious activity should be documented in an Incident Report or Case Report and include information about involved parties and the circumstances of the incident. The report number should be included in the SAR as a cross reference.

432.9 FORWARDING INFORMATION

- (a) All SARs should be routed via the Chain of Command to the SAG Lieutenant.
- (b) The SAG Lieutenant will review the SAR and, if approved, forward it via the Operations Division Captain to the Chief of Police and the City Manager.
- (c) If the Chief of Police and City Manager agree that a NCRIC review is warranted, it will be the responsibility of the SAG Lieutenant, or their designee, to forward the SAR, in a timely manner, to NCRIC.
- (d) All SARs will be submitted through the www.ncric.org website. When a SAR involves a criminal act or attempted criminal act, a BPD case report shall be submitted identifying the suspected criminal behavior and referencing the systems and personnel notified of the SAR.

432.10 EXAMPLES OF SAR REPORTING

DEFINED CRIMINAL ACTIVITY AND POTENTIAL TERRORISM NEXUS ACTIVITY

Breach/Attempted Intrusion

Unauthorized personnel attempting to or actually entering a restricted area or protected site.
Impersonation of authorized personnel (e.g. police/security, janitor).

Misrepresentation

Presenting false or misusing insignia, documents, and/or identification, to misrepresent one's affiliation to cover possible illicit activity.

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Theft/Loss/Diversion

Stealing or diverting something associated with a facility/infrastructure (e.g., badges, uniforms, identification, emergency vehicles, technology or documents {classified or unclassified}, which are proprietary to the facility.

Sabotage/Tampering/ Vandalism

Damaging, manipulating, or defacing part of a facility/ infrastructure or protected site.

Cyber Attack

Compromising, or attempting to compromise or disrupt an organization's information technology infrastructure.

Expressed or Implied Threat

Communicating a spoken or written threat to damage or compromise a facility/infrastructure.

Aviation Activity

Operation of an aircraft in a manner that reasonably may be interpreted as suspicious, or posing a threat to people or property. Such operation may or may not be a violation of Federal Aviation Regulations.

POTENTIAL CRIMINAL OR NON-CRIMINAL ACTIVITY REQUIRING ADDITIONAL FACT INFORMATION DURING INVESTIGATION**Eliciting Information**

Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, security procedures, etc., that would arouse suspicion in a reasonable person.

Testing or Probing of Security

Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel or cyber security capabilities.

Recruiting

Building of criminal operations teams and contacts, personnel data, banking data or travel data.

Photography

Taking pictures or video of facilities, buildings, or infrastructure in a manner that would arouse suspicion in a reasonable person. Examples include taking pictures or video of infrequently used access points, personnel performing security functions, or security-related equipment (e.g. perimeter fencing, security cameras).

Observation/ Surveillance

Demonstrate unusual or prolonged interest in facilities, buildings, or infrastructure beyond mere casual (e.g. tourists) or professional (e.g. engineers) interest and in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person. Examples include observation through binoculars, taking notes, attempting to mark off or measure distances, etc.

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Materials/ Acquisition/ Storage

Acquisition and/or storage of unusual quantities of materials such as cell phones, pagers, radio control toy servos or controllers; fuel, chemicals, or toxic materials; and timers or other triggering devices in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person.

Acquisition of Expertise

Attempts to obtain or conduct training or otherwise obtain knowledge or skills in security concepts, military weapons or tactics, or other unusual capabilities in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person.

Weapons Collection or Discovery

Collection or discovery of unusual amounts or types of weapons, including explosives, chemicals, and other destructive materials, or evidence, detonations or other residue, wounds, or chemical burns, that would arouse suspicion of terrorism or other criminality in a reasonable person.

Sector Specific Incident

Actions associated with a characteristic of unique concern to specific sectors (e.g. the public health sector), with regard to their personnel, facilities, systems, or functions in a manner that would arouse suspicion of terrorism or other criminality in a reasonable person.

Note: These activities are not inherently criminal behaviors and may include constitutionally protected activities that must not be documented in an ISE-SAR that contains PII unless there are articulable facts or circumstances that clearly support the determination that the behavior observed is not innocent, but rather reasonably indicative of pre-operational planning associated with terrorism. Race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity must not be considered as factors creating suspicion (but attributes may be documented in specific suspect descriptions for identification purposes). The activities listed as "Potential Criminal or Non-Criminal Activity" are not inherently criminal behaviors and are potentially constitutionally protected; thus, additional facts or circumstances must be articulated in the incident.

432.11 EXAMPLES OF BEHAVIOR WHICH CANNOT BE REPORTED AS SAR

Non-violent civil disobedience is specifically exempted from SARs reporting, and such activities shall not be reported as SARs.

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SARs must not be submitted based on ideology, social or political opinion or advocacy of religious beliefs or association with a particular group. Criminal activity that would not ordinarily result in a SAR does not become worthy of a SAR when the subject's speech or expression indicates a particular ideological viewpoint or association.

*Unless:1) the activity rises to the level of criminal conduct, or 2) the person taking part in the activity is not identified, and therefore, not subject to possible investigation by state and federal investigative agencies.

Situational Awareness Group

433.1 PURPOSE AND SCOPE

The purpose of this Policy is to set forth procedures regarding the collection, analysis, retention, dissemination and disposition of criminal intelligence by the Berkeley Police Department Situational Awareness Group (SAG).

Criminal intelligence shall be handled in a manner that ensures the legality and integrity of the process and safeguards the constitutional rights of individuals, groups, associations, and other legal entities.

This policy also describes the purpose and structure of SAG.

433.2 DEFINITIONS

The following terms pertaining to this policy are defined:

Criminal Intelligence: Information compiled, analyzed and/or disseminated in an effort to anticipate, prevent, or monitor criminal and/or terrorism related activity.

Criminal Intelligence System: Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

Strategic Intelligence: Information concerning existing patterns or emerging trends of criminal activity designed to assist in criminal apprehension and crime control strategies, for both long and short-term investigative goals.

Gang: An ongoing association, organization, or group of three or more persons who have a common interest and/or activity characterized by the commission of or the involvement in a pattern of criminal or delinquent conduct.

Gang Intelligence: Information gathered, analyzed or disseminated of potential and validated gang members and their organizations.

Tactical Intelligence: Information regarding specific criminal events that can be used immediately by officers to further a criminal investigation, plan tactical operations and provide for officer safety.

Suspected Criminals: Persons whose conduct and actions would lead a reasonable and prudent law enforcement officer, based on personal knowledge or information from a reliable source, to believe that the person is probably engaged, or planning to engage, in criminal activity.

Known Criminal Offender: Person who has been arrested for a criminal offense. A Person whose criminal conduct has been verified through personal knowledge of a member of the Department, or through a reliable information source.

Reasonable Suspicion of Criminal Activity: "Reasonable suspicion" is present when sufficient facts are established to give a trained law enforcement officer a particularized and objective basis to

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believe that there is a reasonable possibility that an individual or organization is involved in a definable criminal enterprise or activity.

Criminal Intelligence File: Criminal intelligence information that has been collected, processed and retained in an informational file or database, and that may be shared within the law enforcement community.

Processing: When a Situational Awareness Group (SAG) officer establishes, maintains or updates a criminal intelligence file or database to ensure accuracy, security and proper dissemination of criminal intelligence.

Analysis: When a SAG officer obtains, researches and interprets criminal information from various sources to identify, disrupt, arrest and prosecute habitual offenders.

Dissemination: The product of analysis can be disseminated in verbal or written form. A SAG officer exchanges criminal intelligence to other bureaus and details within the Department, along with other allied agencies that have a need to know, in an effort to work collaboratively towards a common crime suppression goal.

433.3 POLICY

It is the policy of the Berkeley Police Department to lawfully and appropriately collect, analyze, retain, and disseminate criminal intelligence for the purpose of carrying out efforts to protect the public and suppress criminal activities.

All Department personnel shall adhere to guidelines established in this policy to ensure the security, confidentiality, proper maintenance and dissemination of criminal intelligence.

SAG has primary responsibility for the processing and handling of criminal intelligence.

433.4 GROUP PURPOSE

SAG will provide support to all functions of the Berkeley Police Department and maintain working relationships with surrounding allied agencies and courts in order to maximize the sharing of criminal intelligence. The mission of SAG is to support criminal investigations and enhance officer safety within the Berkeley Police Department. SAG will gather, analyze, retain and disseminate criminal intelligence to aid patrol and investigative personnel.

433.5 GROUP STRUCTURE

The Situational Awareness Group (SAG) is comprised of three groups:

- (a) the Terrorism Liaison Officers (TLO) Group,
- (b) the Gang Information Group (GIG), and
- (c) Criminal Intelligence Group (TSG)

SAG is under the command of the Operations Division Captain. The Operations Division Captain will designate an Operations Division Lieutenant to provide functional command of the SAG, along with the additional duty as the NCRIC TLO Coordinator. The Operations Division Captain will also

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designate an Operations Division Sergeant to serve as the SAG Sergeant who will be second in command.

The structure of each SAG group is as follows:

- (a) Terrorism Liaison Officers (TLO) Group: TLO Officers or Sergeants will work under the supervision of the SAG Sergeant. TLO Officers have received training in the identification, handling and reporting of potential terrorism related incidents. TLO's will be available as a resource for Suspicious Activity Reports related incidents.
- (b) Gang Information Group (GIG): GIG Officers or Sergeants will work under the supervision of the SAG Sergeant. Officers or Sergeants assigned to the GIG will have specialized gang knowledge and training with a particular focus in one of the identified gangs in our area. All GIG Officers will gain expertise in gang member investigations through training and on the job experience. GIG Officers will attend local and regional gang task force meetings upon approval of the SAG chain of command.
- (c) Criminal Intelligence Group (TSG): TSG Officers or Sergeants will work under the SAG Sergeant. They will have expertise in technology and media that relate to criminal activities. TSG members will assist TLO, GIG, and BPD personnel in the use of and access to technology and media as requested for criminal intelligence or investigation.

Members of SAG will be selected by the Operations Division Captain or his/her designee with final approval made by the Chief of Police. The format for the selection process of SAG Officers is also at the discretion of the Operations Division Captain.

Membership in SAG is an ancillary duty to the officer's regular assignment.

433.6 SAG LIEUTENANT DUTIES

The SAG Lieutenant, or their designee, is responsible for the following:

- (a) Ensuring the procedures and processes of the SAG are followed regularly and reviewed at least annually.
- (b) Ensuring all SAG personnel maintain current training on Local, State and Federal standards regarding the procedures and processes of dealing with criminal intelligence information.
- (c) Administrating and coordinating of criminal intelligence files.
- (d) Ensuring the Operations Division Captain is informed of any criminal intelligence or SAG investigation that deals with a threat where the community, city, or any officer is at risk.

433.7 SAG SERGEANT DUTIES

The SAG Sergeant, or their designee, is responsible for the following:

- (a) Coordinating and overseeing the entering of criminal intelligence into a file or computerized information file.
- (b) Ensuring group personnel attend continuing education pertaining to their group duties.

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- (c) Providing periodic training to department personnel regarding areas of expertise within the group.
- (d) Maintaining a file of criminal intelligence that comes into the Department. The file shall contain information received from Department sources, allied agencies, and citizens. This file shall be secure and available on a need to know basis to persons requesting the information.
- (e) Preparing, upon request and periodically, a monthly report to the SAG Lieutenant regarding the status of active investigations that SAG members are actively investigating or supporting.

433.8 TLO AND GIG PERSONNEL DUTIES

The TLO and GIG personnel are responsible for the following:

- (a) Collecting, processing, analysis, and dissemination of criminal intelligence concerning activities within the City of Berkeley.
- (b) Reviewing of police reports, including but not limited to those of the Berkeley Police Department, to glean information for analysis and maintain necessary notes or documentation for later processing, analysis and dissemination.
- (c) The collection, processing, analysis, entering and dissemination of information by SAG personnel shall be done in compliance with all guidelines set forth by 28 Code of Federal Regulations Part 23, and the First Amendment Assemblies Policy.
- (d) Proactively assisting with investigations upon explicit request from the handling officer, Detective Bureau, Special Enforcement Unit, or other department personnel. All such requests will be reported to the SAG chain of command.

433.9 CRIMINAL INTELLIGENCE HANDLING

The Department shall maintain criminal intelligence concerning an individual or organization only if there is reasonable suspicion that the individual or organization is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. The existence of reasonable suspicion will be based on specific, articulable facts that will be documented in the criminal intelligence file. Criminal intelligence files shall be maintained by the SAG Lieutenant or his/her designee. Criminal intelligence files as described in this policy are separate from Confidential Reliable Informant files maintained by the Special Investigations Bureau as described in the Informant Policy.

The SAG shall review all information received to determine the accuracy of the information and ensure that it relates to criminal conduct or activities that present a potential threat to the community prior to including this information in the criminal intelligence files.

433.10 CRIMINAL INTELLIGENCE FILES

Files include information regarding Individuals who:

- (a) are suspected of being or having been involved in the actual or attempted planning, organizing, financing, or commission of criminal acts, or

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- (b) are suspected of being or having been involved in criminal activities with known or suspected crime figures

Files include information regarding organizations, businesses, or groups that:

- (a) are suspected of being or having been involved in the actual or attempted planning, organizing, or commission of criminal acts, or
- (b) are suspected of being or having been illegally operated, controlled, financed, or infiltrated by known or suspected crime figures; or
- (c) use illegal activities and/or enterprises as a principal means to obtain resources, support for their existence, or further their organizational goals.

No intelligence data will be gathered, collected, or maintained on religious, political, racial, ethnic, sexual, or any other constitutionally protected status or activity which does not relate to criminal conduct or suspect identification and associations with individuals, which may be of a criminal nature.

433.11 AUTHORIZED CRIMINAL INTELLIGENCE

Criminal intelligence activities performed by the Berkeley Police Department shall include:

- (a) The gathering of information from confidential informants, other reliable sources, and sources of unknown reliability.
- (b) Analyzing the value, quality, and reliability of information received.
- (c) Dissemination of the information to the appropriate Departmental personnel.
- (d) Dissemination of the information to allied law enforcement agencies

Information sources must be protected to maintain their reliability, safety, and future usefulness. All policies and procedures set forth in General Order D-4 must be adhered to.

To ensure the protection of innocent persons, it is imperative that the legality and integrity of the Department's intelligence effort be continually monitored for compliance by the Operations Division Captain.

433.12 RETENTION AND PURGING OF CRIMINAL INTELLIGENCE

- Criminal intelligence may be retained for up to five (5) years for adults and two (2) years for juveniles. At that time, criminal intelligence will be purged unless new criminal intelligence has been developed establishing reasonable suspicion that the individual and/or organization continues to be involved in a definable criminal activity or enterprise.
- Criminal intelligence may be entered into temporary criminal intelligence files when there is reasonable suspicion of criminal activity, but that finding is based, in part, upon "unproven" or "unknown" sources, or where the content reliability of the information is "unknown" or "undetermined". All temporary criminal intelligence files shall be specifically designated as such and must be reviewed by SAG personnel every sixty (60) days for validity. Temporary criminal intelligence files shall be retained no longer than one (1) year. At that time, a temporary file must be either purged or converted

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into a permanent criminal intelligence file. All temporary files must be kept distinctly separate from the general criminal intelligence files.

- The SAG Lieutenant shall ensure out-of-date criminal intelligence is purged from the file in accordance with federal and state guidelines.
- Documents within the criminal intelligence files shall be reviewed in an on-going basis to ascertain whether a higher degree or lesser degree of document security is required and to ensure that information is released only when appropriate. Any information received and entered into any criminal intelligence file must have the source and content reliability verified.

433.13 RELEASE OF CRIMINAL INTELLIGENCE INFORMATION

- (a) SAG personnel shall organize and analyze criminal intelligence information received, and shall prepare and release criminal intelligence reports to various Departmental units and allied agencies on a need/right to know basis only.
- (b) Criminal intelligence may not be released if the disclosure of such information:
 - (c) Interferes with an active investigation
 - (d) Constitutes an invasion of privacy
 - (e) Discloses the identity of a confidential source
 - (f) Discloses a confidential investigation technique or procedure
 - (g) Endangers the life or safety of a law enforcement officer

433.14 OUTSIDE AGENCIES

The Berkeley Police Department will only cooperate with outside agencies consistent with this policy, the California Attorney General's Criminal Intelligence Guidelines and Title 28 Code of Federal Regulations, Part 23. Officers will follow this policy at all times when engaged in cooperative efforts with another agency.

433.15 SECURITY PROCEDURES

Criminal Intelligence files shall be secured, or in the event of computer files, shall be password protected. The files and databases will be secured during off-duty hours and when SAG personnel are away from their work station.

- (a) Access to Criminal Intelligence Files for the purpose of adding, deleting, or modifying information shall be restricted to:
 - 1. SAG Personnel
 - 2. Other personnel authorized by the Chief of Police
- (b) Access to Criminal Intelligence Files for read only access is granted to:
 - 1. Operations Division Captain
 - 2. Other personnel authorized by the Operations Division Captain

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- (c) Computer access to Criminal Intelligence Information shall be available only to Department employees who have been trained and have security authorization to access the Criminal Intelligence Files.

Animal Control

434.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

434.2 POLICY

It is the policy of the Berkeley Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

434.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include:

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

434.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine the appropriate actions to control the situation.

Members may consider acting when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
 - 1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
 - 2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
 - 3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

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434.5 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a veterinarian and notice shall be given to the owner pursuant to the requirements of Penal Code § 597.1.

434.5.1 VETERINARY CARE

The injured animal should be taken to a veterinarian as follows:

- (a) During normal business hours, the animal should be taken to an authorized veterinary care clinic.
- (b) If after normal business hours, the animal should be taken to the authorized Veterinary Emergency and Critical Care Services Clinic.
- (c) An exception to the above exists when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.

Each incident shall be documented and, at minimum, include the name of the reporting party and veterinary hospital and/or person to whom the animal is released.

If Animal Control is not available, the information will be forwarded for follow-up.

434.5.2 INJURED WILDLIFE

Injured wildlife should be referred to the Department of Fish and Wildlife or the Marine Mammal Center as applicable.

434.5.3 RESCUE OF ANIMALS IN VEHICLES

If an animal left unattended in a vehicle appears to be in distress, members may enter the vehicle for the purpose of rescuing the animal. Members should (Penal Code § 597.7(d)):

- (a) Make a reasonable effort to locate the owner before entering the vehicle.
- (b) Take steps to minimize damage to the vehicle.
- (c) Refrain from searching the vehicle or seizing items except as otherwise permitted by law.
- (d) Leave notice on or in the vehicle identifying the location where the animal has been taken and the name and Department of the member involved in the rescue.
- (e) Make reasonable efforts to contact the owner or secure the vehicle before leaving the scene.
- (f) Take the animal to an animal care facility, a place of safekeeping or, if necessary, a veterinary hospital for treatment.

434.6 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Penal Code § 597 et seq. (cruelty to animals, failure to care for animals).

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- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

434.7 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

If the animal responsible for the bite is located during non-business hours and the animal cannot be secured, the Communications Center shall be requested to contact emergency Animal Care Services (ACS) staff. ACS staff shall be requested to respond to the scene and impound the animal.

434.8 STRAY ANIMALS

If a stray animal has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the animal should be released to the owner and a citation may be issued, if appropriate.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

434.9 LOST AND FOUND ANIMAL REPORTS

Police officers have the responsibility to assist ACS by being alert for stray/lost animals. If an animal is found, and the owner cannot be located, the officer shall contact on-duty ACS staff for assistance. If staff is unavailable, the officer shall ensure the animal is taken to the Animal Care Services Shelter.

If responding to the shelter after business hours, the officer shall secure the found animal in one of the lockers of the multi-locker container located near the entrance of the shelter. The officer shall complete an ACS information form indicating the number of the locker the animal was secured in, as well as the details surrounding the discovery of the animal. The officer shall also complete an MDT entry.

434.10 ARRESTED OWNER

When no other alternative disposition is found, animals who were in the possession of an arrestee may be secured at the Animal Care Services Shelter. In these situations, officers shall add the arrestee's contact information and the BPD case number to the ACS information form.

434.11 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

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434.12 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

434.13 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

Bicycle Patrol Unit

437.1 PURPOSE AND SCOPE

The Berkeley Police Department has established the Bicycle Patrol Unit (also referred to as the Bike Force) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

437.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, special operations, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor or the Watch Commander.

437.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a Special Assignment Application to their appropriate Division Captain. A copy will be forwarded to the BPU supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the BPU supervisor and at least one additional person, to be selected by the BPU supervisor. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Special skills or training as it pertains to the assignment.
- (c) Good physical condition.
- (d) Willingness to perform duties using the bicycle as a mode of transportation.

437.3.1 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant by the Operations Division Captain or his/her designee.

The Bicycle Patrol Unit supervisor shall have responsibility for the following:

- (a) Organizing bicycle patrol training.
- (b) Inspecting and maintaining inventory of patrol bicycles and program equipment.
- (c) Scheduling maintenance and repairs.
- (d) Evaluating performance of bicycle officers.
- (e) Coordinating activities with the Operations Division.

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- (f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

437.4 TRAINING

Participants in the program must complete an initial in-house Department approved bicycle-training course after acceptance into the program. Thereafter bicycle patrol officers shall attend a POST approved Basic Cyclist Training Course. The initial in-house training shall minimally include the following:

- Bicycle patrol strategies.
- Bicycle safety and accident prevention.
- Operational tactics using bicycles.

437.5 UNIFORMS AND EQUIPMENT

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches, and department-approved bicycle patrol pants or shorts.

Optional equipment includes a radio head set and microphone, and jackets in colder weather. Turtleneck shirts or sweaters are permitted when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

437.6 CARE AND USE OF PATROL BICYCLES

Officers will be assigned a specially marked and equipped patrol bicycle and attached gear bag.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in with a "POLICE" decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of Vehicle Code §2800.1(b).

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing forms, and citations.

Each bicycle shall be equipped with a steady or flashing blue warning light that is visible from the front, sides, or rear of the bicycle. (Vehicle Code § 21201.3)

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Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to insure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

Each bicycle will have scheduled maintenance twice yearly to be performed by a department approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Electric patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty. During prolonged periods of non-use, each officer assigned an electric bicycle shall periodically rotate the batteries on the respective charges to increase battery life.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

When feasible bicycles shall be properly secured when not in the officer's immediate presence.

437.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers are exempt from the rules of the road under the following conditions (Vehicle Code § 21200(b)(1)):

- (a) In response to an emergency call.
- (b) While engaged in rescue operations.
- (c) In the immediate pursuit of an actual or suspected violator of the law.

Sobering and Detoxification Center

440.1 PURPOSE

This policy provides an overview of, and protocols for client referral to Cherry Hill Detoxification Program.

440.2 POLICY

Cherry Hill Detoxification Program provide additional options for this Department to provide effective service to individuals interested in improving their quality of life, and mitigate alcohol and drug-related problems that adversely effect the community. Employees are encouraged to know this program, their applicable intake processes, and refer eligible persons to them whenever appropriate.

440.3 CHERRY HILL DETOXIFICATION PROGRAM

Cherry Hill Detoxification Program is bifurcated into two programs, a sobering center wherein a client may stay for 24 hours, and a detoxification center where a 3 to 5 day program. The detoxification center is designed to provide detoxification, preventative, educational and therapeutic services to individuals in a monitored residential setting. Clients engaged by Cherry Hill Detox staff are those who are assessed as not requiring medication for the management of withdrawal. It is operated by Horizon Services, Inc., a non-profit community based organization with over 30 years of service to the Bay Area, and a commitment to reducing alcohol and drug related problems in the community. Cherry Hill Detox accepts clients by referral only.

The facilities are located at Alameda County Hospital's Fairmont Campus, 15480 Foothill Blvd., San Leandro. Posted signage will direct officers to the appropriate place once they've entered the Campus grounds.

440.4 CHERRY HILL SOBERING CENTER REFERRAL PROCEDURES

When evaluating whether or not an intoxicated person should be referred to the Sobering Center, it is important to understand who is acceptable. According to protocols established by the Sobering Center, the eligibility requirements for client referral are:

- (a) Client must be 18 years of age or older.
- (b) Client must not have any obvious reason to be transported to the hospital.
- (c) Client must be ambulatory with assistance.
- (d) Pre-existing medical and/or health conditions do not preclude the client from triage screening.
- (e) Client must be cooperative and consent to referral; no aggressive or combative behavior will be acceptable at the Sobering Center.

If a person is interested in going to the Sobering Center, meets the referral criteria, and is not otherwise required to be taken into custody or to a hospital, then the handling officer should call the Center (866-866-7496) to:

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- (a) Confirm there is space available at the Center; and,
- (b) Advise the staff of the estimated transportation time to the Center.

It is important to note that though the person may be cooperative and their participation voluntary, they are still considered detained during transportation to the Sobering Center. To that end, a lawful safety-related pat search of the person for weapons should be accomplished on-scene, and appropriate restraint devices (e.g., handcuffs, seat belt, etc) should be employed to ensure safe transportation.

Upon arrival at the Sobering Center, the officer(s) will be asked to stand by as a staff Health Technician or nurse conducts a triage screening of the client for any medical condition that would preclude him/her from entering the facility. The following are among the medical issues being evaluated by Center staff:

- (a) Does the client have an acute medical complaint?
- (b) Can the client be awakened and is he/she oriented?

If the Health Technician or nurse identifies a medical issue, the Center will coordinate the client's transfer to a local hospital. Officers will not be asked or expected to take responsibility for the client's medical care.

Once the intake process is completed, the involved officer(s) may leave and return to the City. The Center staff will be responsible for the care of the intoxicated person until sober. If Center staff refuses to accept an intoxicated person for a non-medical reason, then the officer(s) should retain custody of the person and pursue another appropriate disposition.

Sobering Center will rely on referring law enforcement agencies to transport clients to the Center.

440.5 CHERRY HILL DETOXIFICATION PROGRAM REFERRAL PROCEDURES

There may be an occasion where an officer engages an adult alcohol/drug abuser who wants to participate in a detoxification program. If so, the officer may facilitate the person's referral to Cherry Hill Detox. The first step of referral is a call to the program's reception staff (866-866-7496), who will ask triage questions to determine the acceptability of the person to the program:

- (a) What substances is the person detoxing from?
- (b) Is/was the person an IV drug user?
- (c) Does the person have any physical problems that would require medical treatment?
- (d) Is the person under the care of a physician or psychiatrist?
- (e) Is the person taking prescription medication? If so, what?
- (f) If female, is the person pregnant?

Whenever practical, the person seeking referral should talk directly to the Detox Program staff member conducting the telephone screening. If necessary to facilitate this triage process, the officer may ask the person the above questions as part of their conversation about the referral,

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and share his/her responses with the staff member. With respect for the person's privacy, specific questions about a person's medical condition(s) should be avoided.

Subsequent to telephone screening, the Detox Program staff member will advise if the person is acceptable for referral. If so, the officer may provide the person transportation to the Detox Program facility. Unlike the Sobering Center, and in order to protect patient confidentiality, the transporting officer(s) will not be required to standby for or participate in the Program's intake process.

Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on collision data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in collision situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Berkeley Police Department. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic collision occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors
- Resident requests/concerns

Officers assigned to patrol or traffic enforcement functions may conduct enforcement of collision causing violations during high collision hours and at locations of occurrence. Officers may take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. Officers shall maintain high visibility while working general enforcement, especially at high collision locations.

Other factors to be considered for deployment are requests from the public, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance (Vehicle Code § 41603). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions may be considered.

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500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Vehicular manslaughter
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs
- (c) Felony or misdemeanor hit-and-run
- (d) Refusal to sign notice to appear
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be

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exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, collision investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Personnel and Training Sergeant should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

Motor Vehicle Collision Investigations

501.1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for the investigation of traffic collisions and traffic related incidents, along with the preparation and handling of related reports.

501.2 POLICY

It is the policy of the Berkeley Police Department that all hit and run collisions with investigative leads and collisions with injuries will be fully investigated to determine the causative factors and responsibility for the collision. Documentation shall conform to State and Department reporting requirements.

501.3 GENERAL

The Department is governed in the classification of motor vehicle collisions by the California Highway Patrol (CHP) Collision Investigation Manual.

Traffic collision investigations shall be conducted with the objective of prosecution of violation(s) that caused the collision. Traffic collision investigative reports should clearly define the violation(s) and contain all information necessary for a successful prosecution.

- (a) The completed investigative report may be viewed, or a copy purchased, at the front counter of Records Management, located on the first floor of the Public Safety Building (PSB), after approximately ten business days.

501.4 DUTIES OF THE DRIVER

501.4.1 SR-1 FORM

The California Vehicle Code requires any driver involved in a vehicle collision in California to report the collision (via SR-1 form) to the DMV within 10 days if:

- (a) There was property damage of more than \$1,000, or
- (b) Anyone was injured (no matter how minor) or
- (c) Anyone was killed.

Each driver must make a report whether they caused the collision or not and even if the collision occurred on private property. The report is the responsibility of the driver, regardless of whether or not a police report was taken. An insurance agent, attorney or another designated representative may file the report for the driver. The SR-1 form is available at the front counter of the PSB or on the DMV's website for download.

501.4.2 EXCHANGE OF INFORMATION

Vehicle Code § 16025 states, "Every driver involved in the collision shall, unless rendered incapable, exchange with any other driver or property owner involved in the collision and present at the scene, all of the following information:

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- (a) Driver's name and current residence address, driver's license number, vehicle identification number, and current residence address of registered owner.
- (b) Evidence of financial responsibility, as specified in Section 16020. If the financial responsibility of a person is a form of insurance, then that person shall supply the name and address of the insurance company and the number of the insurance policy."

501.5 NON-INJURY MOTOR VEHICLE COLLISION

- (a) Berkeley Police Department Communications Center personnel will dispatch officers to the report of a non-injury collision occurring on a highway or private property only when the collision qualifies with one or more of the following conditions:
 - 1. A driver who may be under the influence of alcohol or drugs.
 - 2. A disturbance of the peace.
 - 3. A "hit and run" (the failure or refusal to provide both drivers license and insurance information to the other party).
 - 4. The vehicle(s) and/or vehicle debris is causing a traffic hazard and traffic control is needed (the reporting party should be advised that while traffic control will be provided, no collision report will be taken).
- (b) In the event of a significantly delayed response to a qualifying report of a collision due to lack of available personnel, the reporting party should be so informed.
- (c) If the parties in the collision refuse to wait for the officer and no traffic problem or criminal matter exist (e.g., DUI or Hit-Run), the police response may be canceled. The parties should be advised of their responsibility to exchange information.
- (d) If an officer is flagged down for a non-injury traffic collision, no collision report will be taken, but the officer may provide an incident number and/or help facilitate an exchange of information, upon request.
- (e) A property damage report may be completed at the officer's discretion on a "short form" (CHP Form 555-03, Traffic Collision Report - Property Damage Only). The short form should be handwritten at the scene and a carbon copy of the involved parties' information should be handed out to each party. The narrative portion of the form will not be given to the parties on scene and may therefore be completed at a later time.
 - 1. The short form report cannot be used when there are more than two involved parties.
 - 2. The short form report cannot be used when any City owned vehicle, City owned property or City liability is involved.
 - 3. The completed short form report, including the narrative, may be viewed or obtained (for a fee) by concerned persons at Records Management.

501.6 INJURY MOTOR VEHICLE COLLISION

- (a) Every motor vehicle collision which results in injury or death to any person, including those occurring on private property, shall be thoroughly investigated.

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- (b) Communications Center personnel receiving a report of an injury collision shall obtain information regarding the location, type and severity of injuries, traffic blockage, and any other information required for immediate emergency vehicle response.
 - 1. An investigating officer shall be immediately assigned. Additional officers may be assigned to assist, as deemed necessary.
- (c) Injury is defined as any non-fatal bodily harm received from a motor vehicle collision. Injury includes, but is not limited to:
 - 1. A complaint of pain without visible signs of injury
 - 2. Visible signs of injury such as lacerations, abrasions, swelling or limping
 - 3. Momentary unconsciousness

501.7 COLLISION SCENE MANAGEMENT

- (a) The first officer to arrive at the scene of any collision shall manage and attempt to stabilize the scene until relieved by the assigned officer, or other competent authority.
- (b) The initial scene management includes, but is not limited to:
 - 1. Determining the number and extent of injuries, if any, and requesting medical support, if needed.
 - i. The officer shall broadcast the injury or non-injury information as soon as possible.
 - ii. If the collision includes the request for an ambulance, it is mandatory that a sergeant respond to the scene.
 - 2. Providing emergency medical aid, when it is safe to do so, until relieved by medical personnel.
 - 3. Determining the need for traffic control and expediting the removal of vehicles, persons, and debris from the roadway when the removal will not interfere with the investigation. The officer should consider:
 - (a) The use of flares, traffic cones and/or barricades.
 - (b) Enlisting assistance from on-lookers to direct or divert traffic, etc.

501.8 COLLISION INVESTIGATION

Once the scene of the collision is stabilized, and unless relieved by a motor officer or other competent authority, the handling officer should take, or delegate, the following steps to ensure a proper investigation is completed:

- (a) Identify the drivers and passengers of the vehicles, determine their positions in the vehicles and obtain statements.
 - 1. If a party has been taken to the hospital, the handling officer may continue his/her investigation at the scene and contact the injured party at a later time, with supervisor approval.
- (b) Identify witnesses and obtain statements.

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- (c) Determine whether the involved parties were wearing seatbelts.
- (d) Determine whether the involved parties were in possession of a personal communication device (e.g., cell phone) at the time of the collision.
- (e) Identify whether objective signs of drug and/or alcohol or physical impairment are present.
- (f) Consider whether the criteria for a Priority Re-Examination is met (DMV Form DS-427).
- (g) Determine the point of impact and take any necessary measurements.
- (h) Issue a Notice to Appear at the conclusion of the investigation, when appropriate and possible, and when the investigating officer has completed a course or courses of instruction in collision investigation in compliance with Vehicle Code § 40600(a).
- (i) Protect the personal property of an involved party from theft or loss (e.g., if they are transported to the hospital).
 - 1. If it is not practical for the property to be delivered to the owner, and/or the owner does not authorize another disposition, the property shall be booked for safekeeping. The property's disposition should be documented in the report.
- (j) Issue a report receipt or business card with the incident number to each of the involved parties.
 - 1. The involved parties should be informed that they are responsible for reporting the collision to the DMV on the appropriate form (SR-1) which is available at the front counter of the PSB or on the DMV's website.

501.9 TRAFFIC COLLISION REPORTS / DOCUMENTATION

- (a) Traffic collisions which require documentation shall use the following CHP Forms:
 - 1. 555 (Traffic Collision Report and Factual Diagram),
 - 2. 556 (Narrative/Supplemental) and
 - 3. 555 (Injured, witness, passenger).
- (b) The narrative report shall include the following information in the sequence listed:
 - 1. **FACTS:** List known physical facts such as skid marks, vehicle debris, paint transfer, location and types of vehicles, roadway conditions, lane width, location and status of traffic control signals/signs, and a description of injuries to persons or damage to property. List the response location, the method used to get measurements, any mechanical defects found and how they were discovered and verified, and any hazardous materials.
 - 2. **STATEMENTS:** Verbal statements should be recorded as close to verbatim as possible. Written statements may be signed or unsigned and should be recorded exactly as stated. BPD statement forms should be used for written statements.
 - 3. **OPINIONS AND CONCLUSIONS:** The Point of Impact (POI) is a conclusion drawn from facts and statements. The determination of causative factors is an opinion/conclusion of the investigator and is recorded in this section.

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4. DISPOSITION: Include the arrest and charge(s) if a person is taken into custody. If a Notice to Appear is issued, include the citation number(s), violation(s) charged, court date and person cited. Record the disposition of vehicles (e.g., released to owner at scene, towed, etc.), and include the tow authority if impounded.
- (c) The completed report will be reviewed by the Traffic Analyst who will route copies, as appropriate, to the Statewide Integrated Traffic Records System (SWITRS).

501.10 THE FATAL ACCIDENT INVESTIGATION TEAM (FAIT)

- (a) The Fatal Accident Investigative Team (FAIT) is comprised of the following three units:
1. Traffic Unit:
 - (a) This unit is comprised of sworn personnel who have received training in basic, intermediate or advanced traffic collision investigations, collision reconstruction and/or tire friction mark analysis.
 - (b) FAIT members are volunteers who, when available, will respond to qualifying collisions on a 24-hour basis.
 - (c) Officers who wish to be designated as FAIT members should apply in accordance with existing procedures described within the Special and Temporary Duty Assignments policy. It is not necessary for FAIT members to be assigned to the Traffic Bureau.
 - (d) This unit is supervised by the Traffic Bureau Motor Sergeant. The sergeant, or his/her designee, will periodically assess all FAIT traffic members to ensure they remain qualified for this assignment.
 - (b) Investigative Unit:
 1. This unit is comprised of the Detective Bureau's Homicide Detail.
 2. This unit provides guidance and/or assistance to the Traffic Unit relative to investigative procedures (e.g., interviews, interrogations, search warrants, etc.).
 3. This unit has the primary responsibility for conducting any criminal investigation that might arise from the initial incident (e.g., felony hit and run, assault via vehicle, vehicular manslaughter, etc.). This includes ensuring all initial investigative and follow-up reports are completed in a timely manner.
 4. This unit is supervised by the Homicide Detail Detective Sergeant, or his/her designee.
 - (c) Identification Technician/Crime Scene Unit:
 1. This unit is comprised of Crime Scene Technicians.
 2. The primary responsibility of this unit is to provide assistance in processing the collision and/or crime scene. This unit also provides assistance in ensuring all critical evidence is photographed, identified and collected.
 3. This unit is supervised by the Crime Scene Supervisor, or his/her designee.

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- (d) The Communications Center shall maintain a call-out list of FAIT members.
 - 1. In the event it is necessary to activate FAIT, on duty FAIT members should be the first who are assigned to respond. The following notifications shall also be made when FAIT is activated:
 - i. Traffic Unit Sergeant,
 - ii. Homicide Detail Detective Sergeant, and
 - iii. Crime Scene Unit Supervisor
- (e) The purpose of FAIT is to provide a team of well-trained sworn and non-sworn personnel who work in partnership to ensure the proper investigation and management of the following type of collisions:
 - 1. Fatality involved;
 - 2. Impending fatality involved;
 - 3. Any collision involving a BPD vehicle with serious injuries, impending fatality and/or fatality shall be investigated by CHP, but members of FAIT shall assist as needed; and/or
 - 4. Any collision involving a BPD vehicle with major damage involved.
 - (a) The determination of whether to request FAIT to respond is made at the discretion of the Watch Commander or sergeant who responds to the scene of the collision. Based on the circumstances, the Watch Commander or assigned sergeant may also request CHP investigate the collision whereafter, FAIT members shall assist CHP as needed.
 - (b) If the collision only involves property/vehicle damage, then it is not necessary to contact the FAIT Investigative Unit (Homicide Detail).

501.11 ARREST PROCEDURES

If an arrest is made as a result of a motor vehicle collision (e.g., DUI, Hit-Run, etc.), in addition to the CHP 555 form, a case report shall also be completed under the same case number as the collision investigation.

- (a) The case report shall bear the classification of the offense for which the defendant was arrested.
- (b) The investigating officer shall complete the narrative report; ensuring sufficient details are included to support the arrest.

501.12 HIT AND RUN INVESTIGATIONS

Any driver of a motor vehicle, who becomes involved in a motor vehicle collision, must stop and identify themselves in compliance with Vehicle Code § 20002.

An officer shall investigate all hit and run collisions, whether occurring on public or private property.

- (a) However, if it is a misdemeanor hit and run collision and the officer determines there are no investigative leads, no report will be taken, but an incident report number should be provided.

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The follow-up investigation for both felony and misdemeanor hit and run cases will be conducted by the originally assigned officer, unless the investigation was handled by a FAIT member who will then be responsible for the follow-up.

501.13 LATE-REPORTED COLLISIONS

Late-reported injury collisions may be reported at any time up to one year from the date of occurrence. However, the ability to conduct a comprehensive investigation may be compromised by the delay in reporting.

- (a) A delayed report meeting the above criteria shall have the special conditions box on the CHP 555 form labeled, "Late-Reported".
- (b) The reporting party should be informed that they are responsible for reporting the collision to the DMV on the appropriate form (SR-1) which is available at the front counter of the PSB or on the DMV's website.

If a non-injury collision is reported in person after both parties and vehicles have left the scene, the reporting party shall be advised that no report will be taken. However, the reporting party should be informed that they are responsible for reporting the collision to the DMV on the appropriate form (SR-1) which is available at the front counter of the PSB or on the DMV's website.

501.14 COLLISIONS INVOLVING CITY-OWNED VEHICLES

The Communications Center shall dispatch an officer to any report of a collision, with or without injury, which involves City owned vehicles, equipment or property.

- (a) Investigation - If the collision involves:
 1. Minor injury to another party - CHP should be called to conduct the investigation.
 2. Serious injury, impending fatality and/or fatality - CHP shall be called to conduct the investigation. However, FAIT shall be notified and shall assist CHP as needed.
 3. No injury or property damage only - A patrol officer may conduct the investigation.
 4. No injury with MAJOR property damage involving a POLICE vehicle - FAIT should be notified to conduct the investigation, see the FAIT section of this policy.
- (b) Documentation
 1. Collision reports involving City vehicles shall include the City of Berkeley Accident Report and the City Manager's Report form.
 2. Collision reports involving police vehicles shall include the Supervisor's Avoidability Report and shall be completed and turned into the Patrol Lieutenant's box prior to the end of the supervisor's shift.
 3. The completed report will be reviewed by the Traffic Analyst who will route copies, as appropriate, to the Statewide Integrated Traffic Records System (SWITRS).

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4. No collision report needs to be taken if the incident only involves damage to city property, and it is the opinion of a supervisor that there is no need for a collision report (i.e., police auto vs. parked police auto in the PSB parking lot).
5. If the collision occurs outside of the City of Berkeley, the collision shall be reported to the appropriate law enforcement agency having jurisdiction.

501.15 COLLISIONS INVOLVING A SCHOOL BUS

The investigation of traffic collisions involving a school bus, as defined in Vehicle Code § 545, or a school pupil activity bus, as defined in Vehicle Code § 546, or a youth bus, as defined in Vehicle Code § 680, taking place anywhere within the State, are the responsibility of the CHP when the vehicle is:

- (a) Transporting any school pupils at or below the 12th grade level to or from a public or private school, or to or from public or private school activities.
- (b) Transporting any school pupils at or below the 12th grade level to or from a residential school.
- (c) Transporting children at or below the 12th grade level to or from an organized non-school related youth activity and the departing/arrival school is within 25 miles of the activity location.

Traffic collisions involving a school bus, school pupil activity bus, or youth bus, but with no pupils or qualifying children aboard, remain the responsibility of the local law enforcement agency and not the CHP.

501.16 COLLISIONS INVOLVING HAZARDOUS MATERIALS

The Berkeley Fire Department (BFD) is responsible for the scene management of any hazardous or toxic materials spill. Pending the arrival of BFD personnel, police personnel may be required to take emergency action.

The following procedures are recommended to assist in the handling of a hazardous or toxic materials spill, or the immediate potential of a spill:

- (a) Report the incident as a possible hazardous materials incident.
- (b) Give the exact location.
- (c) Request assistance.
- (d) Stay upwind and upgrade.
- (e) Isolate the area of non-essential personnel.
- (f) Avoid contact with liquid or fumes.
- (g) Eliminate ignition sources (i.e., smoking, flares and combustible engines).
- (h) Identify materials, when possible, without undue risk of exposure/contact.
- (i) Initiate evacuation from downwind first.

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1. Select an upwind site for assembly of evacuated persons and report the location of the site to the Communications Center.

501.17 COLLISIONS ON THE EASTSHORE FREEWAY (I-80)

The California Highway Patrol (CHP) has responsibility for investigating traffic collisions originating on the Eastshore Freeway (I-80), including the on and off ramps within the City of Berkeley. However, upon request by the CHP, BPD will render any assistance required, including a complete investigation of a collision and subsequent prosecution of violation(s) causing the collision.

The University Avenue overpass and the Gilman Street underpass are not a part of the Eastshore Freeway (I-80) and jurisdiction remains with the BPD.

501.18 COLLISIONS INVOLVING DISABLED PEDESTRIANS

When an officer investigates a traffic collision involving a pedestrian, they shall write "DP" in CHP form 555's special conditions box, when the pedestrian does either of the following:

- (a) Uses a mobility device, such as a wheelchair, walker, crutches, cane, white cane or other device.
- (b) "Self-identifies" as having a disability that impairs mobility.

In the narrative portion of the report, the officer shall describe the mobility device the pedestrian used, or the statement the person made when he/she "self-identified" as being disabled.

This procedure does not require an officer to ask any disability related questions of the pedestrian or to do anything that would violate the American with Disabilities Act (ADA). It does not ask that an officer attempt to determine whether the pedestrian was using the mobility device as the result of a temporary medical condition (such as a broken leg), or as the result of a disability as described in the ADA.

The Traffic Analyst will maintain a file of all collision reports that are identified as involving a disabled pedestrian.

Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Berkeley Police Department. Nothing in this policy shall require the Department to tow a vehicle.

502.2 STORAGE AND IMPOUNDS

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

502.3 VEHICLE STORAGE REPORT

Department members requesting towing, storage or impound of a vehicle shall complete a storage report form (CHP 180) and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). Any "holds" on the vehicle should be written on the storage report and communicated to the tow truck operator. A copy of the storage report should be given to the tow truck operator. If the driver or vehicle owner are on scene, the short carbon copy of the storage report should be provided, along with a verbal explanation of the vehicle release process. The original storage report shall be submitted to Records Management as soon as practicable after the vehicle is stored.

502.4 REQUESTING A TOW

The employee ordering a tow shall provide the following information to Dispatch:

- (a) The location from where the vehicle will be towed;
- (b) The towing authority;
- (c) The Color, Year, Make, Body Style, and License plate or VIN (CYMBL) of the vehicle; and
- (d) Any "holds" restricting the vehicle's release.

502.5 COMMUNICATION CENTER PROCEDURES

- (a) Upon receipt of a tow request, the dispatcher shall promptly telephone the appropriate towing service. The employee ordering the tow shall be advised when the request has been made and shall be advised of the assigned towing service's ETA.
- (b) The Communications Center employee ordering the tow shall enter required information into the Communications Center "Tow Log."
- (c) Communications Center personnel shall ensure that accurate tow authority and vehicle disposition information is included in the Computer-Aided Dispatch system (CAD) incident event associated with a vehicle tow.
- (d) A "non-criminal incident" or "criminal investigation" CAD report type shall be used for incidents involving the tow and storage of a vehicle.
- (e) A "miscellaneous service call" CAD report type shall be used for incidents where the reported vehicle could not be located or was ineligible for tow.

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- (f) When notified of a completed vehicle tow by a towing contractor, the Communications Center Telecommunications dispatcher will enter the vehicle's description, date of tow, correct tow authority, and accurate custody status (e.g., "Towed/Stored", "Impounded, etc.) into the California Law Enforcement Telecommunications System (CLETS.)
- (g) The Telecommunications dispatcher shall obtain Department of Motor Vehicles (DMV) registration information on every vehicle taken into police custody, and will compare the license plate and vehicle identification number (VIN) to the information provided by the towing contractor to ensure accuracy.
- (h) The Telecommunications dispatcher shall determine if the vehicle has been reported as stolen to CLETS A Vehicle System.
- (i) The Telecommunications dispatcher shall forward the completed "Towed/Stored Vehicle" entry form, DMV registration print-out, and tow contractor towing sheet to the Traffic Bureau prior to the conclusion of their duty shift.
- (j) Communication Center personnel shall promptly enter pertinent data from the completed storage report into the Stolen Vehicle System (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).
- (k) Approved storage reports shall be promptly routed to Records Management.

502.6 TOWS AT SPECIAL EVENTS

If a vehicle is towed in association with a special event or enforcement activity, a single report number may be used to document the event and tow(s).

When several vehicles are towed in association with a special event (i.e., a UC football game), a tow log listing the vehicles' descriptions and locations of tow may be used instead of individual storage reports.

The employee responsible for maintaining a special event tow log shall route the original tow log to Records Management and forward copies of the tow log to the Communications Center and Traffic Bureau.

502.7 "NO TOW" SITUATIONS

- (a) **Vehicle Operation on Private Property:** If the vehicle has been driven onto the owner's private property and the owner is present and has a valid license, the vehicle cannot be towed for a driver's license violation committed by someone other than the owner.
- (b) **Planned Non-Operation:** Unless prior warning of a tow is given, employees shall not direct the seizure of a vehicle parked on a highway, public land, or off-street parking facility for an expired registration violation (ref. Vehicle Code § 22651(o)) if the owner has a valid "Planned Non-Operation" certificate on file at the DMV. Prior warning of a tow may be accomplished via common means of verifiable communication, to include, but not be limited to, issuance of a citation for an expired registration violation.

502.8 TOWS FOR DRIVERS LICENSE VIOLATIONS

Determination of tow authority for towing a vehicle based on a driver's license status offense shall be based on the particular circumstances of the violation.

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- (a) Tow authority VC § 22651(p) allows the vehicle to be released to the owner or owner's agent as soon as possible with proof of a valid DL and current registration. This tow authority shall be used when an individual is cited for:
 - 1. VC § 12500(a) Driving without a license (never issued or expired)
- (b) Tow authority VC § 14602.6 requires a 30 day impound of the vehicle and the storage fees to be paid prior to its release. This tow authority shall be used when an individual is cited for:
 - 1. Driving with a suspended or revoked license;
 - 2. Driving in violation of license restriction(s) imposed under Vehicle Code §13352 or 23575 and when the vehicle is not equipped with a functioning, certified interlock device.
 - 3. Based on articulable extenuating circumstance(s), a supervisor may authorize the use of Vehicle Code § 22651(p) in situations where Vehicle Code § 14602.6 may be prescribed.
- (c) If the only violation is that the operator is an unlicensed driver (Vehicle Code § 12500 (a)) the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed in a reasonable amount of time. If the vehicle is released, the officer should list in the CAD report or on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

502.9 TOWS FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, (such as a "AAA" tow), and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a "non-preference tow" company will be selected from the rotational list of towing companies in the Communications Center.

If the owner is incapacitated, and their vehicle must be removed from the scene, the officer will need to complete a storage report. The officer should notify the owner of where the vehicle was stored. This can be accomplished by leaving the short carbon copy of the storage report form with their property (if they are transported to the hospital), or by notifying a friend or family member.

502.10 TOWS FOR INVESTIGATIVE PURPOSES / EVIDENCE

- (a) Employees shall tow a vehicle for investigative purpose (i.e., is or contains evidence of a public offense) pursuant to Vehicle Code §22655.5 only with approval of a sergeant or command officer.
 - 1. If evidence can be legally obtained from a vehicle under investigation without towing it, this shall be the preferred procedure; supervisors should exercise discretion in approving the towing of such vehicles.

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2. Whenever a vehicle is towed as evidence, an Evidence Receipt form shall be completed and a copy delivered to the vehicle's owner or agent.
- (b) If towed in connection with a crime under investigation, the report number assigned to the tow shall be different from the criminal case number.
- (c) The employee or detail/unit responsible for investigative follow-up of the matter related to a tow shall have primary responsibility for the custody of the vehicle stored as evidence or for investigative purposes.
- (d) If the vehicle is held in custody in excess of 72 hours, the responsible employee or detail/unit shall consult with the District Attorney's Office regarding the need for continued custody of the vehicle.
- (e) If required to be maintained in custody, the responsible employee or detail/unit shall make reasonable efforts to transfer physical custody, or financial responsibility for commercial storage services, of the vehicle to the District Attorney's Office, or relocate the vehicle to a City-controlled storage facility.
- (f) The employee or detail/unit responsible for investigative follow-up of the matter related to a tow shall notify the person authorized to receive custody of the stored vehicle (i.e., registered owner, agent of owner, etc.) as soon as practical after the police hold on the vehicle has ended.
- (g) The Traffic Bureau shall maintain a log of all vehicles towed for investigative purposes.
 1. A designated Traffic Bureau employee will monitor investigations resulting in an impound and take reasonable measures to ensure a vehicle is held in custody no longer than is necessary to accomplish required law enforcement activities.
 2. Contents of a vehicle having no evidentiary value may be released to its owner or his/her agent, and shall be listed in a written report.

502.11 TOWS FROM ARREST SCENES

It is the policy of this department to provide reasonable safekeeping of an arrestee's vehicle. Vehicles shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of towing the vehicle for Vehicle Code § 22651(h), provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.

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- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases the owner should be informed that the Department will not be responsible for theft or damages.

502.12 TOWS FROM SOBRIETY CHECKPOINTS

Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is an unlicensed driver (Vehicle Code § 12500 (a)), the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint in the case of Vehicle Code §12500(a), the officer should note in the CAD report or on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

502.13 DRIVING A NON-CITY VEHICLE

Vehicles which have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

502.14 NOTIFICATIONS

Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be the responsibility of the Traffic Bureau to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. By way of the Traffic Bureau, notice shall be sent to all such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

- (a) The name, address, and telephone number of this Department.
- (b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, and the license plate number or VIN.
- (c) The authority and purpose for the removal of the vehicle.
- (d) A statement that, in order to receive their post-storage hearing, the owners, or their agents, shall request the hearing in person, writing, or by telephone within 10 days of the date appearing on the notice.

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502.15 TOWING SERVICES

The City of Berkeley's current tow contracts provide guidelines for prompt and safe towing services under the Berkeley Police Department's Rotation Tow Program. Towing services will be used in the following situations:

- (a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
- (b) When a vehicle is being held as evidence in connection with an investigation.
- (c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal of vehicles obstructing traffic in violation of state or local regulations.

502.16 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage report. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

502.17 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

502.18 RELEASE OF VEHICLE

The Communication Center will maintain an up-to-date tow log and provide information regarding the impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6). After normal business hours:

- (a) Towed vehicles shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).
- (b) Vehicles removed that require payment of parking fines or proof of valid driver's license (foreign or domestic) shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

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- (c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver's license (foreign or domestic) and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:
 - (a) The vehicle was stolen.
 - (b) If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
 - (c) Any other circumstance as set forth in Vehicle Code § 14602.6.
 - (d) When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.
- (d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.
- (e) A vehicle removed pursuant to an investigation with a "hold" on it, may not be released until the hold has been rescinded.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Any sworn employee who suspects that a vehicle was impounded in error should promptly advise a supervisor. On-duty supervisors should approve, when appropriate and without delay, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

Written authorization received from an owner's agent and a copy of the agent's proof of identity shall be attached to the original vehicle release form and routed to Records management for incorporation into the report file.

502.19 TOW PROGRAM MONITORING

The Traffic Bureau will regularly monitor vehicle tows accomplished pursuant to this policy, as represented in tow reports, to ensure adherence to established policy and procedure.

The Traffic Bureau will be responsible for the periodic review of this policy and related tow program to assess the currency, applicability and effectiveness of related policy and procedure, and any identifiable impacts this Department's tow program has on traffic safety.

502.20 LEGAL GUIDANCE CONCERNING "COMMUNITY CARETAKING"

In 2019, the California Legislature amended Vehicle Code section 22650 to require that any removal of a vehicle must be to achieve a "community caretaking" need. It is no longer sufficient that one of the circumstances set forth in Vehicle Code section 22651 is present. There also must be a justification based on community caretaking, such as the need to ensure the safe flow of traffic or to protect property from theft or vandalism.

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502.20.1 VEHICLE CODE SECTION 22650(B)

A removal pursuant to an authority, including, but not limited to, as provided in Section 22651, that is based on community caretaking, is only reasonable if the removal is necessary to achieve the community caretaking need, such as ensuring the safe flow of traffic or protecting property from theft or vandalism.

Reasons for towing that have been found to be community caretaking functions"

- Expired registration (6 months or more)
- Lack of license plates or other evidence of registration
- Inoperable vehicles. Specifically:
 - Vehicles which "lack an engine, transmission, wheels, tires, doors, windshield, or any other part or equipment necessary to operate safely on the highways of this state" VC 22669(d)
 - Vehicles which are "abandoned, wrecked, dismantled, or inoperative" and parked on private or public property, per VC 22660-22668 and BMC 12.98
- Unlicensed driver, the likelihood that the unlicensed driver would return to drive the vehicle home.
 - However impound has been found impermissible (1) when parked in the driver's driveway, (2) when parked legally two houses away from teh driver's home.
 - Continued impoundment is illegal when a licensed driver (even someone other than the owner) is available to take possession
- Vehicle is creating a traffic hazard
 - e.g. impeding traffic or blocking driveway
- Vehicle is creating another safety hazard
 - e.g. broken glass, public nuisance conditions.
- Tow is needed to protect the vehicle from vandalism or theft
 - e.g. if arrestee's vehicle is left on private parking lot, vehicle unattended on road where theft/vandalism is common
 - This generally should not be used as a basis to tow a vehicle which is used as shelter, since it is more regularly occupied in that case, especially at night when vandalism or theft are more likely to take place, thereby deterring such crime. Moreover, towing an unhoused person's vehicle to avoid vandalism or theft would likely have the effect of causing a greater loss to the inhabitant, who may not be able to retrieve their vehicle from impound.

Tow Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Berkeley Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

503.3 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Traffic Bureau Lieutenant, or his/her designee, will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)). In addition, if the person requesting the hearing or his/her agent is 30 or more minutes late for their scheduled hearing, the statutory requirement for a hearing will be considered satisfied.

503.4 EVIDENCE

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

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Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

503.5 DECISION

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

- (a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.
- (b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)).

503.6 HEARING EXCEPTIONS

The right to a post-storage hearing applies to all tows except:

- (a) Vehicles impounded for investigation of a hit-and-run collision pursuant to Vehicle Code § 22655;
- (b) Vehicles removed from private property pursuant to Vehicle Code § 22658;
- (c) Abandoned or hazardous vehicles removed pursuant to Vehicle Code § 22669 determined to have an estimated value of five hundred dollars (\$500.00) or less; and,
- (d) Vehicles or vehicle parts removed from private property by authority of a City or County ordinance pursuant to Vehicle Code §§ 22660 to 22668, inclusive, and § 22710.

Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Berkeley Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

504.3 INVESTIGATIONS

All officers are expected to enforce DUI laws with due diligence. Vehicle Codes §§ 23152 and 23153 prohibit the operation of a vehicle while under the influence of an intoxicant, which includes alcohol, drugs or a combination of both, without restriction to a particular venue. Therefore a related arrest may be made on public or private property.

The Traffic Bureau Lieutenant, or his/her designee, should develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in California or another jurisdiction.

504.4 FIELD TESTS

Officers should use the standardized FSTs as outlined by the National Highway Traffic Safety Administration (NHTSA) and any approved alternate tests for officers to use when investigating violations of DUI laws.

504.5 PRELIMINARY ALCOHOL SCREENING

Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being

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requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.6 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21

If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the officer shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

504.7 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

- (a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.
- (b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).
- (c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).
- (d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer may consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.8 CHOICE OF TESTS

Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the officer shall advise the person that he/she has that choice. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

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If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

The officer must have reasonable suspicion and give clear indication that a blood or urine test will reveal evidence of the person being under the influence and state in his or her report the facts upon which that belief and clear indication are based. Once the breath test is completed, the officer should read the drug admonition listed in the Admin Per Se DMV form. If the person refuses to provide the additional sample after the breath test is completed this shall be documented as a refusal.

If a DUI driver is involved in a traffic collision in which serious injury was inflicted, such as broken bones, serious bleeding, etc., there should be no question or choice. The DUI driver will be required to submit to a blood test unless he/she is a hemophiliac or a person with a heart condition.

504.9 BREATH SAMPLES

The Traffic Bureau Lieutenant, or his/her designee, should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained. Breath tests may only be administered by a Peace Officer Standards and Training (POST) certified and properly trained technician.

Members obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Bureau Lieutenant or his/her designee.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer's belief shall be included in the officer's report (Vehicle Code § 23612(a)(2)(C)).

In cases where this tolerance is exceeded, additional tests of the driver's breath shall be conducted until the results of two analyses fall within the 0.02% BAC variance.

504.10 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

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Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

All DUI blood draws regardless if consent is given, shall obtain an approved search warrant seeking blood for examination.

504.11 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

If the subject is unable to provide the sample, direct him/her to select either of the two remaining tests (blood or breath). A refusal or failure to comply constitutes a refusal. Fill out the appropriate chemical refusal form.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.12 REFUSALS

When an arrestee refuses to provide a viable chemical sample, officers should:

- (a) Advise the arrestee of the requirement to provide a sample (Vehicle Code § 23612). The admonition is found on DMV form DS 367 (or DS 367M (for persons under 21 years old). The admonition must be read verbatim, and the subject's response or non-response recorded on the form. If a combination of both drugs and alcohol is suspected, and the person chose a breath test, the Drug Admonition on the second half of the said page shall be read.
- (b) Audio- and/or video-record the admonishment when it is practicable.
- (c) Document the refusal in the appropriate report.

504.12.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the arrestee and take possession of any California state-issued license to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

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504.13 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained (Penal Code § 1524).
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

504.14 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
 - 1. This dialogue should be recorded on audio and/or video if practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
 - (a) Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - (b) In all cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
 - i. In extreme circumstances, officers may utilize the WRAP device pursuant to the parameters set forth in **Policy 302.11 Handcuffing and Restraints**, when other conventional methods of restraint have failed.
 - ii. Pursuant to **Policy 300 Use of Force**, all incidents of force shall be appropriately reported and documented.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

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If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.15 ARREST AND INVESTIGATION

504.15.1 WARRANTLESS ARREST

In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer should make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

- (a) The person is involved in a traffic collision.
- (b) The person is observed in or about a vehicle that is obstructing the roadway.
- (c) The person will not be apprehended unless immediately arrested.
- (d) The person may cause injury to him/herself or damage property unless immediately arrested.
- (e) The person may destroy or conceal evidence of a crime unless immediately arrested.

504.15.2 STATUTORY NOTIFICATIONS

Officers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.15.3 OFFICER RESPONSIBILITIES

The officer serving the arrested person with a notice of an order of suspension should immediately (Vehicle Code § 23612):

- (a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Traffic Bureau for review and forwarding to the Department of Motor Vehicles (DMV).
- (b) Forward, via Records Management, a sworn report to DMV that contains the required information in Vehicle Code § 13380.
- (c) Book any chemical sample evidence for processing at the appropriate forensic laboratory.

504.16 RECORDS MANAGEMENT RESPONSIBILITIES

The Records Supervisor, or his/her designee, will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.17 ADMINISTRATIVE HEARINGS

The Records Supervisor, or his/her designee, will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

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Any officer who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

504.18 TRAINING

The Personnel and Training Sergeant, or his/her designee, should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Personnel and Training Sergeant should confer with the prosecuting attorney's office and update training topics as needed.

Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations and the procedure for the correction and dismissal of traffic citations.

505.2 RESPONSIBILITIES

The Traffic Bureau Lieutenant shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Traffic Bureau Lieutenant shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.

505.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)).

Should an officer determine that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the court to dismiss the citation.

505.3.1 PROCEDURE

When a traffic citation has been issued, and the issuing officer determines it should be dismissed based on an issuing error or in the interest of justice, the officer shall:

- (a) Complete a "Notice of Correction" form,
- (b) Check "other" as the reason for the correction and write in, "Request the Court consider dismissing this citation in the interest of justice" or "Request the Court consider dismissing this citation due to a lack of officer recall" or for any other reason,
- (c) Distribute the correction notice as indicated on the form,
- (d) Submit the correction notice for supervisor approval, and
- (e) If approved, mail a copy of the correction notice to the driver.

505.4 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall:

- (a) Complete a "Notice of Correction" form,
- (b) Check the reason for the correction,
- (c) Distribute the correction notice as indicated on the form,
- (d) Submit the correction notice for supervisor approval, and
- (e) If approved, mail a copy of the correction notice to the driver.

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505.5 DISPOSITION OF TRAFFIC CITATIONS

Before the end of shift, officers shall turn in the original copy of all issued traffic citations to their immediate supervisor for review. Upon approval, supervisors will route the citations to Records Management for filing.

Upon separation from employment with this department, all employees issued traffic citation books shall return any unused citations to the Records Management.

505.6 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Notice of parking violation appeals are conducted pursuant to Vehicle Code § 40215.

505.6.1 APPEAL STAGES

Appeals may be pursued sequentially at three different levels (Vehicle Code § 40215; Vehicle Code § 40230):

1. **Administrative Review:** Administrative reviews are conducted by City of Berkeley staff who will review written/documentary data. Requests for administrative reviews are available online and through Customer Service located at 1947 Center Street. These requests are informal written statements outlining why the notice of parking violation should be dismissed. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.
2. **Administrative Hearing:** If the appellant wishes to pursue the matter beyond administrative review, an administrative hearing may be conducted in person or by written application, at the election of the appellant. Independent referees review the existent administrative file, amendments, and/or testimonial material provided by the appellant and may conduct further investigation or follow-up on their own.
3. **Superior Court Review:** If the appellant wishes to pursue the matter beyond an administrative hearing, a Superior Court review may be presented in person by the appellant after an application for review and designated filing fees have been paid to the Superior Court of California.

505.6.2 TIME REQUIREMENTS

An administrative review or administrative hearing will not be provided if the mandated time limits are not adhered to by the violator.

1. **Administrative Review:** Requests for an administrative review must be postmarked within 21 calendar days of issuance of the notice of parking violation, or within 14 calendar days of the mailing of the Notice of Delinquent Parking Violation (Vehicle Code § 40215(a)).
2. **Administrative Hearing:** Requests for administrative hearings must be made no later than 21 calendar days following the notification mailing of the results of the administrative review (Vehicle Code § 40215(b)). An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing, excluding time tolled pursuant to Vehicle Code § 40200 - 40225. The person

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requesting the hearing may request one continuance, not to exceed 21 calendar days (Vehicle Code § 40215).

3. Registered owners of vehicles may transfer responsibility for the violation via timely affidavit of non-liability when the vehicle has been transferred, rented or under certain other circumstances (Vehicle Code § 40209 and Vehicle Code § 40210).

505.6.3 COSTS

1. Administrative Review: There is no cost for an administrative review.
2. Administrative Hearing: Appellants must deposit the full amount due for the citation before receiving an administrative hearing, unless the person is indigent, as defined in Vehicle Code § 40220, and provides satisfactory proof of inability to pay (Vehicle Code § 40215).
3. Superior Court Review: An appeal through Superior Court requires prior payment of filing costs, including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the Superior Court.

505.7 JUVENILE CITATIONS

The completion of traffic citations for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing the juvenile a citation, see also the Temporary Custody of Juveniles and the Cite and Release Policies.

505.8 STORAGE/ACCESS

The Traffic Bureau Lieutenant, or his/her designee, shall maintain a supply of moving and parking citations in the designated location within the Public Safety Building (PSB). Any officer observing that the supply is low should inform their supervisor who should then contact the Traffic Bureau Lieutenant for additional citations.

505.9 OBTAINING CITATION BOOKS

An officer in need of citation books shall record in the Citation Log Book the following information:

- (a) The beginning and ending numbers of the citations issued,
- (b) The date of issuance and
- (c) The name and badge number of the officer to whom the citation book is issued.

505.10 ACCOUNTING

Alameda County maintains an accounting of all moving citations and fines due/received. The City of Berkeley Parking Citations Center maintains an accounting of all parking citations and fines due/received. This information is accessible through the Traffic Bureau Lieutenant or his/her designee.

Disabled Vehicles

506.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

506.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.3.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

72-Hour Parking Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the Berkeley Municipal Code regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code § 22669.

507.2 RESPONSIBILITIES

Vehicles suspected of being in violation of the City of Berkeley 72-Hour Parking Ordinance or Vehicle Code shall be logged into CAD and assigned to a Parking Enforcement Officer. This does not prohibit a patrol officer from initiating or following up on an investigation of a suspected violation.

507.3 VEHICLE STORAGE

Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report (CHP 180 form) shall be completed by the officer authorizing the storage of the vehicle.

The storage report form shall be submitted to Records Management, and the small carbon copy shall be submitted to the Communications Center mailbox, immediately following the storage of the vehicle. It shall be the responsibility of the Communications Center to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS) (Vehicle Code § 22854.5).

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Traffic Bureau to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

507.4 MARKING THE VEHICLE

Currently there are two methods of marking vehicles;

1. Electronic marking - which leaves no mark on the tires or vehicle; or
2. Chalk marking - which leaves a visible chalk mark on the tire.

Both methods are viable and both methods require a warning tag be placed on the windshield. Additionally photographic evidence should be utilized when practical. Any deviation in markings shall be noted in CAD.

507.5 FOLLOW-UPS

The member handling the initial investigation should conduct a follow up investigation after a period of 72 hours to determine the status of the marked vehicle.

If the member returns to the location and determines the vehicle is present and there is no indication of significant movement (“significant movement” means a vehicle has been moved from

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the associated parking location by at least one car length), the member may issue a citation to the vehicle. If a citation is issued, the member may also tow the vehicle pursuant to Vehicle Code § 22651(k).

If the member returns to the location and determines the vehicle has been moved, the member shall ensure the associated CAD event is updated to indicate the outcome of the follow-up investigation.

507.6 ABANDONED VEHICLE

If, by evidence and/or reliable citizen statement, it is determined a vehicle has been abandoned (i.e., is inoperable as defined in Vehicle Code §22669(d) and/or has not been moved in a significant period), the member may forego the initial marking and 72-hour follow-up procedures described above.

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Berkeley Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - (a) An initial statement from any victims, witnesses or complainants.
 - (b) A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - (a) Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - (b) Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - (c) If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
 - (d) Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - (e) Collect any evidence.
 - (f) Take any appropriate law enforcement action.
 - (g) When applicable, enter stolen or recovered items into the appropriate database.
 - (h) Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the victim or complainant of this information.

600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take

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any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 REPORT WRITING

600.4.1 FORMAT

SUMMARY: Provide a brief summary of the incident, including the corpus of the crime and final status of the case.

INVESTIGATION: Provide a chronological description of the activities and statements of all officers and involved parties; this should incorporate elements such as scene, entry, prowl, statements as applicable to the investigation.

- (a) A recorded statement from a suspect, victim and/or witness, shall be summarized in the interviewing officer's narrative of the police report. If the recorded statement is audible, no further written statement form should be requested or required, absent unique and unusual circumstances.

DISPOSITION: Provide any details that relate to the disposition of the investigation, property and detainees. Any necessary follow-up should also be documented.

600.4.2 SUBMITTAL

When the investigating officer believes that the preliminary investigation is complete, it shall be submitted to a patrol sergeant for review. The officer shall indicate in the report whether the case should be closed, suspended, or reassigned to the Detective Bureau for follow-up. Continued responsibility for the case remains with the assigned officer until the sergeant's review has been completed. If the sergeant agrees that the preliminary investigation is complete, and concurs with the officer's recommendation for disposition, the case will be approved and submitted into AEGIS. If following the review, the sergeant does not feel that the investigation is complete or the recommendation appropriate, the report shall be returned to the assigned officer for completion and re-submission.

Follow-up investigation responsibility for the following types of cases rests solely with the Operations Division:

- (a) Auto burglary, theft from auto cases, and malicious damage to vehicles.
- (b) Misdemeanor assault/battery cases (not sex related).
- (c) Misdemeanor weapon brandishing cases.
- (d) Felony and misdemeanor hit and run cases.
- (e) Initial and secondary follow-up on adult missing person cases.
- (f) Initial follow-up on juvenile missing/runaway cases.
- (g) Re-contact for cases where the officer was unable to initially contact the victim/reporting party, or otherwise finish a "complete preliminary investigation."

Officers are encouraged to conduct follow-up investigations whenever possible.

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To prevent duplication of effort, officers should first contact their supervisor and the appropriate Detective Bureau Detail before extensive follow-up work is done.

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.5.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Bureau supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5.2 MANDATORY RECORDING OF ADULTS

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

- (a) Recording is not feasible because of exigent circumstances that are later documented in a report.
- (b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.
- (c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.
- (d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

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- (e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.
- (f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.
- (g) The questions are part of a routine processing or booking, and are not an interrogation.
- (h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

The Department shall maintain an original or an exact copy of the recording until a conviction relating to the interrogation is final and all appeals are exhausted or prosecution is barred by law (Penal Code § 859.5).

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 - 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 - 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted, or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted, or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse Sexual Assault Investigations, and Senior and Disability Victimization policies may also require an arrest or submittal of a case to a prosecutor.

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600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers trained in computer forensics should assist with seizing computers and related evidence. If an officer trained in computer forensics is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment. Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

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600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

The Investigation Division Captain is responsible for ensuring the following for cellular communications interception technology operations (Government Code § 53166):

- (a) Security procedures are developed to protect information gathered through the use of the technology.
- (b) A usage and privacy policy is developed that includes:
 1. The purposes for which using cellular communications interception technology and collecting information is authorized.
 2. Identification by job title or other designation of employees who are authorized to use or access information collected through the use of cellular communications interception technology.
 3. Training requirements necessary for those authorized employees.
 4. A description of how the Department will monitor the use of its cellular communications interception technology to ensure the accuracy of the information collected and compliance with all applicable laws.
 5. Process and time period system audits.
 6. Identification of the existence of any memorandum of understanding or other agreement with any other local agency or other party for the shared use of cellular communications interception technology or the sharing of information collected through its use, including the identity of signatory parties.
 7. The purpose of, process for and restrictions on the sharing of information gathered through the use of cellular communications interception technology with other local agencies and persons.
 8. The length of time information gathered through the use of cellular communications interception technology will be retained, and the process the local agency will utilize to determine if and when to destroy retained information.

Members shall only use approved devices and usage shall be in compliance with department security procedures, the department's usage and privacy procedures and all applicable laws.

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture council - Comprised of the Alameda County Asset Forfeiture District Attorney and staff.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases; for securing and maintaining seized assets; and for acting as the liaison between the Department and the assigned attorney. This includes any time the Berkeley Police Department seizes property for forfeiture or when the Berkeley Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Property subject to forfeiture - The following may be subject to forfeiture:

- (a) Property related to a narcotics offense, which includes (Heath and Safety Code § 11470; Health and Safety Code § 11470.1):
 1. Property (not including real property or vehicles) used, or intended for use, as a container for controlled substances, materials to manufacture controlled substances, etc.
 2. Interest in a vehicle (car, boat, airplane, other vehicle) used to facilitate the manufacture, possession for sale or sale of specified quantities of controlled substances.
 3. Money, negotiable instruments, securities or other things of value furnished or intended to be furnished by any person in exchange for a controlled substance, proceeds traceable to an exchange, etc.
 4. Real property when the owner is convicted of violating Health and Safety Code § 11366, Health and Safety Code § 11366.5 or Health and Safety Code § 11366.6 (drug houses) when the property was not used as a family residence or for other lawful purposes, or property owned by two or more persons, one of whom had no knowledge of its unlawful use.
 5. The expenses of seizing, eradicating, destroying or taking remedial action with respect to any controlled substance or its precursors upon conviction for the unlawful manufacture or cultivation of any controlled substance or its precursors.
- (b) Property related to criminal profiteering (may include gang crimes), to include (Penal Code § 186.2; Penal Code § 186.3):
 1. Any property interest, whether tangible or intangible, acquired through a pattern of criminal profiteering activity.

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2. All proceeds acquired through a pattern of criminal profiteering activity, including all things of value that may have been received in exchange for the proceeds immediately derived from the pattern of criminal profiteering activity.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Berkeley Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Berkeley Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

602.3 ASSET SEIZURE

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property subject to forfeiture authorized for seizure under the authority of a search warrant or court order.
- (b) Property subject to forfeiture not authorized for seizure under the authority of a search warrant or court order when any of the following apply (Health and Safety Code § 11471; Health and Safety Code § 11488):
 1. The property subject to forfeiture is legally seized incident to an arrest.
 2. There is probable cause to believe that the property was used or is intended to be used in a violation of the Uniform Controlled Substances Act and the seizing officer can articulate a nexus between the property and the controlled substance offense that would lead to the item being property subject for forfeiture.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds should not be seized.
- (b) Real property is not subject to seizure, absent exigent circumstances, without a court order (Health and Safety Code § 11471).
- (c) A vehicle which may be lawfully driven on the highway if there is a community property interest in the vehicle by a person other than the suspect and the vehicle is the sole vehicle available to the suspect's immediate family (Health and Safety Code § 11470).

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- (d) Vehicles, boats or airplanes owned by an “innocent owner,” such as a common carrier with no knowledge of the suspected offense (Health and Safety Code § 11490).
- (e) Any property when the associated activity involves the possession of marijuana or related paraphernalia that is permissible under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

- (a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Unit Supervisor is responsible for ensuring compliance with the following:

- (a) All property, under his/her control, received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint an officer as the forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

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- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) Property received for forfeiture is not used unless the forfeiture action has been completed.
- (d) Remaining familiar with forfeiture laws, particularly Health and Safety Code § 11469 et seq. and Penal Code § 186.2 et seq. and the forfeiture policies of the forfeiture counsel.
- (e) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.
- (f) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.
- (g) Ensuring that property seized under state law is not referred or otherwise transferred to a federal agency seeking the property for federal forfeiture as prohibited by Health and Safety Code § 11471.2.
- (h) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (i) Ensuring that seizure forms are available and appropriate for department use. These should include a receipt form and disclaimer of property form (if applicable) that provide relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.
 - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 - 3. A space for the signature of the person from whom cash or property is being seized.
 - 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.
- (j) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Department Directives. The training should cover this policy and address any relevant statutory changes and court decisions.
- (k) Reviewing each asset forfeiture case to ensure that:
 - 1. Written documentation of the seizure and the items seized is in the case file.

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2. Maintain up to date case files on open and closed asset forfeiture cases.
 3. Notices received from forfeiture counsel regarding the progression of a particular asset forfeiture case are appropriately routed.
 4. Case status changes are notified through the chain of command and relevant city officials.
 5. Current minimum forfeiture thresholds are communicated appropriately to officers.
 6. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
- (l) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
- (m) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
- (n) Keeping a manual that details the statutory grounds for forfeitures and department procedures related to asset forfeiture, including procedures for prompt notice to interest holders, the expeditious release of seized property, where appropriate, and the prompt resolution of claims of innocent ownership (Health and Safety Code § 11469).
- (o) Notifying the California Franchise Tax Board when there is reasonable cause to believe that the value of seized property exceeds \$5,000.00 (Health and Safety Code § 11471.5).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (Health and Safety Code § 11495).

602.7 DISPOSITION OF FORFEITED PROPERTY

Forfeited funds distributed under Health and Safety Code § 11489 et seq. shall only be used for purposes allowed by law, but in no case shall a peace officer's employment or salary depend upon the level of seizures or forfeitures he/she achieves (Health and Safety Code § 11469).

The Department may request a court order so that certain uncontaminated science equipment is relinquished to a school or school district for science classroom education in lieu of destruction (Health and Safety Code § 11473; Health and Safety Code § 11473.5).

602.7.1 RECEIVING EQUITABLE SHARES

When participating in a joint investigation with a federal agency, the Berkeley Police Department shall not receive an equitable share from the federal agency of all or a portion of the forfeiture proceeds absent either a required conviction under Health and Safety Code § 11471.2 or the

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flight, death or willful failure to appear of the defendant. This does not apply to forfeited cash or negotiable instruments of \$40,000 or more.

602.8 CLAIM INVESTIGATIONS

An investigation shall be made as to any claimant of a vehicle, boat or airplane whose right, title, interest or lien is on the record in the Department of Motor Vehicles or in an appropriate federal agency. If investigation reveals that any person, other than the registered owner, is the legal owner, and that ownership did not arise subsequent to the date and time of arrest or notification of the forfeiture proceedings or seizure of the vehicle, boat or airplane, notice shall be made to the legal owner at his/her address appearing on the records of the Department of Motor Vehicles or the appropriate federal agency (Health and Safety Code § 11488.4).

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with, the Berkeley Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Berkeley Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

Source of Information - An informant differs from a "source of information" in that the latter is not under the specific direction of a single officer and does not become a party to the actual investigation (e.g., a business firm furnishing information from its records, or a concerned citizen relaying information about an event they have witnessed).

603.2 POLICY

The Berkeley Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

Except for the enforcement of laws related to the commercial sale of alcohol, marijuana or tobacco products, a juvenile shall not be used as an informant.

It is the policy of this department that juveniles not be used as informants under any circumstances. A juvenile may become a "source of information" as defined above, but under no circumstances are they to be compensated for their information, or function as an undercover police operative.

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the

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agreement with the informant. The agreement shall be signed by the officer, the informant and a witness.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Investigations Division Captain, Detective Bureau Lieutenant or their authorized designee(s).
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Berkeley Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Detective Bureau Lieutenant.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Whenever practical, two officers should be present at all contacts with informants.
- (f) In all instances when department funds are paid to informants, a voucher shall be completed, itemizing the expenses.
- (g) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNRELIABLE INFORMANTS

The reliability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unreliable will notify the supervisor, who will initiate a review to determine reliability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall document the decision and conditions in file notes and mark the file "unreliable" when appropriate.

Considerations for determining whether an informant is unreliable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

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- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Detective Bureau. The Detective Bureau Lieutenant or his/her designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Investigations Division Captain and the Detective Bureau Lieutenant or their authorized designee(s).

603.5.1 FILE SYSTEM PROCEDURE

A file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
 1. If an informant is determined to be unreliable, the informant's file is to be marked "unreliable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement

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- (l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

603.6.1 PAYMENT PROCESS

Payments to an informant should be in cash using the Detective Bureau's expense funds. A payment voucher shall be filled out and signed by the informant, a detective and a witness for each payment.

Payments exceeding \$500.00 require a signature from the Investigations Division Captain on a separate memorandum form.

Approved payments to an informant should be in cash using the following process:

- (a) The officer delivering the payment shall complete a payment voucher which shall include the following information:
 1. A list of evidence and/or information obtained
 2. The informant's assigned number
 3. Berkeley Police Department case number and/or in-house case number
 4. Payment amount
 5. Date
- (b) The payment voucher shall be signed by the informant.
- (c) The payment voucher shall be kept in the informant's file.

603.6.2 AUDIT OF PAYMENTS

The Professional Standards Division Captain or his/her authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Professional Standards Division Captain or his/her authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., vouchers, receipts and logs) will assist with the audit process.

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any in-field show-up, live lineup or photographic identification.

In-field show-up - A live presentation of a single or multiple individuals to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals, usually conducted in a formal setting, (i.e. a lineup room at a jail) to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Berkeley Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

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In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

The eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures. When it is not feasible to make a recording with both audio and visual representations, an audio recording should be made (Penal Code § 859.7).

604.5 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness (Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (Penal Code § 859.7).

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.5.1 LINEUP ADMONITION

Prior to the lineup, members shall admonish the victim or witness using the appropriate admonition from the [Alameda County Double Blind Sequential Lineup Identification Form](#).

604.5.2 LINEUP PROCEDURES

Members shall conduct the lineup as follows:

- (a) Assemble the suspect photo/suspect and at least five filler photos/persons. If there are multiple suspects, assemble a photo/live lineup with different filler photos/persons for each suspect.
- (b) Numerically assign each photo/person and document the order.
- (c) Confirm that the victim or witness understands the nature of the sequential procedure.
- (d) Present each photo/person to the victim or witness separately in a previously determined and random order.
- (e) Have the victim or witness initial each photo after viewing it (for photo lineup only).
- (f) Remove the photo or person from view before presenting the next photo or person.

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- (g) Record all results in writing, including the victim or witnesses own words. This documentation should include positive, tentative and non-identifications.
 - 1. In cases of positive or tentative identifications, ask the victim or witness why the photo or person selected is/may be the suspect. Obtain a qualitative description if the person is not certain of their identification, i.e. similar chin or eyes etc.
- (h) Ask the victim or witness to sign and date the results.
- (i) Document the lineup procedure to include identification information and the source of all photos/persons used; names of all persons present at the lineup; and date and time of the lineup.
- (j) If more than one victim or witness is to view the same lineup, ensure they are physically separated from one another during the lineup process so there is no communication with one another.
- (k) If more than one victim or witness is to view the same lineup, ensure you change the order of photos or persons presented between each viewing. This will prevent any possibility of victims or witnesses telling each other which number was picked. Document this step.
- (l) Instruct victims or witnesses to avoid discussing the details of the incident or the lineup with other victims or witnesses.

Whenever possible, a photo/live lineup should be audio or video recorded.

604.5.3 OTHER SAFEGUARDS

Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. No information concerning a suspect should be given prior to obtaining a statement from the witness describing how certain he/she is of the identification or non-identification. Members should not say anything to a witness that may validate or invalidate an eyewitness' identification. In photographic lineups, writings or information concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).

604.6 IN-FIELD SHOW-UPS

Field identifications, also known as in-field show-ups may be helpful in certain cases.

When determining whether to initiate an in-field show-up, the member should:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.

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5. Whether there were distracting noises or activity during the observation.
 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
 - (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
 - (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
 - (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
 - (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

604.6.1 ADMONITION

Prior to the in-field show up, members shall provide the victim or witness with the following "In Field Show-Up Admonition":

"In a few minutes I am going to show you a person who may or may not be responsible for the crime. The fact that this person is detained or handcuffed should not influence your judgment. The person may or may not be wearing the same clothes at this time. You are not obligated to make an identification. If you see the person involved, let me know, and explain why you have identified this person. Do you understand?"

604.7 DOCUMENTATION

A description of the eyewitness process and the results of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. The original photographic lineup should be booked as evidence.

604.7.1 DOCUMENTATION RELATED TO RECORDINGS

The handling member shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

604.7.2 DOCUMENTATION RELATED TO BLIND ADMINISTRATION

If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

Brady Material Disclosure

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** -Information known or possessed by the Berkeley Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Berkeley Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor. The supervisor should communicate this new information to the appropriate prosecutor.

605.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

- (a) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed by the defense.
- (b) An Internal Affairs Sergeant, as the custodian of confidential employee personnel records, shall accompany all relevant files during any in camera inspection and address any issues or questions raised by the court in determining whether any

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information contained in the files is both material and favorable to the criminal defendant.

- (c) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released by the judge will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any information pursuant to this process, the Internal Affairs Sergeant should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

605.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

Warrant Service

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

606.2 POLICY

It is the policy of the Berkeley Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants. The Sanctity of Life, as described in the Use of Force policy, is a guiding principle.

606.3 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant and submit the documents to a supervisor for review and approval.

No-knock warrants shall not be prepared, authorized, or executed by Berkeley Police Officers.

606.4 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime warrant execution.
- (b) A clear explanation of the affiant's training, experience and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be

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disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

606.5 RISK ASSESSMENT

When a search or arrest warrant service is planned for a residence or locations or subjects that present elevated risk, the supervisor will complete the Risk Assessment Worksheet and submit it, along with the Operation Plan, to the Chain of Command for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting or detaining the person outside the residence where circumstances may pose a lower risk.

If the warrant is classified as high risk, the supervisor should contact the Bureau Lieutenant or Division Captain to arrange a consultation with the Special Response Team (SRT) Commander.

606.6 HIGH-RISK WARRANT SERVICE

The SRT Commander, or his/her designee shall review warrants that are categorized as high risk and shall confer with the Operations Division Captain to determine the manner in which the warrant will be served, including the number of officers deployed. Only the Chief of Police, or his/her designee, may authorize the use of SRT.

606.7 WARRANT SERVICE PROCEDURES

The member responsible for directing the service should ensure the following as applicable:

- (a) Prior to making entry into a location, officers shall allow occupants a reasonable amount of time to come to the door given the totality of the circumstances.
- (b) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (c) The warrant service is audio- and video-recorded when practicable and reasonable to do so.
- (d) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

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- (e) Searches are conducted in a thorough, organized and systematic manner. Focus should be on leaving nothing undiscovered, within the limit and scope sanctioned by the warrant, without causing unnecessary damage to the location or property.
- (f) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (g) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (h) A Search Warrant Receipt is made containing a list of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (i) A copy of the search warrant is left at the location.
- (j) The condition of the property is documented with video recording or photographs after the search.
- (k) Any damage incurred as a result of the search, such as a breached door, is photographed and documented.
- (l) Written information is provided explaining how to submit a claim with the City of Berkeley regarding any damage.

606.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

When it is determined that an individual detained at the scene of a warrant service is not subject to the scope of the warrant and that no reasonable suspicion or safety concerns exists, the person should be released from the detention.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

606.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Watch Commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members

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- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Watch Commander. The Watch Commander should review the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Watch Commander should ensure that members of the Berkeley Police Department are utilized appropriately. Any concerns regarding the requested use of Berkeley Police Department members should be brought to the attention of the Division Captain. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If officers intend to serve a warrant outside Berkeley Police Department jurisdiction, the case officer should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Berkeley Police Department when assisting outside agencies or serving a warrant outside Berkeley Police Department jurisdiction.

606.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

606.12 WARRANT DETAIL

The Warrant Detail shall be responsible for the service coordination of adult arrest warrants.

Planned service of arrest warrants should be prioritized by the type of warrant (original, bench, traffic) and severity of offense (felony, misdemeanor, infraction).

- (a) Notwithstanding standard considerations, service of arrest warrants involving potentially dangerous offenders should be given priority.

606.13 THE AUTOMATED WARRANT SYSTEM (AWS)

Arrest warrants issued by the Alameda County Superior Court and assigned to the Berkeley Police Department shall be processed into AWS by the Support Services Bureau.

Arrest warrants will not be entered into AWS unless they contain all of the following information:

1. Date and time received;
2. Date of issuance by the Court;
3. Nature of document (i.e., offense);
4. Source of document (i.e., original or bench warrant);

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5. Court docket/warrant number;
6. Amount of bail; and,
7. Whether or not endorsed for night service.

606.14 JAIL AND COMMUNICATION CENTER RESPONSIBILITIES

The Communication Center shall be responsible for warrant confirmation liaison with, and communication of teletype abstracts to, outside agencies serving local arrest warrants.

Jail staff shall be responsible for the update of computer records (i.e., AWS, CLETS) regarding the service of arrest warrants and related custodial status of the subject person who is booked into the Jail.

Jail and Communication Center personnel shall forward all records that relate to the service of arrest warrants to the Warrant Detail.

606.15 DUE DILIGENCE

The Warrant Detail shall have administrative due diligence responsibility regarding the service of adult arrest warrants assigned to, or requested of, this department.

- (a) When the subject of a local arrest warrant lives in a jurisdiction other than Berkeley, the Warrant Detail may communicate the warrant information to and request service assistance from the involved outside agency.
- (b) When notified of warrant service activity, the Warrant Detail shall update AWS or, if it's an outside agency warrant, communicate the service activity to the responsible agency.
- (c) As necessary, the Warrant Detail shall assist the Youth Services Detail in managing administrative due diligence activity regarding the service of juvenile arrest warrants.

606.16 COURTESY NOTICE

The Warrant Detail shall send a courtesy notice regarding the issuance of an arrest warrant assigned for service by this department to the address indicated on the warrant. The Warrant Detail should research for a current or accurate address for the subject of an arrest warrant.

606.17 TRAINING

The Personnel and Training Sergeant should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Operations Planning and Deconfliction

607.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

607.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

Case officer - The officer in charge of the operation's intelligence, planning and execution.

607.2 POLICY

It is the policy of the Berkeley Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

607.3 RISK ASSESSMENT

607.3.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

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- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

607.3.1 RISK ASSESSMENT REVIEW

The case officer will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor.

The supervisor and case officer shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

607.3.3 HIGH-RISK OPERATIONS

If the case officer, after consultation with the involved supervisor, determines that the operation is high risk, he/she should contact the Division Captain to arrange a consultation with the Special Response Team (SRT) commander. Together, they should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 - (a) The Special Response Team (SRT)_
 - (b) Additional personnel
 - (c) Outside agency assistance
 - (d) Special equipment
 - (e) Medical personnel
 - (f) Persons trained in negotiation
 - (g) Additional surveillance
 - (h) Canines
 - (i) Property and Evidence Unit or analytical personnel to assist with cataloguing seizures
 - (j) Forensic specialists
 - (k) Specialized mapping for larger or complex locations

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- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
- (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
- (d) Coordinate the actual operation.

607.4 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The case officer should consider entering the subject of investigation and operations information into an applicable deconfliction system to determine if there is reported conflicting activity.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

607.5 OPERATIONS PLAN

The case officer should ensure that a written operations plan is developed for the operation.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.

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1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
 - (d) Identification of all communications channels and call-signs.
 - (e) Use of force issues.
 - (f) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
 - (g) Plans for detaining people who are not under arrest.
 - (h) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
 - (i) Communications plan

607.5.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

607.6 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan.
- (c) The case officer shall ensure that all participants are visually identifiable as law enforcement officers.
 1. Exceptions may be made by the case officer for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 1. It is the responsibility of the case officer to ensure that the Communications Center is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
 2. If the radio channel needs to be monitored by the Communications Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

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3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

607.7 SRT PARTICIPATION

If the Watch Commander and SRT Commander determine that SRT participation is appropriate and receive approval from the Chief of Police, the case officer and an SRT supervisor shall work together to develop a written plan. The SRT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SRT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

607.8 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.9 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SRT debriefing.

607.10 TRAINING

The Personnel and Training Sergeant should ensure officers and SRT members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Detective Bureau

608.1 PURPOSE

The purpose of this policy is to establish the investigative responsibilities of the Detective Bureau.

608.2 POLICY

It is the policy of the Berkeley Police Department that the Detective Bureau is responsible for follow#up investigations, with the exception of cases that are the responsibility of the Patrol Bureau.

608.3 STRUCTURE

The Detective Bureau is administered by a Lieutenant who is directly responsible to the Captain of the Investigations Division. The Detective Bureau is composed of the following Units/Details

- (a) Homicide Detail
 - 1. One Sergeant
 - 2. Two Detectives
- (b) Robbery Detail
 - 1. One Sergeant
 - 2. Two Detectives
- (c) Special Victims Unit
 - 1. One Sergeant
 - 2. Two Sex Crimes Detectives
 - 3. One Domestic Violence Detective
- (d) Youth Services Detail
 - 1. One Sergeant
 - 2. Three Detectives
 - 3. One School Resource Officer
- (e) Property Crimes Detail
 - 1. One Sergeant
 - 2. Two Burglary Detectives
 - 3. Two Fraud Detectives
 - 4. One Auto Burglary/Stolen Auto Theft Detective
- (f) Crime Analysis Unit
 - 1. One Detective
 - 2. One Crime Analyst

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Detective Bureau

The sergeant in charge of each unit or detail is a working investigator. In addition to the regularly assigned detectives, patrol officers can be assigned to the Detective Bureau to assist in investigations, as needed.

608.4 INVESTIGATION RESPONSIBILITIES

Each unit/detail/officer is responsible for the specific types of investigations listed below. An "*" indicates a detective sergeant shall be notified at the start of the initial investigation whether during on or off duty hours. If unable to locate a detective sergeant, the Detective Bureau Lieutenant shall be notified.

608.4.1 HOMICIDE DETAIL

- (a) Homicides*
- (b) Officer involved shootings*
- (c) Escapes and jail breaking*
- (d) Dead body found, suspicious circumstances*
- (e) Dead body found, during fire/arson investigation*
- (f) Death of a child due to actual or suspected child abuse* (YSD will assist on the investigation but the Homicide Detail will be the primary investigative unit)
- (g) Dead body found, suicide or attempted suicide
- (h) Dead body found, medical/natural causes
- (i) Adult missing persons (after second follow#up by assigned officer)
- (j) Felony assaults and brandishing cases
- (k) Disturbing the peace (except those involving domestic disputes)
- (l) Disturbing phone calls (involving threat of injury or death)
- (m) Physical elder abuse
- (n) Hate Crimes/Incidents

608.4.2 ROBBERY DETAIL

- (a) Robbery (only notify the sergeant if the robbery is linked to a spree or there is an in-custody arrest)
- (b) Bank robbery*
- (c) Kidnapping (no sexual involvement)*
- (d) Carjacking*
- (e) Grand theft via gun
- (f) Bribery
- (g) Extortion
- (h) Gun sales

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- (i) Till tap
- (j) Weapons possession (concealed, illegal or suspicious)

608.4.3 SEX CRIMES DETAIL

- (a) Sexual abuse in cases wherein the victim is 14 years of age or older (cases with younger victims will be investigated by the Youth Services Detail)
- (b) Kidnapping (with sexual involvement)*
- (c) Stranger rape*
- (d) Rape
- (e) Sexual battery
- (f) Indecent exposure
- (g) Prowler/peeper (with sexual elements)
- (h) Disturbing phone calls (except those involving bomb threats or threats of physical injury)
- (i) Megan's law notifications
- (j) Sex offenders

608.4.4 DOMESTIC VIOLENCE DETECTIVE

- (a) Misdemeanor and felony domestic violence
- (b) Violation of DV related restraining orders

608.4.5 YOUTH SERVICES DETAIL

- (a) Sexual abuse in cases wherein the victim is under 14 years old (14 years of age or older will be investigated by the Sex Crimes Detail)
- (b) Child abuse (emotional, sexual, physical etc.)
- (c) Child endangerment or abandonment
- (d) Familial abduction

608.4.6 SCHOOL RESOURCE OFFICER

- (a) Crimes and non-criminal incidents occurring on school campus (see Youth Services policy)

608.4.7 PROPERTY CRIMES DETAIL

- (a) Burglary
- (b) Bombings, bomb threats and explosions*
- (c) Arson (follow#up on in-custody cases and damage exceeding \$950)
- (d) Purse/Wallet thefts (follow-up on in custody cases or loss exceeding \$950)

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- (e) Stolen property (follow#up on in-custody cases)
- (f) Prowlers (with no sexual elements)
- (g) Thefts (follow#up on in-custody cases or loss exceeding \$950)
- (h) Pawn shop buy/sell operations (meet State requirement to license establishments)

608.4.8 FRAUD DETAIL

- (a) Fraud
- (b) Forgery with viable leads
- (c) Embezzlement with viable leads
- (d) Counterfeit checks with viable leads
- (e) Credit card violation with viable leads
- (f) Scams via phone calls, internet ads, etc.
- (g) Financial elder abuse
- (h) Counterfeiting (liaison to federal investigators only)

608.4.9 AUTO THEFT DETECTIVE

- (a) Vehicle theft and recovery (including joyriding)
- (b) Malicious damage to a vehicle (coordination of series only)
- (c) Auto burglaries (coordination of series only)
- (d) Thefts from auto (coordination of series only)

608.4.10 ADMINISTRATIVE NARCOTICS OFFICER

- (a) Loan sharking
- (b) Labor racketeering
- (c) Corruption/bribery
- (d) Illegal sale and distribution of liquor, tobacco, and controlled substances
- (e) Illegal gambling operations

608.5 FOLLOW UPS

Patrol shall have primary responsibility for follow up investigation on the following cases:

- (a) Auto burglary, theft from auto cases, and malicious damage to vehicles
- (b) Misdemeanor assault/battery cases (not sex related)
- (c) Misdemeanor weapon brandishing cases
- (d) Felony and misdemeanor hit and run cases
- (e) Initial and secondary follow#up on adult missing person cases
- (f) Initial follow#up on juvenile missing/runaway cases

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608.6 PRIMARY RESPONSIBILITY

Officers shall respond whenever prompt action is necessary and, if needed, conduct a preliminary investigation, but the Detective Bureau is primarily responsible for the investigation of the following cases:

(a) Homicide

Under most circumstances, the initial investigation at the scene and the preparation of the crime report shall be solely a Detective Bureau assignment. Once responding officers determine a homicide has occurred (or the victim is likely to expire) and no medical aid is needed for others, the scene should be "FROZEN" and on#call Homicide personnel shall be notified.

(a) Bank robbery

The initial investigation at the scene and the preparation of the crime report shall be solely a Detective Bureau assignment. However, this shall not relieve the first officer arriving on the scene of the responsibility for obtaining immediately and transmitting to the Communications Center information essential to promptly apprehend the offender. During non-business hours, attempts should be made to contact Robbery Detail personnel at home. If Robbery Detail personnel are unable to respond, the Operations Division will complete the investigation.

608.7 CASE MANAGEMENT

Copies of investigation reports will be electronically routed to the Detective Bureau and, upon receipt by the detective sergeants, shall be distributed to the appropriately for follow-up and disposition.

- (a) Cases involving serious crimes against persons should be assigned for follow#up contact and investigation.
- (b) Cases involving crimes against property that have no evident productive leads (usually assigned a "suspend" status by the Operations Division) will remain in the "suspended status" following review and will be filed.
- (c) Cases involving crimes against property that have potentially productive leads should be assigned for investigation.
- (d) Cases received in which deficiencies are noted shall be returned for correction to the sergeant(s) having supervisory responsibility over the officer.

608.8 OUTSIDE AGENCIES

Requests from outside agencies for the investigations of local residents in connection with a felony shall be assigned to the Detail who would be assigned to such an offense if committed in Berkeley

Stolen Vehicle Investigations

609.1 PURPOSE AND SCOPE

The purpose of this policy is to explain procedures for completing stolen vehicle investigations.

609.2 POLICY

This department is governed in the acceptance and investigation of stolen vehicle reports by Sections 10500, 10851 and 10855 of the California Vehicle Code and the applicable section of 487 of the California Penal Code.

609.3 VEHICLE DEFINITION

As defined by Section 670 of the California Vehicle Code, a "vehicle" is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

609.4 INITIAL PROCEDURES - COMMUNICATION CENTER

Communications Center personnel shall ensure that all information necessary to the investigation of stolen vehicle reports is appropriately entered into the Computer Aided Dispatching (CAD) database. Communications Center personnel shall check the tow log within the time period that the alleged offense occurred, to ensure that a recently towed vehicle does not become reported as stolen.

609.5 REPORTING PARTIES AND VICTIMS

The victim of the auto theft is always the registered owner. However, another person may be a secondary victim of theft if they were borrowing the car and left their own personal property in the car when it was stolen.

For example: A car is owned by "X" and is then borrowed by "Y". "Y" parks the car, leaves her purse behind, and the vehicle containing the purse is stolen. The victim of the auto theft is "X" and the victim of the property theft is "Y". In this circumstance, the officer should add "Y's" contact information in the notes section of the Stolen Vehicle System (SVS) entry, so when the vehicle is recovered, "Y" can be contacted to come get her purse (if it's still there).

609.6 CONTACTING THE VICTIM AND/OR REPORTING PARTY

609.6.1 CONFIRM IDENTIFICATION

In order to confirm the identity of the reporting party and/or victim, the handling officer shall take stolen vehicle reports in-person. Any exceptions to an in-person report must be approved by the officer's supervisor and the reason(s) why the report was not taken in-person shall be documented in the report.

- (a) The assigned officer shall take steps to verify the identification of the reporting party, such as requesting driver's license information, especially in cases taken by telephone and/or reported by an individual other than the registered owner.

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609.6.2 STATEMENTS

A written or BWC recorded statement is required when:

- (a) Any aspect of the investigation is suspicious;
- (b) If someone else is reporting the crime on behalf of the victim;
- (c) An employee is reporting the crime on behalf of a business; and/or
- (d) There is a known suspect or suspect seen.

609.6.3 CONTACT INFORMATION AND THE OWNER'S AGENT

Officers shall obtain and document as much contact information as possible from the victim and/or reporting party, including cell, home and work phone numbers and an email address. The Department's goal is to provide the victim a reasonable opportunity to recover their vehicle prior to it being towed.

Officers should also ascertain if the victim would like to pre-designate an "owner's agent" to pick up their car upon recovery if they are unavailable at the time of recovery and prior to the car being towed.

Officers should advise the victim that in order for their agent to obtain a Vehicle Release Authorization from BPD, they must have the following:

- (a) A valid driver's license or valid temporary driver's license,
- (b) A signed letter from the owner authorizing the release of the vehicle to the agent and
- (c) A clear photocopy of the owner's license wherein the owner's signature matches the signed letter.

If the victim decides to designate an agent, the officer shall document the agent's contact information in the police report and in the "miscellaneous" field of the SVS entry form.

609.6.4 EXPLAINING THE VEHICLE RECOVERY PROCESS

The officer should explain what will happen in the event the car is found in the City of Berkeley. This explanation should include:

- (a) The owner or the owner's agent will be contacted by Communications Center staff by telephone at the time the vehicle is located. They will have a short time frame in which they can retrieve their vehicle from the officer at the scene of the recovery.
- (b) If the owner or the owner's agent do not respond to the scene of the recovery immediately, the car will be towed and stored for safekeeping. The owner or owner's agent will be responsible for all fees incurred by the car being towed and/or stored.
- (c) If the owner's vehicle is towed and stored, a Vehicle Release Authorization will need to be obtained from the Department prior to going to the storage facility holding their vehicle. All outstanding fees and fines owed to the City of Berkeley must be paid prior to the issuance of a Vehicle Release Authorization. The City of Berkeley will waive Vehicle Release Authorization fees for stolen vehicles.

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609.6.5 ENTERING THE VEHICLE INTO SVS

The assigned officer shall, without delay, notify the Communications Center of the stolen vehicle and provide all information necessary for the completion of the Stolen Vehicle System (SVS) entry form as soon as he/she is reasonably certain that the vehicle has been stolen.

Prior to submitting the report, the handling officer shall confirm that necessary SVS entries, cancellations, or clearances have been made. This shall include a verification of all information, including classification and accuracy of the license and VIN numbers. This should be documented in the report, i.e., "I later ran an SVS check and confirmed that the vehicle's information was entered by Telecom".

In addition to normal "Caution Codes" which may be used for SVS entries (e.g., "Hold for Prints," "Armed and Dangerous") there are forty-two character spaces available in the "Miscellaneous" entry field. Additional information is extremely useful and should be included whenever possible.

609.6.6 MISPLACED AUTOS

If a local stolen auto is determined to have been misplaced and not stolen after having been entered in SVS, it shall be the responsibility of the recovering officer to notify the Communications Center of the vehicle's "misplaced" status. Upon such notification, Communications Center personnel shall cancel, rather than clear, the vehicle from SVS. If the initial report does not explain the change of status from "stolen" to "misplaced," the officer shall prepare a supplemental report which explains the change.

609.6.7 ATTEMPTED THEFT ONLY OR RECOVERY PRIOR TO SVS ENTRY

If a stolen vehicle is recovered prior to being entered in SVS, the assigned officer shall inform the Communications Center. Upon notification, Communications Center personnel shall enter the vehicle in SVS and immediately clear the entry so as to comply with the requirement that all stolen vehicles be reported to the Department of Justice for statistical purposes.

- (a) If the vehicle is discovered to be "towed/stored" by another agency at the time the SVS entry is attempted, the assigned officer shall contact the agency, determine the circumstances leading to the recovery, and include that information in the initial report.
- (b) Attempted vehicle thefts shall also be entered into SVS and immediately removed, in accordance with Department of Justice reporting requirements.

609.6.8 COMMUNICATIONS CENTER RESPONSIBILITY

Upon receipt of the stolen vehicle information, the Communications Center operator shall:

- (a) Check the vehicle in SVS and, if no entry is found:
- (b) Complete a vehicle or license entry/recovery form.
- (c) Enter the vehicle in SVS and, if requested add the owner's agent information in the miscellaneous field with the prefix "OA" (owner's agent) prior to inserting their contact information.
- (d) Route copies of the SVS printout to the following:

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1. Records Management for filing with the original case;
2. The Auto Theft Detail;
3. The Communications Center supervisor(s) shall review the SVS entry forms for accuracy and ensure that any errors are corrected.

609.7 LOCAL RECOVERY OF LOCALLY STOLEN VEHICLES

(a) Police Personnel:

1. It shall be the responsibility of the officer handling the recovery to request confirmation of the stolen status before taking any action and to ensure that the vehicle is properly cleared from SVS. The officer handling the recovery shall arrange for a latent fingerprint examination of the vehicle.
2. The officer handling the recovery of the stolen vehicle shall notify the Communications Center of the condition of the vehicle, number of suspects in custody (if any), whether license plates are missing, and the location of the recovery.

(b) Communications Center personnel:

1. It shall be the responsibility of Communication Center personnel to immediately notify the owner of the recovery of their vehicle. In the event Communications Center staff are unable to reach the victim prior to the recovered vehicle being towed, they shall also attempt to contact the designated owner's agent if one is listed in the "miscellaneous" section of the SVS entry.
2. Notification to the owner shall include
 - i. The condition of the vehicle (if known)
 - ii. The process for obtaining a Vehicle Release Authorization form, and
 - iii. The fact that towing and storage fees are the responsibility of the registered owner.
3. In all cases, the method of notification and the name of the individual to whom notification was given shall be written on the "Hard Copy." If no answer is received or no message is left, attempts to contact the owner shall be continued during the shift, and, if necessary, forwarded to oncoming shifts to continue the effort to contact the owner.
4. In the event Communications Center personnel are unable to reach the owner of a recovered vehicle to make the necessary notification, an officer shall be assigned to make attempt contact with the owner or leave a note at their address if they reside in the City of Berkeley.
5. Communications Center personnel shall clear the vehicle in SVS, remove the related local Stolen Auto form from the "HOT BOX," stamp the form as "CLEARED," initial the form and route it to the Auto Theft Detail with a copy of the SVS printout. Owner notification information shall be noted at the bottom of the form.

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6. An additional copy of the SVS printout shall be routed to Records Management for attachment to the original case.
7. Communications Center personnel shall enter stolen/missing license plate information in SVS in cases where recovered vehicles are missing plates.

609.8 LOCAL RECOVERY OF OUTSIDE STOLEN VEHICLES

(a) Police Personnel:

1. It shall be the responsibility of the officer handling the recovery of an outside stolen vehicle to request confirmation of the stolen status before taking any action, and to arrange for towing of the vehicle and a latent fingerprint examination as previously noted.
2. The assigned officer shall notify the Communications Center of the recovered vehicle, providing the vehicle condition, towing service name, number of license plates, whether a suspect has been arrested, and the location of the recovery.
3. The assigned officer shall attempt to obtain a copy of the outside agency's original 10851 VC report and forward it to Records Management for attachment to the case report.

(b) Communications Center Personell:

1. Complete the Vehicle Locate form,
2. Send a locate notice to the outside agency and
3. Attach the locate transaction and the vehicle registration print-out to the locate form in the spaces provided. Communications Center personnel shall date and initial the form, making four copies to be routed as follows:
 - i. The original form to the Auto Theft Detail.
 - ii. One copy to Records Management for attachment to the original report.
 - iii. One copy to the officer handling the recovery.
 - iv. One copy to the Communications Center supervisor(s) for review to ensure that the vehicle has been cleared and the victim has been notified.

609.9 OUTSIDE RECOVERY OF LOCALLY STOLEN VEHICLE

Upon receipt of a teletype from another agency advising of that agency's recovery of a vehicle stolen in Berkeley, the Communications Center shall:

- (a) Ascertain that the vehicle has been properly cleared in SVS. If this has not been done, the same procedures outlined for the recovery of local stolen vehicles shall be followed.

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- (b) Remove the local stolen auto form from the "HOT BOX" and make all cancellations and notifications called for in the form.
 - 1. Route the original copy to the Auto Theft Detail for attachment to the original report.
 - 2. Route the duplicate copy to Records Management.
 - 3. Route the triplicate copy to the assigned officer.
 - 4. Route the fourth copy to the designated Communications Center supervisor(s) for final review.
- (c) Notify the owner.

Vehicles stolen locally and recovered in other jurisdictions, are generally not examined for latent fingerprints by the recovering agency.

609.10 VICTIM RECOVERY OF STOLEN VEHICLE

609.10.1 STOLEN FROM BERKELEY

When a victim has recovered their locally stolen vehicle in an outside jurisdiction and has returned the vehicle to Berkeley without making a recovery report to the agency with jurisdiction for the recovery location, an officer shall be assigned to handle the recovery report.

- (a) The recovery investigation and SVS clearance shall be handled as a recovery of a local stolen vehicle.
- (b) The narrative shall contain information supplied by the victim regarding the time, location, circumstances of the recovery and vehicle condition.

The victim shall be requested to make the recovered vehicle available to the handling officer because he/she must verify the vehicle is the one reported stolen prior to completing the recovery. Such reports may not be taken over the phone.

609.10.2 STOLEN OUTSIDE OF BERKELEY

When a victim has recovered their stolen vehicle which was previously reported as stolen to an outside agency, and returns the vehicle to Berkeley without making a recovery report to the agency with jurisdiction for the recovery location, an officer shall be assigned to handle the recovery report.

- (a) The recovery investigation and SVS clearance shall be handled as a local recovery of an outside stolen vehicle.
- (b) The narrative shall contain information supplied by the victim regarding the time, location, circumstances of the recovery and vehicle condition.
- (c) If requested, a copy of the report shall be forwarded to the agency with jurisdiction for the recovery location by the Auto Theft Detail.

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609.11 RECOVERED VEHICLES - GENERALLY

When a stolen vehicle is found, the investigating officer shall request the SVS entry be confirmed and complete the Auto Theft form. The report shall provide details of the following aspects of the investigation:

- (a) A detailed description of the method of starting/operating the vehicle ("hot-wire," ignition punch, etc.).
- (b) A detailed description of damage, stripping of parts, or other vehicle conditions.
- (c) The vehicle shall be searched for items of evidentiary value, and any evidence seized handled and held in the manner set forth in Property and Evidence policy.

609.12 EMBEZZLED VEHICLES

Section 10855 of the Vehicle Code governs those situations "whenever any person who has leased or rented a vehicle wilfully and intentionally fails to return the vehicle to its owner within five days after the lease or rental agreement has expired, that person shall be presumed to have embezzled the vehicle."

The assigned officer, prior to taking a report of an embezzled auto, shall confirm the victim vehicle was leased or rented, not merely "loaned." They shall also confirm that the victim or victim business has taken the following steps:

- (a) Checked with the renter by phone to see why the vehicle has not been returned.
- (b) Checked the lot and other company lots for the overdue vehicle.
- (c) Sent a registered or certified letter to the residence of the renter demanding the return of the vehicle following the expiration of the lease or rental agreement.
 - 1. The assigned officers shall obtain copies of the registered/certified letter.
- (d) Made contact at the address of the renter, if local, and ascertained if the vehicle or renter is present.
- (e) Confirmed with other employees that an extension was not given via phone or other means.

If the victim confirms that the steps above have been taken and the five day time limit has passed, then a report shall be taken.

609.13 VEHICLES RENTED FRAUDULENTLY

Whenever it has been determined that a person has rented a vehicle fraudulently (i.e., via stolen credit card), the vehicle may be reported stolen immediately because in such circumstances the five day waiting period does not apply. The vehicle should be entered into SVS as "STOLEN."

- (a) "Embezzled Vehicle" shall be entered into the "MIS" section of the form by designated Communications Center personnel and the Auto Theft Detail shall be notified.
- (b) Provisions of this section do not apply to vehicles loaned between private parties that are not returned because these vehicles are not rented or leased.

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As part of a completed preliminary investigation, the assigned officer shall be responsible to ensure copies of the rental agreement/contract, registered/certified letter and service card, along with any other pertinent documentation and information, are routed to Records Management for attachment to the case report.

609.14 SUSPICIOUS CIRCUMSTANCES / NON-RETURN OF "LOANED" VEHICLE

There has been a significant increase in the number of cases made to law enforcement agencies involving citizens attempting to report as "stolen" vehicles they have voluntarily released or "loaned" to another when that individual fails to return it by a specified date or time. Such "loaned" vehicles include those "rented" between individuals, oftentimes for money or drugs.

According to the Alameda County District Attorney's Office, incidents involving vehicles which are voluntarily released or "loaned" to another generally do not fall within the provisions of Section 10851 VC since this statute defines a mandatory element of this offense to be the actual taking without the consent of the owner.

These cases are often difficult to classify. Depending upon the circumstances, they could fall within the provisions of a variety of criminal and/or civil statutes.

In addition to basic stolen vehicle investigatory steps, the assigned officer shall

- (a) Obtain identifying information and/or a description of the person to whom the vehicle was loaned.
- (b) Determine the date, time and location where the "loan" or "release" of vehicle took place.
- (c) Determine if there was a specific time limit agreed upon for the "loan".
- (d) Define the relationship between victim and suspect (i.e., relative, acquaintance, stranger)

609.14.1 CLASSIFICATION AND ENTRY INTO SVS

The assigned officer shall classify the investigation as a "suspicious circumstance" and forward the case to the Auto Theft Detail for follow up.

- (a) An SVS entry shall not be made until a minimum of 14 calendar days has expired from the specific date the vehicle was due to be returned and the District Attorney has reviewed the case.
 1. The District Attorney, in reviewing the case, will determine the appropriate criminal classification, if any, warranted by the totality of the circumstances. This information will be documented on the investigative report closing or suspending the case. In those cases where the District Attorney's Office does not believe the matter to be criminal, no SVS entry shall be made.

The Auto Theft Detail shall maintain records of auto thefts and embezzled vehicles as required by the Department of Justice Information System (CJIS) Manual.

Conduct of Licensed Alcohol Establishments

610.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the policy and procedure covering the conduct of leased liquor establishments.

610.2 POLICY

It shall be the policy of the Department to monitor the issuance of liquor licenses and forward investigative reports of violations and/or incidents which occur in alcohol licensed establishments to the Department of Alcoholic Beverage Control (ABC) for follow up.

610.3 DEFINITIONS

For the purpose of this policy, an underage minor refers to an individual who is under the age of 21. An alcohol-licensed establishment is any business that is authorized by ABC to sell alcoholic beverages. ABC has the exclusive power, in accordance with laws enacted, to license and regulate the manufacture, importation and sale of alcoholic beverages in this state. It also has the power for good cause to deny, suspend or revoke any specific alcoholic beverage license.

610.4 PROCEDURES

Records Management will be responsible for routing copies of all reports involving liquor license violations to ABC.

Officers shall complete a written report concerning any of the following situations involving an alcohol-licensed establishment:

- (a) His/her witnessing the sale or service of an alcoholic beverage to any obviously intoxicated person.
- (b) His/her witnessing, or the obtaining of information through investigation, observations regarding the sale or service of an alcoholic beverage to a person under the age of 21.
- (c) The arrest of any person for any crime inside or adjacent to the establishment.
- (d) The knowledge of a legally actionable or undesirable circumstance or condition inside or adjacent to the establishment provided there is a nexus between the circumstance and the establishment.

If the incident involved (a) or (b) above, the officer shall take the following action:

- 1. Seize the alcoholic beverage sold or served and, if it can be identified, seize the container from which it was poured.
- 2. Identify the person who furnished the alcoholic beverage. If the incident was witnessed by the officer, a citation should be issued to this individual for violations of the applicable Business and Professions Code (B&P).
- 3. In the case of the service or sale of an alcoholic beverage to someone under the age of 21, identify the individual who was furnished the alcoholic beverage. Where appropriate, a citation should be issued to the underage minor for possession of an alcoholic beverage (B&P §25662) or consumption of that beverage (B&P § 25658(b)).

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4. During an ABC operation, in order to ensure that the case can be successfully prosecuted, the officer will take the underage minor back to the location where he or she purchased the alcoholic beverage for a visual confrontation between the seller and the underage minor to show the seller the person to whom he or she sold the alcoholic beverage. The officer should photograph the underage minor, the employee who furnished the alcohol, and the alcoholic beverage together and forward it to ABC with the police report.
5. In the situation where the owner of an alcohol licensed establishment claims that the individual under 21 years of age utilized false identification, the officer should make the appropriate search of the individual to ascertain if the underage minor is in possession of false identification. If this identification is located, it should be seized and booked into evidence under the case. If the identification is fraudulent, a citation should be issued to the individual for a violation B&P §25661.

If a case number has been assigned as a direct result of an incident, the report should be prepared under the same case number. If no case number has been assigned, a case shall be originated covering all relevant circumstances.

Records Management shall forward all police reports involving an alcohol-licensed establishment to ABC's Oakland office. The reports should also be forwarded to the City of Berkeley Code Investigations Unit, Planning Department and the Office of Economic Development.

The question of subsequent action, if any, to be taken against the alcohol licensee or his or her employee, should be resolved through contact by a member of the Community Services Bureau with the appropriate licensing agencies and the local office of the District Attorney.

610.5 RETAIL LIQUOR LICENSES

The Zoning Adjustments Board (ZAB) will handle all requests for retail alcohol licenses except for one-day liquor licenses. Upon receipt of an application for a liquor license, the ZAB will notify the Chief of Police for appropriate comments. The Community Services Bureau will coordinate the processing of the application and investigation to determine if there are concerns that the Police Department should address.

CSB personnel will notify the respective supervisors of the Operations Division for input on the proposed new alcohol establishment. CSB will prepare a response for the Chief's signature to be submitted for review by the Zoning Adjustment Board.

610.6 ONE-DAY LIQUOR LICENSES

610.6.1 INITIAL RECEIPT

Upon receipt of a request for a one-day liquor license, the Detective Bureau Lieutenant or designee receiving it will explain to the applicant that:

- (a) ABC will issue the license based on recommendations from the Berkeley Police Department.
- (b) The Detective Bureau Lieutenant will conduct background and file checks on the organization, person(s) in charge and proposed location of the event.

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- (c) Successful applicants will be charged a \$25 administrative fee, which is in addition to any fees charged by ABC.
- (d) Successful applicants will be provided with a letter of recommendation to the ABC to issue a one-day license.
- (e) Applications submitted for one-day liquor licenses take approximately ten business days to issue the letter of recommendation.

Personnel working at the Front Counter of Records Management will have forms available so that any employee of the Berkeley Police Department can record all of the required information and forward it to the Detective Bureau Lieutenant without any unnecessary delay.

610.6.2 DETECTIVE BUREAU LIEUTENANT RESPONSIBILITIES

After explaining the information listed above to the applicant, the Detective Bureau Lieutenant will do the following:

- (a) Conduct file checks on the person(s), organization(s) and proposed location(s) to determine suitability for issuance of a one-day permit.
- (b) Notify the respective supervisors of the Community Services Bureau and the Operations Division to allow for input from all of relevant sources.
- (c) Make the final decision on the approval of the application, and if approved, forward the application to the Operations Division Assistant.

610.6.3 FINAL APPROVAL

Upon receipt of the approval letter, the Operations Division Assistant will obtain a signature from the Chief, place the letter in the Will Call box in Records Management and route a copy to the Detective Bureau Lieutenant.

When the applicant comes in for the letter, Records Management Front Counter personnel will provide the letter to the applicant and collect the administrative fee in accordance with this procedure. A copy of the receipt will be forwarded to the Detective Bureau Lieutenant.

Unmanned Aerial System (UAS) Operations

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS. Department personnel shall adhere to requirements for Unmanned Aerial Systems covered in this policy as well as the corresponding Surveillance Use Policy -1303.

611.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

611.2 POLICY

Unmanned aerial systems may be utilized for the purpose of enhancing the department's mission of protecting lives and property by enabling remote surveillance and monitoring in the situations specified in 611.5 below when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. All uses of the UAS shall be reported in compliance with the Surveillance Technology Ordinance, BMC 2.99.

All requests and deployments shall be reported annually in the Surveillance Technology Report as outlined in BMC 2.99.070. Additionally, the Department shall publish data regarding the specific requests and deployments on the Department's transparency portal within 14 days of use.

611.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

611.4 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

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- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

611.5 AUTHORIZED USE

The use of the UAS shall only occur as the result of a mutual assistance request, and no BPD personnel will be allowed to operate a UAS. UAS may only be requested for the purposes of remote surveillance and monitoring in the following specified situations:

- (a) Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- (b) Disaster management;
- (c) Missing or lost persons;
- (d) Hazardous material releases;
- (e) Sideshow events where many vehicles and reckless driving is present;
- (f) Rescue operations;
- (g) Training;
- (h) Hazardous situations which present a high risk to officer and/or public safety, to include:
 - i. Armed suicidal persons;
 - ii. Hostage situations;
 - iii. Barricaded suspects;
- (i) Arrest of armed and/or dangerous persons
- (j) Service of high risk search and arrest warrants involving armed and/or dangerous persons
- (k) Other unforeseen exigent circumstances.

Unmanned Aerial Systems shall only be utilized for law enforcement purposes.

611.6 REQUEST PROCESS

Pursuant to BMC 2.99, the Surveillance Technology Ordinance governing the use of drones, the following steps must occur to seek permission to temporarily use a drone. The requests shall be made to the City Manager via the Chain of Command, as follows:

- (a) All requests shall be routed to the Watch Commander, if they are not available, the Duty Command Officer (DCO)
- (b) The Watch Commander or DCO should contact the Chief of Police, or the Acting Chief of Police in his/her absence.
- (c) The Chief of Police, Acting Chief of Police, or in exigent circumstances the DCO shall obtain approval from the City Manager authorizing the use of a Drone. The City

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Manager is responsible for logging the use and ensuring the notifications and reporting requirements are met pursuant to BMC 2.99.040.

611.7 RETENTION OF UAS DATA

If available, any data collected by the use of a UAS should be purged by BPD within 60 days if it doesn't contain any data of evidentiary value. If the data has evidentiary value, it should be uploaded into BPD's evidence database and kept pursuant to the established retention guidelines set forth in policy 804-Records Maintenance and Release.

Chapter 7 - Equipment

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use. Photographs of the damage/condition, if applicable, should be taken and the item kept for inspection, unless directed otherwise by a supervisor.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made in a written report and submitted to the employee's immediate supervisor.

The supervisor shall direct a memo to the Uniform Committee, via the Professional Standards Bureau's Audit and Inspection Sergeant, which shall include photographs (if taken) along with the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by the Uniform Committee and a finding that no misconduct or negligence was involved, repair or replacement may be approved by the Chief of Police who will then forward the claim to the Administrative and Fiscal Services Manager.

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The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.
- (c) If possible, photographs should be taken.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report and any available photographs, shall promptly be forwarded to the appropriate Division Captain.

700.5 RESTITUTION

Whenever possible, restitution should be sought through the Courts if the person responsible is arrested and prosecuted, or by direct payment to the employee if the person is willing or able to accept liability.

- (a) The employee who suffered the loss/damage shall include a statement in the criminal investigation report regarding the damage and a request for restitution to the District Attorney from the responsible. Include a reference to connecting police case(s), if any.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Berkeley Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any department-issued PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department/Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a supervisor without notice. Member use of a department-issued PCD and use of a personal PCD at work or for work-related business constitutes specific consent for access for department purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

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701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and may be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (e) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Berkeley Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisor, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing memorandum of understanding or collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should

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not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

- (b) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (c) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, department-issued PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a department-issued PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted.

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of a repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed.

702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly should be removed from service for inspections and repairs as soon as practicable.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from the vehicle and properly secured in the department prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 1 trauma kit
- 1 fire extinguisher
- 10 emergency road flares
- 1 roll of crime scene barricade tape

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

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702.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers on patrol shall obtain clearance from the dispatcher before responding to the car wash.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Berkeley to provide assigned take-home vehicles.

703.2 POLICY

The Berkeley Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

703.3.2 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.3 MDT

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information. If the vehicle is not equipped with a working MDT, the member shall notify the Communications Center. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

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703.3.4 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system.

Access to historical data will require Division Captain approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.5 KEYS

Members shall not duplicate keys. The loss of a key shall be promptly reported to a supervisor.

Keys to Operations Division vehicles shall be maintained in the Equipment Room. Employees shall return vehicle keys to the Equipment Room upon the conclusion of the vehicle's use or end of their duty shift.

Keys to a City vehicle not assigned to the Operations Division will be maintained within the Bureau/ Unit/Detail to which the vehicle is assigned. To facilitate authorized after hours use of City vehicles not assigned to the Operations Division, keys shall be maintained in a known and accessible location.

The Fleet Manager shall be responsible for the maintenance of an accessible storage location for spare keys to City vehicles assigned to this Department. Employees who remove spare vehicle keys from the established storage location shall record their removal and return on the provided equipment management log. Employees shall return spare vehicle keys to the established storage location prior to the end of their duty shift.

703.3.6 AUTHORIZED PASSENGERS

Members operating department vehicles should not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

703.3.7 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) should notify a supervisor.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash.

703.3.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

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703.3.9 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

When parking at the Public Safety Building, department vehicles should be parked in assigned stalls. Members should not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Fleet Manager.

703.3.11 NON-SWORN MEMBER USE

Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed. Non-sworn members shall prominently display the "out of service" placards at all times. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the department.
- (b) Other reasonable transportation options are not available.
- (c) Vehicles will be locked when not attended.
- (d) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended.

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703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the nature of the member's duties, job description and essential functions, and shall comply with City of Berkeley Administrative Regulation 7.1.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Berkeley Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the Fleet Manager's responsibility to ensure that department vehicles are maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the Fleet Manager.
- (d) Members shall complete "Defective Condition" forms when a vehicle needs service. The Fleet Manager shall review the forms to monitor the status and repair needs of the fleet, see also the Vehicle Maintenance Policy.
- (e) All weapons shall be removed from any vehicle left for maintenance.

703.5 UNMARKED VEHICLES

Vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a division Captain. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose.

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703.6 SPECIALTY VEHICLES

Only trained and authorized employees shall operate specialized-use fleet vehicles (e.g., Mobile Command Vehicle, Rescue Vehicle, etc.). However, the Rescue Vehicle may be used by any officer in an emergency situation (e.g., officer down rescue, active shooter, etc.).

703.7 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in writing and forwarded to the Fleet Manager and a supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.8 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

- (a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the City for any toll fees incurred in the course of official business.
- (b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Division Captain within five working days explaining the circumstances.

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

704.2 POLICY

It is the policy of the Berkeley Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall designate the Records Supervisor as the fund manager. The fund manager is responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Chief of Police or the City.

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Cash Handling, Security and Management

704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Special Investigations Bureau supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal Protective Equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Berkeley Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Safety Committee Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training. Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098. Members who make arrests or manage crowds should be provided hearing protection.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Personnel and Training Sergeant shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

705.6 HEAD AND BODY PROTECTION

Members who make arrests or manage crowds should be provided ballistic head protection with an attachable face shield, as well as padded body protection consisting of chest, arm, leg and groin protection.

705.7 RESPIRATORY PROTECTION

The Professional Standards Division Captain is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.

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- (d) The expiration date on the cartridges or canisters has been reached.

705.7.2 GAS MASK SAFETY GLASSES

If a member wears eye glasses, they may obtain a prescription eyeglass insert for their gas mask at no charge. Contact lenses may be worn with the gas mask, but if the member prefers to wear glasses, they should contact the Personnel and Training Bureau, obtain a Prescription Safety Glasses Authorization form, and follow the directions on the form.

705.7.3 GAS MASK FIT TESTING

No member shall be issued a gas mask until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for gas masks shall be repeated (8 CCR 5144):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All gas mask fit testing shall be conducted in negative-pressure mode.

705.7.4 GAS MASK (RESPIRATORY) MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued a gas mask that forms a complete seal around the face until (8 CCR 5144):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Personnel and Training Sergeant is responsible for maintaining records of all:

- (a) PPE training.
- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.
- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

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705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).

Emergency Response Vehicle

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide direction for the usage, training and storage of the Berkeley Police Department Emergency Response Vehicle.

706.2 USE OF EMERGENCY RESPONSE VEHICLE

The Emergency Response Vehicle shall be used as an armored vehicle resource, with the goal of safely resolving incidents where there exists an objective risk to the safety of civilians and/or officers from a person or persons who may be considered armed and dangerous.

The use of the Emergency Response Vehicle will be authorized by the Special Response Team (SRT) Commander or Team Leader unless exigent circumstances exist. If the Emergency Response Vehicle is needed during an in-progress emergency, use of the vehicle may be authorized by the Watch Commander, or, in their absence, a Patrol Sergeant. The Emergency Response Vehicle will only be utilized with supervisory approval, for purposes including, but not limited to, incidents involving potentially armed subjects, Special Response Team callouts, high-risk search warrants, officer or civilian rescues, or authorized training.

The Emergency Response Vehicle shall not be deployed during non-violent demonstrations, including for crowd control and crowd management, absent specific articulable objective facts demonstrating a risk of injury or death to police officers and/or the public. The Emergency Response Vehicle may be staged at pre-designated locations, away from protest sites, to allow for timely response. The vehicle may be used in cases of a declared unlawful assembly, and after a lawful dispersal order, where persons are engaged in criminal behavior that presents an objective risk of injury or death.

The Emergency Response Vehicle may be used for static displays at community events, for engagement and educational purposes.

The SRT Commander will maintain a vehicle usage log which may be provided to the City Council on an annual basis, or as requested.

706.3 EMERGENCY RESPONSE VEHICLE OPERATION TRAINING

Periodic briefings and training will be conducted on the operation and deployment of the Emergency Response Vehicle. All Special Response Team members will receive formal training prior to deployment of the Emergency Response Vehicle. A valid class "C" California driver's license is required to drive the Emergency Response Vehicle. Supervisors shall submit Training Time Credit Record forms to document that staff members have received training.

706.4 EMERGENCY RESPONSE VEHICLE DEPLOYMENT CONSIDERATIONS

Staff has the discretion to deploy the Emergency Response Vehicle in those circumstances where there is an objective risk of injury or death to civilians and/or officers, and use of the vehicle may reduce or mitigate said risks by facilitating safe police management of the critical situation and rescue of injured or endangered persons.

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When considering deployment of the Emergency Response Vehicle, the authorizing Commander or Supervisor should:

- (a) Assess the situation and based on the objective facts, determine that the discretionary use of the Emergency Response Vehicle may contribute to the safe resolution of a critical incident where there is a risk of injury or death to civilians or officers.
- (b) Whenever practical, create an operational plan for deployment of the vehicle consistent with this policy, current law and the department's Use of Force Policy.
- (c) The vehicle may be used to locate and contain a threat by providing cover for officers, facilitating a rescue of an injured or endangered persons, or as a tactical resource to allow officers to take into custody a person who presents an objective risk of injury or death to civilians or officers.
- (d) When selecting a rescue team, the supervisor should consider experienced personnel, such as current or former Special Response Team Members, Hostage Negotiators and officers who have received Crisis Intervention Training (CIT). In addition, the rescue team should include a Medic or TEMS officer (Tactical Emergency Medical Support), rescue carriers, cover officers and officers equipped with less lethal force equipment. Fire and ambulance personnel should be ready to accept injured persons at the end point of the rescue.

706.5 EMERGENCY AND NON-EMERGENCY REQUESTS OF THE RESPONSE VEHICLE BY OUTSIDE AGENCIES

In the event of an emergency request for the Emergency Response Vehicle, the Watch Commander, or in his/her absence, a patrol sergeant, may approve the request for the Emergency Response Vehicle to assist outside agencies for emergency purposes. If time allows, at least two on-duty Special Response Team officers shall deploy with the Emergency Response Vehicle to assist outside agency requests but one is acceptable. This may include additional officers who have received training in advanced first aid. The request for BPD response with the Emergency Response Vehicle by outside agencies, for purposes other than emergencies, shall be authorized by the Special Response Team Commander or Operations Division Captain.

The Emergency Response Vehicle will be deployed in accordance with Berkeley Police Department policies. All Berkeley Police Department personnel will follow Berkeley Police Department policies when assisting outside agencies. The Emergency Response Vehicle will remain in the possession and control of Berkeley Police Department personnel and will not be loaned to other agencies.

706.6 EMERGENCY RESPONSE VEHICLE STORAGE

The Emergency Response Vehicle will be stored primarily at the Berkeley Police Department.

706.7 EMERGENCY RESPONSE VEHICLE MAINTENANCE

Maintenance of the Emergency Response Vehicle is the responsibility of the Department Fleet Manager. The Fleet Manager should coordinate with the Logistics Team Leader when scheduling vehicle maintenance or repairs.

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Officers from the Special Response Team will routinely check the Emergency Response Vehicle and its equipment, including but not limited to, ensuring the battery is charged, the trickle charger is attached, the engine will turn over, and that the vehicle is in general working order. When reasonable, the vehicle should be fueled after each use. The City of Berkeley Corporation Yard will perform repairs on the vehicle and keep a preventative maintenance schedule.

Long Range Acoustical Device (LRAD)

707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures related to the proper use and deployment of a Long Range Acoustical Device (LRAD).

707.2 POLICY

It is the policy of the Berkeley Police Department that a Long Range Acoustical Device (LRAD) be used with live or recorded voice messages to communicate with the community during natural disasters, crowd management and control situations, or when other forms of communication are ineffective or inoperable to unequivocally communicate messages from Police, Fire or other City Departments and safely resolve uncertain situations where communicating with the public is paramount. LRAD 100X and 450XL are not designed to be used as a weapon. Members of the Berkeley Police Department shall not use either LRAD system as a weapon.

707.3 DEFINITIONS

The Berkeley Police Department has two LRAD systems:

- (a) The LRAD 100X system, which is a portable device and can be carried by one person, and
- (b) The LRAD 450XL system, which is a portable device and can be mounted to a vehicle.

LRAD systems have the capability to provide highly effective long range communication. The systems broadcast clear messages or voice commands. The systems can help to de-escalate situations and safely modify dangerous and criminal behavior through clear, unambiguous direction and communication.

LRAD systems are able to broadcast instructions and messages with greater clarity and distance than traditional loudspeakers or public address systems. The systems can effectively broadcast messages through wind, crowd, engine and background noise. LRAD broadcasts can be clearly heard by people inside vehicles and buildings. The LRAD's clear communication leads to a safer environment during critical incidents and enhances the safety of the community, criminal subjects, and public safety personnel.

707.4 USE OF THE LRAD

Law enforcement agencies may use the LRAD to:

1. Communicate lifesaving information to residents during disasters
2. Communicate to large crowds during parades, festivals, concerts and sporting events
3. Establish safety zones and humanely enforce perimeters
4. Control traffic congestion
5. Conduct Special Response Team operations
6. Broadcast a dispersal order

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7. Communicate during hostage and barricaded subject situations
8. Serve high risk search warrants
9. Communicate to protesters
10. Communicate to persons threatening suicide who are in an inaccessible location
11. Conduct search and rescue operations

707.5 APPROVAL

An LRAD may only be deployed with the approval of the Watch Commander or Incident Commander. However, if a rapidly evolving situation places the public or law enforcement in danger or where serious property damage is probable, trained personnel are permitted to deploy the LRAD prior to approval. The scene supervisor shall ensure that the Watch Commander or Incident Commander is notified as soon as practical.

707.6 MAINTENANCE

The Logistics Element of the Special Response Team will store and maintain the LRAD systems.

707.7 TRAINING

LRAD systems may only be deployed by personnel who have been properly trained in its use and procedures. The Personnel and Training Bureau shall ensure a list of officers trained to deploy the LRAD is maintained.

Robot Cameras

708.1 PURPOSE AND SCOPE

Robot Cameras may be deployed during tactical operations to locate, identify, and potentially mitigate risks to responding personnel and civilians. Robot Cameras may be deployed to help law enforcement and other first responders view potentially dangerous environments before entering them. Robot Cameras provide a live stream images, which may include valuable safety and identification information about individuals or groups in the vicinity of the camera.

708.2 AUTHORIZED AND PROHIBITED USES

The Berkeley Police Department maintains a Robot Camera, the use of which is subject to the discretion of the Incident Commander and/or the Special Response Team (SRT) tactical commander. Robot Cameras are authorized to be used for the following law enforcement purposes:

- (a) Assisting with dynamic entry/ high-risk entry operations;
- (b) Assessing and clearing low visibility areas during a tactical operation;
- (c) Assisting with hostage rescue operations;
- (d) Assisting with search-and-rescue operations;
- (e) Assisting with other law-enforcement and first-responder uses not prohibited by law.

Robot Cameras shall not be used for personal, non-law-enforcement purposes.

The Berkeley Police Department Bomb Squad (Hazardous Device Technicians) owns and maintains a Robot with three cameras affixed to the unit, which only provides live video images. This robot does not record or store data. This robot may be used in hazardous and potentially life-threatening environments. This robot shall not be used for personal, non-law-enforcement purposes.

708.3 DATA COLLECTION

Robot-cameras capture images and audio. The data is not recorded or stored.

708.4 DATA ACCESS

The video images are live streamed only and are not recorded. Access to live streamed video shall be limited to officers involved in the particular tactical operation, members of the Berkeley Police Department Special Response Team and BPD Command Staff members. See also section 8 regarding Third-Party Data-Sharing.

708.5 DATA PROTECTION

The footage is live streamed only and is secured via encryption when traveling from the device to the reader. No data is stored.

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708.6 DATA RETENTION

The equipment does not record, and therefore data shall not be retained.

708.7 PUBLIC ACCESS

The public does not have access to the livevideo stream provided by robot cameras during tactical operations.

708.8 THIRD-PARTY DATA-SHARING

Video images are live streamed and not recorded. For joint law enforcement operations, sworn peace officers from other law enforcement agencies may be provided access to viewing live streaming images from the Robot Cameras. Other third parties shall not be provided access to the Berkeley Police Department Robot Cameras.

708.9 TRAINING

Training for the operation of the Robot Cameras shall be provided by Berkeley Police Department personnel.

Military Equipment

709.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

709.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The Berkeley City Council.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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709.2 POLICY

It is the policy of the Berkeley Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment. Consistent with Section 7071(a)(1)(E), uses of military equipment for purposes, in a manner, or by a person not authorized in this policy are prohibited. For the purposes of this provision, "uses" does not include activities such as those associated with maintenance, transportation, or training.

709.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Berkeley Police Department (Government Code § 7071).
- (e) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

709.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

- M4 rifle/Patrol Rifle
- Penn Arms 40MM Single Launcher
- Milkor LTL Multi-Launcher
- FN 303 Launcher & FN Pava Impact Projectile
- Oleoresin Capsicum Spray
- Chlorobenzylidene Malononitrile and Oleoresin capsicum
- Remington 700 Rifle
- ReconRobotics Recon Scout XT Robots
- Andros Remotec HD-1 Hazardous Duty Robot
- Light/Sound Diversionary Device
- Long Range Acoustic Device
- Mobile Command Vehicle
- Barret Model 99

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709.4.1 BERKELEY POLICE DEPARTMENT'S INVENTORY

Rifles and Associated Ammunitions

Rifle:

M4 Rifle (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Colt M-4 patterned rifle, which fires the .223 Remington cartridge

Quantity: The Berkeley Department currently owns and maintains 96 rifles

Capabilities: The M4 pattern rifle is used only in situations when a potential life-threatening situation exists. While a pistol is the common firearm used by police in these dangerous situations, the M4 patterned rifle has numerous advantages over it. The ability to shoulder the rifle, coupled with the rifle's lengthened barrel and ammunition, result in higher accuracy and lessens the chance of officers missing the intended target. Additionally, due to the design of the rifle's bullet, the round is less likely to over penetrate commercial and residential walls should the officer miss the intended target. The rifle is also easier to use compared to a pistol because of the bullet's low recoil. Finally, as the rifle can be adjusted and customized, it can be configured to accommodate officers of any stature (hand size, strength, etc.).

Lifespan: Due to the rifle's ability to be maintained by department armorers, these rifles have a relatively long-life span if properly maintained. However, the design has changed little in the last 60 years and we can expect new variations and designs to become the new industry standard in the coming years.

Manufacturer's Description: This specially designed law enforcement weapon system features many of the combat proven advantages of the military Colt M4. With the 4-position buttstock fully retracted, the Colt Law Enforcement Carbine is less than 32inch length and weighs only 6.9 lb - ideal for tactical deployment and traditional patrol.

PURPOSE and AUTHORIZED USE:

Purpose: The M4 patterned rifle and associated ammunition is intended as a means to safely stop a lethal threat. While a pistol is the firearm that all officers are minimally equipped with, the rifle is an ancillary firearm for situations where increased distance and accuracy are needed to safely resolve the situation.

Authorized Uses: Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers. An officer considering the use of this firearm in a non-preplanned incident should consider the factors set forth in the Risk Assessment section of Policy 607, Operations, Planning, and Deconfliction.

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Initial Cost: Exact costs unknown. Rifle prices, like other firearms, will range depending on current market demand and availability. While M4 rifles purchased several years ago cost between \$1,000 and \$1,200 a piece, current rifles cost between \$1,400 and \$1,600. It should be expected that these prices will fluctuate and likely increase over time.

Annual cost: Cost of use for all firearms should be based on the ammunition used in training and on duty. This will fluctuate based on whether the rifle is issued to a patrol officer, a firearms instructor, or a Special Response Team member as each assignment has different training requirements.

Training costs: Every officer that is authorized to carry a rifle on duty must attend a 16-hour CA POST approved rifle instruction course before being authorized to carry the rifle on duty. This course may be administered by Berkeley Police Firearm Instructors or by other POST approved agencies. Tuition for the CA POST approved class is dependent on the hosting agency. If conducted in house the cost only includes the officer's hourly wage, range fee, and ammunition costs (all vary). Outside agencies charge between \$25 to \$500 depending on the range location and duration (some classes are 32-hours while POST only requires 16-hours.) Additionally, all officers issued a rifle receive specific 8-hour rifle training every two years by POST certified BPD firearm instructors.

Maintenance costs: Vary depending on use over time. Traditionally, various springs and pins need to be replaced every five years and may cost between \$3 and \$30 per rifle. Other parts such as the barrel and bolt need replaced around ten years and range between \$150 and \$300 per rifle.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, and Policy 349 Tactical Rifle Operator Program. The use of this equipment shall comply with the authorizations and prohibitions set forth in Policy 300 – Use of Force. It is the policy of the BPD to utilize rifles only for official law enforcement purposes, and pursuant to State and Federal law regarding the use of force including the provisions of Penal Code Section 13652.

TRAINING:

Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification.

Remington 700 Rifle (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Remington 700 rifle, which fires the .308 caliber ammunition.

Quantity: The Berkeley Department currently owns and maintains 6 rifles

Capabilities: The Remington 700 rifle, with the appropriate ammunition, training, and practice, is capable of consistent and highly accurate shooting out to a distance of approximately 500-yards.

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The Remington 700 is intended to be used in emergency situations where there is a high potential for violence, where the need exists to put distance between officers and a specific individual, such as an armed hostage situation.

Lifespan: The Remington 700 bolt-action rifles have an expected life span of 10-years if properly maintained.

Manufacturer's Description: The Model 700 SPS Tactical is a highly maneuverable member of the family. It's built for tack-driving accuracy with a 20" heavy-contour tactical-style barrel and dual-point pillar bedding in its black synthetic stock. Hogue® overmoldings on the stock facilitate sure handling, and it has a semi-beavertail fore-end for added stability off a rest.

PURPOSE and AUTHORIZED USE:

Purpose: This rifle is to be used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers. This rifle provides police with the benefit of adding distance to a volatile situation which can increase the safety for community members and officers. This rifle is an ancillary firearm for situations where increased distance and accuracy is needed to safely resolve the situation.

Authorized Uses: Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers. An officer considering the use of this firearm in a non-preplanned incident should consider the factors set forth in the Risk Assessment section of Policy 607, Operations, Planning, and Deconfliction.

FISCAL IMPACT:

Initial Cost: The initial cost to purchase this rifle with its associated components is approximately \$10,000 dollars each. Their average life span is 10-years at which time it will likely need to be replaced.

Annual cost: If this rifle is not cared for or maintained well, then a potential financial adverse impact would be the premature purchasing of a replacement rifle or replacement parts. However, authorized and trained Berkeley Police armorers service and provide regular maintenance of the rifles. The cost of maintenance is staff time.

Training costs: The cost associated with training is the staff time, range fees, and cost of spent ammunition. SRT members train once a month and, on average, each member shoots approximately 50-rounds. Currently, there are only 4 members shooting at each training day. This equates to approximately 2,400 rounds of ammunition being fired per year. This does not include special training days or attendance to training schools/classes. A single box of 20-rounds costs approximately \$20-dollars or \$1 dollar per round.

Maintenance costs: Maintenance costs vary depending on use over time. Firing pins need to be replaced every 5 to 7 years. The maintenance cost associated with this rifle is minimal.

There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

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LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force. The use of this equipment shall comply with the authorizations and prohibitions set forth in Policy 300 – Use of Force, Policy 354-Precision Rifle. It is the policy of the BPD to utilize rifles only for official law enforcement purposes, and pursuant to State and Federal law regarding the use of force including the provisions of Penal Code Section 13652.

TRAINING:

Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification.

Barret Model 99 Rifle (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: The Barrett Model 99 rifle is a single shot bolt-action 50-caliber rifle

Quantity: The Berkeley Department currently owns and maintains 1 rifle.

Capabilities: This rifle is used only in situations where a potential life-threatening situation exists. The length of the rifle's barrel coupled with the ammunition result in precision accuracy. This rifle is capable of disabling any vehicle engine block because of the large caliber round.

Lifespan: This rifle has been in our possession for almost 15-years and we expect it to last for an additional 20 years or more considering how in-frequently it's used.

Manufacturer's Description: The Model 99 brings new levels of long-range precision shooting. Known as much for its dependability as its versatility, the Model 99 has unfailing accuracy you can rely on.

PURPOSE and AUTHORIZED USE:

Purpose: The Barrett rifle is a firearm that may be used to stop a vehicle which poses a lethal threat to the public, or to disable a vehicle which presents a threat to the safety of another person(s) by its continued use. There are vehicle disabling tools that may disable vehicles by slowly deflating the tires; however, even with tires deflated a vehicle has the ability to operate and remain a threat to the public. Furthermore, these tools must be hand deployed and, in most circumstances, require officers to expose themselves to deadly threats. The Barrett rifle creates the ability to effectively disable vehicles instantaneously from a distance away.

Authorized Uses: Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers. An officer considering the use of this firearm in a non-preplanned incident should consider the factors set forth in the Risk Assessment section of Policy 607, Operations, Planning, and Deconfliction.

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Initial Cost: The Barrett Model 99 50-caliber rifle has a retail cost of approximately \$12,500 dollars. The Department of Justice provided the Barrett rifle to the Berkeley Police Department on 04/04/2007. There was no initial cost related to BPD taking possession of it.

Annual cost: The annual cost of the equipment is minimal and includes ammunition expenditure, cleaning equipment, and possibly replacing the optics at some point in the future.

Training costs: The cost associated with training is the staff time, range fees, and cost of spent ammunition.

The costs associated with its proposed uses is in the expenditure of its ammunition. The ammunition has a retail cost of approximately \$6 dollars per bullet; \$60 for a box of 10 and \$600 for a case of 10 boxes, plus shipping and handling. We currently possess 100 rounds of BMG ammunition.

Maintenance costs: Maintenance costs vary depending on use over time and will vary. There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, and Policy 354 Precision Rifle. The use of this equipment shall comply with the authorizations and prohibitions set forth in Policy 300 – Use of Force. It is the policy of the BPD to utilize rifles only for official law enforcement purposes, and pursuant to State and Federal law regarding the use of force including the provisions of Penal Code Section 13652.

TRAINING:

Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification.

RIFLE AMMUNITION:

.223 Remington ammunition: 55 grain FMJ (full metal jacket) for training purposes and 62 grain soft point for duty purposes. (Use in the Colt M4 Rifle)

(Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: .223 Remington ammunition: 55 grain FMJ (full metal jacket)

.223 Remington ammunition 62 grain soft point for duty purposes

Quantity: Quantity of rifle ammunition fluctuates significantly depending on training attended, including the standard basic police academy, officer assignments, and yearly mandate training cycles. For example, most police academy recruits are required to bring approximately 1,000 rounds to the basic POST approved academy. Most academies have a 16-24-hour rifle training course. The training is required for all officers who are issued a rifle and mandates between 800

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and 1,200 rounds. As such, the inventory at the Berkeley Police Department fluctuates significantly depending on how many officers are attending state mandated training and can range from 10,000 round (our current inventory) to less than 1,000 rounds (our anticipated inventory at the end of December after scheduled department training in November.)

Capabilities: The .223 Remington cartridge, depending on the weight of the bullet, 55 grain or 62 grain, travel at approximately 3,000 feet per second and 2,700 feet per second respectively. The round is highly regarded as having a high degree of consistency and accuracy, which is why it is the most common rifle round used in Law Enforcement around the world.

Lifespan: Like all ammunition, if kept cool and dry, ammunition lifespan can exceed ten years. Due to BPD's and State mandates on training, the majority of ammunition is cycled through within a year of purchase.

Product Description:

.223 Remington ammunition: 55 grain FMJ (full metal jacket)

The full metal jacket ammunition features a 55 grain weight and includes 200 rounds. The caliber is .223 Rem, and the ammunition is made in the USA.

.223 Remington ammunition 62 grain soft point

Federal TRU 223 ammo is custom made ammunition for the Urban Law Enforcement Officer in mind. It features a lead core Hi Shock Soft Point bullet which offers great stopping power and excellent penetration, a non corrosive primer and brand new never fired brass casing and nickel plated brass primer. This LE Tactical ammo can be reloaded up to 5 times for those shooters that reload their 223 ammo. Federal LE 223 Remington has a muzzle velocity of 3050 feet per second and a muzzle energy of 1281 ft lbs. This 223 Federal ammo is new production packaged in 20 round boxes and 200 rounds per case. Federal TRU ammunition is engineered using Mil-Quality specifications. Each Federal TRU cartridge is made using select mil-quality low flash powders that do not disrupt an officer's night vision. The TRU case and web are built using thicker brass, adding the extra strength needed for the high powered rifle. TRU primers are crimped for added holding ability. This virtually eliminates backed out primers that can lock-up your weapon. With TRU ammunition, potentially disastrous situations are greatly reduced. TRU bullets are specifically engineered ranging from fragmenting designs for tactical entry to deeper penetrating bullets for patrol.

PURPOSE and AUTHORIZED USE:

Purpose: This rifle ammunition is capable of incapacitating an individual from a distance and providing greater accuracy at a distance. This ammunition is used in the M4 rifle.

Authorized Uses: Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers.

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Initial Cost: Ammunition costs fluctuate with the costs of components (brass, primers, gunpowder, and bullets) and supply/demand. Current costs for .223 Remington range from \$0.50 to \$0.75 a round for training ammunition (55 grain) and \$1.25 to \$1.50 a round for duty ammunition (62 grain).

Annual cost: The annual cost of the equipment is minimal, and is dependent on the amount of training.

Training costs: The cost associated with training is the staff time, range fees, and cost of spent ammunition.

Maintenance costs: Maintenance costs vary depending on use over time and will vary. There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, and Policy 349 Tactical Rifle Operator Program. The use of this equipment shall comply with the authorizations and prohibitions set forth in Policy 300 – Use of Force. It is the policy of the BPD to utilize rifles only for official law enforcement purposes, and pursuant to State and Federal law regarding the use of force including the provisions of Penal Code Section 13652.

TRAINING:

Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification.

Hornady .308-caliber ammunition (for the Remington 700 Rifle)

(Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Hornady .308-caliber ammunition

Quantity: The Berkeley Department currently possess approximately 1800 rounds of this ammunition.

Capabilities: This rifle ammunition is capable of incapacitating an individual or disabling an object in emergency situations where there is a high potential for violence, where the need exists to put distance between officers and a specific individual, such as an armed hostage situation. This ammunition is specifically designed for accuracy at distances of 500 yards.

Lifespan: Like all ammunition, if kept cool and dry, ammunition lifespan can exceed ten years. Due to BPD's and State mandates on training, the majority of ammunition is cycled through within a year of purchase.

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Manufacturer's Description: Millions of successful hunts have proven the accuracy and deadly effect of the famous Hornady® InterLock,® SST,® InterBond® and CX™ bullets we load into Hornady® Custom™ rifle ammunition.

Every round of Hornady® Custom™ ammunition is hand inspected before packaging to ensure the highest levels of quality control. At Hornady,® we manufacture Custom™ ammunition to give shooters and hunters the advantage of handloaded accuracy in a factory load.

PURPOSE and AUTHORIZED USE:

Purpose: This rifle ammunition is capable of incapacitating an individual from a distance of 500 yards and providing greater accuracy at a distance. This ammunition is used in the Remington 700 rifle.

Authorized Uses: Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers.

FISCAL IMPACT:

Initial Cost: The costs associated with its proposed uses is in the expenditure of its ammunition. The ammunition has a retail cost of approximately \$1 dollars per bullet; \$20 for a box of 20, plus shipping and handling. We currently possess 1800 rounds of BMG ammunition, \$1800.

Annual cost: The annual cost of the equipment is minimal, and is dependent on the amount of training.

Training costs: The cost associated with training is the staff time, range fees, and cost of spent ammunition.

Maintenance costs: Maintenance costs vary depending on use over time and will vary. There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, and Policy 354 Precision Rifle. The use of this equipment shall comply with the authorizations and prohibitions set forth in Policy 300 – Use of Force. It is the policy of the BPD to utilize rifles only for official law enforcement purposes, and pursuant to State and Federal law regarding the use of force including the provisions of Penal Code Section 13652.

TRAINING:

Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification.

Summit Ammunition.50-caliber BNG rounds of ammunition (for the Barrett Model 99)

(Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

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Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Summit Ammunition.50-caliber BNG rounds of ammunition

Quantity:The Berkeley Department currently possess approximately 100 rounds of this ammunition.

Capabilities:This rifle ammunition is capable of disabling any vehicle engine block because of the large caliber round.

Lifespan:Like all ammunition, if kept cool and dry, ammunition lifespan can exceed ten years. Due to BPD's and State mandates on training, the majority of ammunition is cycled through within a year of purchase.

Manufacturer's Description:This is 50 Cal. BMG Summit Ammunition 700gr. M-2 Armor Piercing Ammo. Summit Ammunition has been manufacturing 50 Cal. BMG for over 10 years and they manufacture a premium quality product. They are a fully licensed and insured manufacturer. This ammo is loaded with NEW Winchester brass, New USGI powder and Pulled Lake City M-2 AP bullets.

PURPOSE and AUTHORIZED USE:

Purpose: This rifle ammunition is capable of disabling any vehicle engine block because of the large caliber round.

Authorized Uses:Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers.

FISCAL IMPACT:

Initial Cost:The costs associated with its proposed uses is in the expenditure of its ammunition. The ammunition has a retail cost of approximately \$6 per bullet; \$60 for a box of 10, and \$600 for a case of 10 boxes, plus shipping and handling. We currently possess 100 rounds of BMG ammunition.

Annual cost:The annual cost of the equipment is minimal.

Training costs:The cost associated with training is the staff time, range fees, and cost of spent ammunition.

Maintenance costs:Maintenance costs vary depending on use over time and will vary. There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, and Policy 354 Precision Rifle. The use of this equipment shall comply with the authorizations and prohibitions set forth in Policy 300 – Use of Force. It is the policy of the BPD to utilize rifles only for official law

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enforcement purposes, and pursuant to State and Federal law regarding the use of force including the provisions of Penal Code Section 13652.

TRAINING:

Prior to using a rifle, officers must be certified by POST instructors in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification.

ROBOTS:

ReconRobotics Recon Scout XT (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: ReconRobotics Recon Scout XT

Quantity: The Berkeley Police Department currently owns and maintains 2.

Capabilities: The Recon Scout XT robot is designed to be able to crawl over a variety of terrain, clearing obstacles up to 2" (5 cm) tall. It could be thrown into hazardous situations, indoor and outdoor, and provide live audio and video feed back to the controller.

Lifespan: Both Recon Scout XT robots are over 10 years old and ReconRobotics have developed and manufactured more advanced robots. ReconRobotics have stopped manufacturing certain parts for the Recon Scout XT, so the lifespan is dependent on what parts need to be replaced.

Manufacturer's Description: The Recon Scout XT is just eight inches long and weighs just 1.3 lbs., making it extremely easy to carry and throw. Moreover, deploying the Recon Scout XT takes just 5 seconds, and using it requires no special training. Simply pull the activation pin and throw the device through a doorway or over a wall, or drop it down a vertical shaft using a tether. Using a single joystick on the operator control unit (OCU), a tactical team leader or warfighter can then direct the device to move through the environment and send back real-time video. Equipped with an infrared optical system that automatically turns on when the ambient light is low, the Recon Scout XT can transmit video up to 100 feet indoors and 300 feet outdoors, day or night. The Recon Scout XT may also be specified in any of three transmitting frequencies, allowing police and military personnel to operate up to three robots in the same environment at the same time.

PURPOSE and AUTHORIZED USE:

Purpose: The Recon Scout XT robot is intended to safely provide police officers valuable information during high-risk, rapid evolving situations via real-time audio and video footage. It can be driven a distance away from the OCU, creating space between the officer and potential danger, thus decreasing the likelihood of injury to those involved in the event, or even a violent encounter between police officers and a dangerous subject. This asset furthers our commitment to the sanctity of life by offering time and distance in critical incidents.

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Authorized Uses:The Recon Scout XT robot may be deployed to help police officers safely view potentially dangerous environments before entering them.

FISCAL IMPACT:

Initial Cost: The initial cost for the Recon Scout XT robot was about \$12,500 per unit (2010 cost).

Annual cost:There are no ongoing or annual costs associated with the use of the Recon Scout XT robot. Being that it is battery operated, there is a nominal cost associated with charging the Recon Scout XT robot's batteries, and the batteries of the OCU. The Recon Scout XT robot is fairly simple to operate, thus there is no cost associated with training officers in its use. There are no costs with transportation or storage of the Recon Scout XT robot. While there are newer models of this robot available, there does not appear to be any upgrades available for the Recon Scout XT. The Recon Scout XT robot has been damaged on occasion, and there are costs associated with repair. But generally, the Recon Scout XT robot is robust and does not need regular repair.

Training costs:The Recon Scout XT robot is user friendly and simple to operate. Training is conducted by Berkeley Police personnel familiar with the operations and procedures of the Recon Scout XT robot. The cost of training is staff time.

Maintenance costs:There are no annual or storage costs.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 708 Robot Cameras.

TRAINING:

The Recon Scout XT robot is user friendly and simple to operate. Training is conducted by Berkeley Police personnel who have familiarized themselves with the product manual, operations, procedures, and demonstrated competency in the product through hands on training, these trainings are often referred to as a train-the trainer training. The cost of training is staff time.

Andros Remotec HD-1 Hazardous Duty Robot (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type:Andros Remotec HD-1 Hazardous Duty Robot

Quantity:The Berkeley Police Department Bomb Squad has one robot, the Remotec HD-1 robot.

Capabilities:Remotec HD-1 robot is used in situations where a potential life-threatening situation exists and is too hazardous for a bomb technician to approach in person. The Remotec HD-1 robot is also used to survey an area prior to a bomb technician approaching a scene to check for trip wires and ascertain a good approach path. The Remotec HD-1 robot has three cameras and audio monitoring that stream live video and audio back to the control module; however, it is unable to record and does not have any data storage capabilities. It has several attachment

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mounting options as well. The Remotec HD-1 robot also has the ability to carry a variety of tools. Some of the tools are:

- (a) A spike to break glass and access vehicles or homes with potential explosive devices inside
- (b) An X-ray mount in order to remotely X-ray suspected explosive devices.
- (c) Percussion actuated non-electric disruptors which are smooth barrels that are filled with water and fired at high speed with a blank shotgun round to open backpacks, suitcases, and packages from a distance
- (d) A hook with cutting blades that are used to cut backpack straps, ropes, etc.
- (e) PAN rounds containing various fills, from sand to slugs, in order to open sturdier packages made from metal or other hard covers.
- (f) Electrical connections to connect explosives that can be detonated remotely and from a safe distance.

Lifespan:The Remotec HD-1 robot has an expected life span of 10 years. It is currently 13 years old and has begun exhibiting issues. The Remotec HD-1 robot weighs just over 200 lbs. and has been near multiple explosions over the years and crossed a variety of off-road terrain

Manufacturer's Description:The Remotec ANDROS fleet of hazardous duty unmanned vehicles is the preferred choice of first responders worldwide. The robust, mission-proven design of the ANDROS line keeps danger at a distance with:

- Simultaneous tool mounts for rapid response during dynamic missions (i.e. suits changing needs as the mission unfolds)
- A versatile array of two-way audio, video, advanced sensors, tools and controllers
- Easy maintainability for minimal downtime

Made in the USA and backed by world-class training and post-sale support, it's no wonder there are over 1,000 ANDROS robots deployed around the globe.

PURPOSE and AUTHORIZED USE:

Purpose: The Remotec HD-1 robot is used as a means to approach hazardous situations where a potentially lethal threat such as an explosive device exist. The Remotec HD-1 robot allows for the examination and manipulation of an object or potential explosive device without unnecessarily putting a bomb technician's life at risk.

Authorized Uses:Used to examine and possible destroy hazardous materials such as an explosive device.

FISCAL IMPACT:

Initial Cost: Procured in 2008 for \$214,496 including on-site training through a UASI Grant. (64,292-N.S.)

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Annual cost: There is no annual cost. Maintenance of the Remotec HD-1 robot is conducted by Berkeley Police Bomb Technicians.

Training costs: Berkeley Police Bomb Technicians are trained during regular bomb squad training sessions and maintain their skills through training scenarios. The cost of training is limited to staff time.

Maintenance costs: Remotec offers occasional maintenance and upkeep workshops free of charge.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 708 Robot Cameras.

TRAINING:

Berkeley Police Bomb Technicians are trained during regular bomb squad training sessions and maintain their skills through training scenarios. All Berkeley Police Bomb Technicians are required to attend a federally mandated training that lasts approximately six weeks.

Less Lethal Launchers:

Penn Arms 40mm Single Launcher (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Penn Arms 40mm Single Launcher

Quantity: The Berkeley Department currently owns and maintains 20.

Capabilities: The Penn Arms single launcher is capable of firing a single projectile out to a maximum manufacturer recommended range of 45 meters. The Penn Arms 40mm projectiles are direct fire with a pliable "sponge" tip designed to mold to the body. The projectiles are about the size of a large egg. Upon impact, the projectile transfers kinetic energy to the body to gain pain compliance. Large muscle groups such as the upper legs or lower abdomen are approved target areas unless a higher level of force is justified. This level of force is considered to be similar to that of a baton strike.

Lifespan: The manufacturer expected lifespan is about 10 years depending on use and regular maintenance.

Manufacturer's Description: A 40mm compact single-shot break-open frame launcher with a rifled barrel and folding stock. Features include: Double-action trigger, trigger lock push button and hammer lock safeties.

PURPOSE and AUTHORIZED USE:

Purpose: The purpose of kinetic energy impact projectiles, commonly referred to as "less lethal" is to preserve life, minimize the use of force and allow time for de-escalation. Less lethal projectiles

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allow the user to maintain a safe distance from a subject who is armed and/or demonstrates the intent to be violent. The ability to maintain a safe distance – while still providing a level of control over the subject – allows officers to employ de-escalation techniques, request additional resources and develop a plan to safely resolve the situation with the least amount of risk.

Violent or armed confrontations are inherently dangerous to all those involved. Officers are required to make split second judgments in circumstances that are tense, uncertain and rapidly evolving. An Officer's threat perception of a person who is in close proximity as opposed to a person who is at a distance of 20 yards is naturally different. A person in close proximity intent on violence has the ability to immediately utilize personal body weapons, a bludgeoning device or cutting instrument. The immediacy requires the Officer to react instantly and there is a greater potential that a higher level of force will be needed.

On the other hand, a person at a distance of 20 yards may not be perceived as having the immediate ability to violently attack the Officer. The person must first close the distance before certain weapons can be utilized. This fact may allow the Officer time to decide the most appropriate course of action, such as the use of a "less lethal" projectile.

The projectiles are designed to provide a high level of accuracy which minimizes the risk of unwanted impacts. The ability to apply force from a distance reduces the potential for violent confrontation and aides in reducing the level of force needed to safely resolve a conflict.

Authorized Uses: Use must comply with local, state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

FISCAL IMPACT:

Initial Cost: Less lethal prices, like other equipment, varies depending on market demand and availability. The most recent Penn Arms purchased by the department cost \$815.00 each.

Annual cost: Cost for Penn Arms single launcher use should be based on the projectiles used in training and on duty. This will fluctuate based on department trainings, projectile availability and events that unfold in the city and surrounding region.

Training costs: Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Department Firearms Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows. This class is largely handled in house thus the cost only includes staff time, range fees, and projectile costs which all vary.

Maintenance costs: Maintenance costs vary depending on use. Generally, various springs and pins need to be replaced every 5 years which can cost \$3 to \$30.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

TRAINING:

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Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Department Firearms Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows.

Milkor LTL Multi-launcher (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Milkor LTL Multi-launcher

Quantity: The Berkeley Police Department currently owns and maintains 2.

Capabilities: The Milkor LTL is capable of firing six 40mm projectiles before reloading is necessary. The Milkor LTL 40mm projectiles are direct fire with a pliable "sponge" tip designed to mold to the body. The projectiles are about the size of a large egg. Upon impact, the projectile transfers kinetic energy to the body to gain pain compliance. Large muscle groups such as the upper legs or lower abdomen are approved target areas unless a higher level of force is justified. This level of force is considered to be similar to that of a baton strike.

Lifespan: The manufacturer expected lifespan is about 10 to 15 years depending on use and regular maintenance.

Manufacturer's Description: Developed with our partner company, Abrams Airborne Manufacturing, The 40mm Multi-Shot Less-Lethal Tactical Launcher (LTL) was manufactured with the needs of the modern tactical team at the forefront. The launcher is capable of firing a wide variety of 40mm LTL ammo.

PURPOSE and AUTHORIZED USE:

Purpose: The purpose of kinetic energy impact projectiles, commonly referred to as "less lethal" is to preserve life, minimize the use of force and allow time for de-escalation attempts. Less lethal projectiles allow the user to maintain a safe distance from a subject who is armed and/or demonstrates the intent to be violent. The ability to maintain a safe distance – while still providing a level of control over the subject – allows officers to employ de-escalation techniques, request additional resources and develop a plan to safely resolve the situation with the least amount of risk.

Violent confrontations are inherently dangerous to all those involved. Officers are required to make split second judgments in circumstances that are tense, uncertain and rapidly evolving. An Officer's threat perception of a person who is in close proximity as opposed to a person who is at a distance of 20 yards is naturally different. A person in close proximity intent on violence has the ability to immediately utilize personal body weapons, a bludgeoning device or cutting instrument. The immediacy requires the Officer to react instantly and there is a greater potential that a higher level of force will be needed.

On the other hand, a person at a distance of 20 yards may not be perceived as having the immediate ability to violently attack the Officer. The person must first close the distance before

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such weapons can be utilized. This may allow the Officer time to decide the most appropriate course of action, such as the use of a "less lethal" projectile.

The "less lethal" projectiles utilized by the Berkeley Police Department are generally considered discriminate versus indiscriminate uses of force. The projectiles are designed to provide a high level of accuracy which minimizes the risk of unwanted impacts. The ability to apply force from a distance reduces the potential for violent confrontation and aides in reducing the level of force needed to safely resolve a conflict.

Authorized Uses: Use must comply with local, state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

FISCAL IMPACT:

Initial Cost: Less lethal prices, like other equipment, varies depending on market demand and availability. The most recent Penn Arms purchased by the department cost \$3950.00 each.

Annual cost:Cost for Penn Arms single launcher use should be based on the projectiles used in training and on duty. This will fluctuate based on department trainings, projectile availability and events that unfold in the city and surrounding region.

Training costs:Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Department Firearms Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows. This class is largely handled in house thus the cost only includes staff time, range fees, and projectile costs which all vary.

Maintenance costs:Maintenance costs vary depending on use.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

TRAINING:

Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Department Firearms Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows.

FN 303 and FN Pava Impact Projectile (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type:FN 303 and FN Pava Impact Projectile

Quantity: The Berkeley Department currently owns and maintains 8 FN 303 less lethal launchers.

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Capabilities:The FN 303 is capable of firing 15 projectiles out to a maximum manufacturer recommended range of 50 meters. The FN 303 projectiles are direct fire and designed to fragment upon impact to prevent penetration injury. Upon impact, the projectile transfers kinetic energy to the body to gain pain compliance. Large muscle groups such as the upper legs or lower abdomen are approved target areas. This level of force is considered to be similar to that of a baton strike.

Lifespan:The manufacturer expected lifespan is about 10 years depending on use and regular maintenance.

Manufacturer's Description:The FN 303® Less Lethal Launcher is constructed from durable lightweight polymer with comfortable ergonomics and an easy to operate safety. The FN 303® Launcher is equipped with both flip-up iron sights and an integrated MIL-STD-1913 top mounting rail for optical or electronic sights or other accessories. The lightweight polymer magazine holds 15 projectiles and offers a clear rear cover to allow the operator to instantly verify both the payload type and the number of projectiles remaining.

PURPOSE and AUTHORIZED USE:

Purpose: The purpose of kinetic energy impact projectiles, commonly referred to as "less lethal" is to preserve life, minimize the use of force and allow time for de-escalation attempts. Less lethal projectiles allow the user to maintain a safe distance from a subject who is armed and/or demonstrates the intent to be violent. The ability to maintain a safe distance – while still providing a level of control over the subject – allows officers to employ de-escalation techniques, request additional resources and develop a plan to safely resolve the situation with the least amount of risk.

Violent confrontations are inherently dangerous to all those involved. Officers are required to make split second judgments in circumstances that are tense, uncertain and rapidly evolving. An Officer's threat perception of a person who is in close proximity as opposed to a person who is at a distance of 20 yards is naturally different. A person in close proximity intent on violence has the ability to immediately utilize personal body weapons, a bludgeoning device or cutting instrument. The immediacy requires the Officer to react instantly and there is a greater potential that a higher level of force will be needed.

On the other hand, a person at a distance of 20 yards may not be perceived as having the immediate ability to violently attack the Officer. The person must first close the distance before such weapons can be utilized. This may allow the Officer time to decide the most appropriate course of action, such as the use of a "less lethal" projectile.

The "less lethal" projectiles utilized by the Berkeley Police Department are generally considered discriminate versus indiscriminate uses of force. Discriminate projectiles are designed to provide a high level of accuracy which minimizes the risk of unwanted impacts. The ability to apply force from a distance reduces the potential for violent confrontation and aides in reducing the level of force needed to safely resolve a conflict.

Authorized Uses: Use must comply with local, state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

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FISCAL IMPACT:

Initial Cost: Less lethal prices, like other equipment, varies depending on market demand and availability. The most recent FN 303s purchased by the department cost \$800.00 each.

Annual cost: Cost for FN 303 use should be based on the projectiles used in training and on duty. This will fluctuate based on department trainings, projectile availability and events that unfold in the city and surrounding region.

Training costs: Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Firearm Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows. This class is largely handled in house thus the cost only includes the officer's hourly wage, range fees, and projectile costs which all vary.

Maintenance costs: Maintenance costs vary depending on use. Generally, O-rings need to be replaced every 3000 rounds and cost \$30 per kit.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

TRAINING:

Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Department Firearms Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows.

Light/sound Diversionary Devices:

CTS 7290 Diversionary Device (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: CTS 7290 Diversionary Device

Quantity: The Berkeley Department currently owns and maintains 50.

Capabilities: When a diversionary device is deployed they create a loud noise, heat and brilliant light and create an effective diversion. They can create psychological and physiological effects such as: hearing a loud noise beyond that of everyday living, seeing a short bright light, and feeling of a change in atmospheric pressure. These effects may disorient/confuse subjects for a short time giving tactical teams the ability to apprehend that subject without using a higher level of force.

Lifespan: The lifespan of the CTS 7290 Diversionary Device is 5 years.

Manufacturer's Description: The CTS 7290 is the standard for diversionary flash-bang devices. The 7290 produces a 165-180 db and 6-8 million candela of light output. The patented design of

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the 7290, incorporates a porting system that eliminates movement of the body at detonation even if the top or bottom of the device should be in contact with a hard surface. In addition, internal adjustments have greatly reduced smoke output.

Flash Bangs are used by special tactical units during hostage rescue and high-risk warrants. It is an ATF-controlled Class-C explosive device that emits a bright light and thunderous noise to distract potentially dangerous individuals.

PURPOSE and AUTHORIZED USE:

Purpose: The purpose of a diversionary device is to create a reactionary gap of a person by temporarily disorienting them. This gap gives tactical teams an opportunity to apprehend a suspect while using the minimal amount of force possible. They can also be used to safely invoke a response or redirect the attention of subjects who are either feigning injury, ignoring police commands or are unresponsive while posing a threat to the public.

Authorized Uses: The use of a diversionary device is to create a diversion in order to facilitate entry and enable arrest. Circumstances justifying the use of a diversionary device may include, but not limited to barricaded subject or hostage situations and high-risk search warrants services.

FISCAL IMPACT:

Initial Cost: Diversionary Devices cost approximately \$45 per unit and are purchased through LC Action Police Supply. Purchases for these tools are made when inventory becomes low, based upon critical incident usage and Special Response Team trainings that incorporate live devices.

Annual cost: See below training cost.

Training costs: Only trained and qualified personnel are permitted to deploy diversionary devices. These trained Berkeley Police officers are typically members of the Berkeley Police Department Special Response Team who receive monthly training which includes training in the deployment of diversionary devices. The cost of training is staff time.

Maintenance costs: The majority of diversionary devices are stored inside of a room in the basement within the Police Department. There are no additional storage costs. There are no associated costs to transporting, maintenance, or upgrades.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 353 Diversionary Devices.

TRAINING:

Only trained and qualified personnel are permitted to deploy diversionary devices. These trained Berkeley Police officers are typically members of the Berkeley Police Department Special Response Team who receive monthly training which includes training in the deployment of diversionary devices.

Long Range Acoustic Device

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The Long-Range Acoustic Device (LRAD)(Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type:The Long Range Acoustic Device (LRAD)

Quantity: The Berkeley Department currently owns and maintains possesses 2 Long Range Acoustic Devices (LRAD) speakers. One is an LRAD 450XL and the other is an LRAD 100X.

Capabilities:Both of these speakers are able to focus sound in directional pattern allowing the user to make sound audible over distances much greater than conventional public address speakers. The LRAD 450XL is the larger of the two and designed to either be used in a fixed location or mounted on a vehicle to make it portable. It has a usable range of approximately 1 mile. The LRAD 100X is smaller and more portable. It can be carried or mounted to a person's chest for mobility or mounted to a vehicle. Its range is approximately 1/3 of a mile. Both of these systems allow for clear long-range communication, they are also able to play recorded messages.

Lifespan:The lifespan for both LRADs is 25 years.

Manufacturer's Description: LRAD 100x In addition to being 20 – 30 decibels louder than bullhorns and vehicle-based P.A. systems, the LRAD 100X is also up to 6X louder and much more intelligible than other hailing devices of comparable size and weight. Live or recorded broadcasts from the portable LRAD 100X easily overcome engines, sirens and noisy crowds to ensure every message is heard and understood. The LRAD warning tone safely alerts attention to the voice messages that follow, establishes large standoff zones, and is the safer crowd control alternative to non-lethal and kinetic measures.

LRAD 450XL- The LRAD 450XL utilizes technology developed and patented* by Genasys Inc. to provide the audio output of larger acoustic hailers almost twice its size and weight, while delivering the same outstanding vocal clarity inherent in all LRAD systems. The LRAD 450XL broadcasts powerful warning tones to command attention to the highly intelligible voice messages that follow, enabling operators to change behavior and enhance response capabilities with safe, scalable escalation of force. Lightweight and designed for use on tripods or mounted on vessels, vehicles, and Remote Weapon Stations (RWS), the LRAD 450XL is a highly effective, long range communication system in use around the world for public safety, law enforcement, maritime and defense applications.

PURPOSE and AUTHORIZED USE:

Purpose:The LRADs are designed for clear long-range communication. The LRAD's ability to communicate over a long distance is far superior to any megaphone or Public Address (PA) system mounted to a police vehicle. Additionally, LRAD's may be used to:

- Communicate lifesaving information to residents during disasters
- Communicate to large crowds during parades, festivals, concerts and sporting events

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- Establish safety zones and perimeters
- Control traffic congestion
- Conduct Special Response Team operations
- Broadcast a dispersal order
- Communicate during hostage and barricaded subject situations
- Announce and serve high risk warrants
- Communicate to protesters
- Communicate to persons threatening suicide who are in an inaccessible location
- Conduct search and rescue operations

The ability to communicate with the public in a large area increases the safety of all members of the public and law enforcement. It allows everyone in a given area to know what is being communicated, gives more situational awareness to everyone in a given area and allows people to know where to go or not to go.

Authorized Uses: The LRADs are used to communicate with the community during natural disasters, crowd management and control situations, or when other forms of communications are ineffective or inoperable to unequivocally communicate messages from Police or Fire and safely resolve uncertain situations where communicating with the public is paramount.

FISCAL IMPACT:

Initial Cost: The LRAD 450XL and the LRAD 100X were purchased in 2018. The total cost for both LRADs, rechargeable battery packs and accessories was \$49,999.

Annual cost: BPD has not incurred any additional cost to date for this equipment.

Training costs: Training is conducted by Berkeley Police personnel who are trained in the use and procedures of the LRAD. The cost to train is staff time.

Maintenance costs: There are no maintenance or storage costs for this equipment.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 707 Long Range Acoustic Device.

TRAINING:

Training is conducted by members of the Berkeley Police Department who have extensively reviewed the product manual, become knowledgeable and familiar in the operations and procedures of the LRAD. All trainers have proven demonstrated proficiency and competency in the product through hands on training, these trainings are often referred to as a train-the trainer training.

Mobile Command Vehicle

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Mobile Command Vehicle (MCV)(Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type:MCV is a 2003 Freightliner MT55

Quantity: The Berkeley Department currently owns and maintains 1 MCV, a 2003 Freightliner MT 55.

Capabilities:The MCV is a mobile office that provides shelter and may be used as a mobile command and communication center.

Lifespan:This vehicle is approximately 20 years old and is at the tail end of its serviceable lifespan. All emergency vehicles need to be completely dependable and vehicles of this age start to lose dependability as old parts start to fail without warning. The modern versions of this type of vehicle are typically converted motorhomes.

Manufacturer's Description: The 22' Freightliner MT55 P1200 is the biggest stepvan option for your delivery fleet, offering maximum capacity, accessibility and maneuverability. Built with a powerful Cummins 6.7L 200HP Diesel Motor, this route truck has folding lower shelves to optimize your cargo space and rear sonar for safety.

PURPOSE and AUTHORIZED USE:

Purpose:This vehicle may be used as a mobile command post for any larger scaled events or as a communications center in the event the communications center in the Public Safety Building is inoperable. Some examples of large-scale events include Solano Stroll, Juneteenth, 4th of July, critical incidents or natural disasters.

Authorized Uses:This vehicle is used as a mobile command post for large scaled events.

FISCAL IMPACT:

Initial Cost:The initial cost of the MCV (2003 Freightliner MT55) was \$230,800.

Annual cost:There is no annual or ongoing cost associated with this vehicle. Maintenance of the vehicle is conducted by the City's Corporation Yard.

Training costs:Training is conducted in-house by Berkeley Police personnel who are trained in the operation of the vehicle. The training cost is staff time.

Maintenance costs:There are no storage costs and maintenance would be conducted by the City of Berkeley Corporation Yard.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 811 Mobile Command Vehicle.

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TRAINING: Training is conducted by members of the Berkeley Police Department who have extensively reviewed the product manual, become knowledgeable and familiar in the operations of the 2003 Freightliner MT 55. All trainers have proven demonstrated proficiency and competency in the product through hands on training, these trainings are often referred to as a train-the trainer training. All operators have had behind the wheel practical training, wherein the operator drives various routes through the City of Berkeley with a trainer during training.

Chlorobenzylidene Malononitrile and Oleoresin Capsicum

Chlorobenzylidene Malononitrile (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Chlorobenzylidene malononitrile (CS)

Quantity: The Berkeley Department currently owns and maintains Inventory for CS canisters:

Qty 6 – 5230 CS Canisters

Qty 24 – 6230 CS Canisters

Qty 20 – 5230B CS Baffled Canister (flameless)

Qty 17 – 5231 CS Tri-Phaser Canisters

Qty 21 – 4630 CS Muzzle Blast (used with 40 mm less lethal launcher)

Qty 4 – 4530 CS Impact Rounds (used with 40 mm less lethal launcher)

Qty 19 – 4330 CS Barricade Projectile Rounds (used with 40 mm less lethal launcher)

Capabilities: CS aerosols with microscopic particles which are potent sensory irritants becoming attached primarily to moist mucous membranes and moist skin. Common effects are: coughing, increased mucous secretion, difficulty breathing, skin reactions, and excessive salivation. The onset of symptoms typically occurs within 20 to 60 seconds, and if the exposed individual is placed in fresh air these effects generally cease in 10 to 30 minutes.

Lifespan: CS and OC canisters expire in approximately 5 years.

Manufacturer's Description: Unable to locate from the manufacturer, provided by the subject matter experts. Chlorobenzylidene malononitrile (CS) is one of the most commonly used "tear gases" in the world. It can be liquid, gaseous, or solid substance intended to produce temporary discomfort through being vaporized or otherwise dispersed in the air. Law enforcement (LE) agencies have found this agent invaluable when faced with combative suspects, for crowd/riot control, and for alleviating barricaded subject situations. LE use it to help control individuals or groups without the need for a higher level of force. There are four different deployment methods of chemical agents (Aerosol - most commonly used by police departments, Fogging, Pyrotechnics, and blast expulsion). All methods of deployment can be affected by certain environmental and physical conditions (wind, rain, temperature, distance, and proximity to others). At standard daily

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temperatures and pressures, CS forms a white crystal with a low vapor pressure and poor solubility in water.

PURPOSE and AUTHORIZED USE:

Purpose: There are a variety of situations where peace officers may use chemical agents such as: self-defense, overcoming the resistance of a noncompliant individual, effecting an arrest, preventing escape, violent crowd or riot control, barricade or hostage situations and dealing with dangerous animals.

Authorized Uses: Use must comply with local, state, federal laws, and BPD Special Order 2020-0007 (Policy 1107).

FISCAL IMPACT:

Initial Cost: The cost for CS canisters ranges from \$20.00 to \$39.00 per unit.

Annual cost: See below cost of training.

Training costs: When purchased, each unit is given an expiration date which typically falls within a 2-3-year range. Every 2-3 years, new chemical agents are purchased to honor the expiration dates. The expired agents are then used during annual trainings thus minimizing the overall cost. Training is conducted by a Police Officer Standard Training (POST) certified Berkeley Police chemical agent training officer. The cost of training is staff time.

Maintenance costs: The majority of agents are stored inside of a marked chemical agent room within the Police Department, in the Special Response Team vehicle, or in the rescue Vehicle. There are no additional storage costs. There are no associated costs to transporting, maintenance, or upgrades.

LEGAL AND PROCEDURAL RULES:

Authorized use must comply with state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

TRAINING:

Training is conducted by selected members of the Berkeley Police Department who have completed a Peace Officer Standards and Training (POST) certified course in chemical agent training.

Oleoresin Capsicum (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type: Oleoresin capsicum (OC)

Quantity: The Berkeley Department currently owns and maintains Inventory for OC canisters:
Inventory for OC canisters:

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Qty 54 - 9440 OC Tear Ball

Qty 19 - 5440 OC Flameless

Qty 20 - 6340 OC Vaper

Capabilities: A person subjected to OC can expect heavy tearing due to a burning sensation, involuntary closing or blinking of the eyes, stinging skin sensation, redness of the skin, irritation of the nose, runny nose, salivation, cough, gagging sensation, and shortness of breath. A person may also experience anxiety and panic. A complete recovery usually takes place within 45-60 minutes depending on the level of exposure.

Both CS and OC canisters can render a dangerous and violent situation safe without using a higher level of force.

Lifespan: CS and OC canisters expire in approximately 5 years.

Manufacturer's Description: Unable to locate from the manufacturer, provided by BPD subject matter experts. Oleoresin capsicum (OC) will be referred to in the aerosol canister form. OC is the chemical agent that is most widely used amongst Law Enforcement (LE) and the general public. OC has a pungent and irritating pepper odor. It is classified as an inflammatory agent. OC is mixed with several types of solutions which act as carriers.

PURPOSE and AUTHORIZED USE:

Purpose: There are a variety of situations where peace officers may use chemical agents such as: self-defense, overcoming the resistance of a noncompliant individual, effecting an arrest, preventing escape, violent crowd or riot control, barricade or hostage situations and dealing with dangerous animals.

Authorized Uses: Use must comply with local, state, federal laws, and BPD Special Order 2020-0007 (Policy 1107).

FISCAL IMPACT:

Initial Cost: The cost for OC canisters ranges from \$36.00 to \$44.00 per unit.

Annual cost: See below cost of training.

Training costs: When purchased, each unit is given an expiration date which typically falls within a 2-3-year range. Every 2-3 years, new chemical agents are purchased to honor the expiration dates. The expired agents are then used during annual trainings thus minimizing the overall cost. Training is conducted by a Police Officer Standard Training (POST) certified Berkeley Police chemical agent training officer. The cost of training is staff time.

Maintenance costs: The majority of agents are stored inside of a marked chemical agent room within the Police Department, in the Special Response Team vehicle, or in the rescue Vehicle. There are no additional storage costs. There are no associated costs to transporting, maintenance, or upgrades.

LEGAL AND PROCEDURAL RULES:

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Authorized use must comply with state, federal laws, and Policy 300 Use of Force, Policy 303 Control Devices, and Policy 428 First Amendment Assembly.

TRAINING:

Training is conducted by selected members of the Berkeley Police Department who have completed a Peace Officer Standards and Training (POST) certified course in chemical agent training.

Oleoresin Capsicum Spray (Description, purpose/authorized use, fiscal impact, legal and procedural, and training)

Description (type of equipment, quantity, capabilities, lifespan, and product description from manufacture)

Type:Oleoresin capsicum (OC) spray

Quantity:The Berkeley Department currently owns and maintains Inventory for OC canisters:

Qty 23- First Defense MK-9 OC spray (13 ounces)

Capabilities:The larger First Defense MK-9 OC sprays are 13 ounces and are used in violent crowd situations. It has an effect range of 18-20 feet.

The use of the First Defense OC spray can render a dangerous and violent situation safe without using a higher level of force.

Lifespan:Aerosol products eventually lose pressure over time. The lifespan the MK-9 OC spray are dependent on how well the pressure in the can is maintained, but is recommended to be replaced after 5 years.

Manufacturer's Description: The MK9 features an easy to use trigger handle, is intended for use in crowd management and will deliver 14 short bursts of OC at an effective range of 18-20 ft. This 1.3/% MC OC aerosol product utilizes a stream delivery method providing a target-specific, strong concentrated stream for greater standoff.

PURPOSE and AUTHORIZED USE:

Purpose:There are a variety of situations where officers may use OC spray such as: self-defense, overcoming the resistance of a noncompliant individual, effecting an arrest, preventing escape, violent crowd or riot control, barricade or hostage situations and dealing with dangerous animals.

Authorized Uses: OC spray may be considered for use to bring under control an individual or groups of individuals who are engaging in or about to engage in violent behavior. OC spray should not, however, be used against individuals or group who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

FISCAL IMPACT:

Initial Cost:The MK-9 OC spray costs approx. \$60 per unit. The manufacturer is Defense Technology and the Berkeley Police Department purchase each unit from Galls Police Supply

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or LC Action Police Supply. Purchases for these tools are made when inventory gets low which is typically determined by how many new officers are sworn in, as well as if they are utilized in dangerous situations.

Annual cost: See below cost of training.

Training costs: Training is conducted in the police academy and in-house by a Police Officer Standard Training (POST) certified Berkeley Police chemical agent training officer. The cost of training is staff time.

Maintenance costs:All MK-9 OC sprays are stored in the basement. There are no additional storage costs or associated costs to transporting, maintain, or upgrade.

LEGAL AND PROCEDURAL RULES:

Use must comply with local, state, federal laws, and BPD Special Order 2020-0007 (Policy 1107).

TRAINING:

Training is conducted by selected members of the Berkeley Police Department who have completed a Peace Officer Standards and Training (POST) certified course in chemical agent training.

709.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

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709.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

709.6.1 TEMPORARY USE IN EXIGENT CIRCUMSTANCES

The Berkeley Police Department may borrow and/or temporarily use Controlled Equipment in Exigent Circumstances without following the acquisition requirements in BMC 2.100.040, however the Department must take the following actions:

- (a) Provide written notice of the acquisitions or use to the City Council within 30 days following the commencement of such Exigent Circumstance, unless such information is confidential or privileged under local, state, or federal law
- (b) If it is anticipated that the use will continue beyond the Exigent Circumstance, submit a proposed Controlled Equipment Impact Report and Controlled Equipment Use Policy, as applicable, to the City Council within 90 days following the borrowing, acquisition or temporary use, and received approval, as applicable from the City Council pursuant to BMC 2.100.040
- (c) Include the Controlled Equipment in the Department's next annual Controlled Equipment Report.

709.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

709.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

709.9 MILITARY EQUIPMENT QUESTIONS

Any member of the public may direct their questions regarding this policy and ordinance to a Sergeant in the Professional Standards Bureau at 510-981-5734 or 510-981-5974. Questions may also be directed to police@cityofberkeley.info. Questions will be answered in a timely manner by a member of the Berkeley Police Department.

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709.9.1 MILITARY EQUIPMENT COMPLAINTS

Any member of the public may direct their complaints regarding this policy and any of the military equipment to Internal Affairs Bureau at 510-981-5706.

709.10 ASSOCIATED EQUIPMENT USE POLICIES

The below links will direct to the respective use policies:

[300-Use of Force](#)

[303-Control Devices and Techniques](#)

[349-Tactical Rifle Operator Program](#)

[353-Flash/Sound Diversionary Devices](#)

[354-Precision Rifle Operator Program](#)

[428-First Amendment Assembly](#)

[607-Operations, Planning, and Deconfliction](#)

[707-Long Range Acoustical Device \(LRAD\)](#)

[708-Robot Cameras](#)

[811-Mobile Communications Vehicle \(MCV\)](#)

709.11 COMPLIANCE

The Department's Audit and Inspection Sergeant will ensure that the Department members comply with this policy. The Audit and Inspection Sergeant will conduct an annual audit with the assistance from members of the Professional Standards Bureau. Any violations will be referred to the Internal Affairs Bureau and handled in accordance with General Order P-26 (Personnel Complaint Procedures). All instances of non-compliance will be reported to the City Council via the annual military equipment report.

The Police Accountability Board shall review and make recommendations to the City Council, with the same procedures and requirements of the Police equipment and Community Safety Ordinance, as described in Berkeley Municipal Code section 2.100.040.

Chapter 8 - Support Services

Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Statewide Integrated Traffic Reporting System (SWITRS)

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

The Communications Center

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communications Center. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Berkeley Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between the Communications Center and department members in the field.

801.3 THE COMMUNICATIONS CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communications Center, its members and its equipment must be a high priority.

Access to the Communications Center shall be limited to the Communications Center members, the Watch Commander, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 COMMUNICATIONS CENTER MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Communications Center Manager. The Communications Center Manager is directly responsible to the Support Services Division Captain or his/her designee.

The responsibilities of the Communications Center Manager include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Communications Center in coordination with the Supervising Public Safety Dispatchers (SPSD)..
- (b) Overseeing the scheduling and maintenance of dispatcher time records.
- (c) Supervising, training and evaluating supervising dispatchers.
- (d) Overseeing the supervision, training and evaluation of dispatchers.
- (e) Ensuring the radio and telephone recording system is operational.
 - 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (f) Processing requests for copies of the Communications Center information for release.
- (g) Maintaining the Communications Center database systems.
- (h) Maintaining and updating the Communications Center procedures manual and the Communications Center training manual.

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1. Developing procedures for specific types of crime reports and calls as necessary.
2. Ensuring dispatcher compliance with established policies and procedures.
 - (i) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
 - (j) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

801.4.2 ADDITIONAL PROCEDURES

The Communications Center Manager shall establish procedures for:

- (a) Recording all telephone and radio communications and playback issues.
- (b) Storage and retention of recordings.
- (c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- (d) Availability of current information for dispatchers (e.g., Watch Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- (e) Assignment of field members and safety check intervals.
- (f) The transfer of calls, with injuries and no response needed, to the Alameda County Regional Emergency Communications Center (ACRECC) for pre-arrival instructions per the Emergency Medical Dispatch (EMD) instructions.
- (g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks).
- (h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).
- (i) Protection of radio transmission lines, antennas and power sources for the Communications Center (e.g., security cameras, fences).
- (j) Handling misdirected, silent and hang-up calls.
- (k) Handling private security alarms, if applicable.
- (l) Radio interoperability issues.

801.4.3 SUPERVISING PUBLIC SAFETY DISPATCHERS

Supervising Public Safety Dispatchers report directly to the Communications Center Manager.

The responsibilities of the supervising dispatcher include but are not limited to:

- (a) The efficient and effective operation of the Communications Center in coordination with the Communications Center Manager and the other Supervising Public Safety Dispatchers (SPSD).
- (b) Scheduling and maintaining dispatcher time records.

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- (c) Supervising, training and evaluating dispatchers.
- (d) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (e) Ensuring the radio and telephone recording system is operational.
- (f) Completing projects and assignments as delegated by the Communications Center Manager to accomplish the above responsibilities.

801.4.4 DISPATCHERS

Dispatchers report directly to a Supervising Public Safety Dispatcher. Dispatchers shall be patient, professional and respectful in carrying out their responsibilities. The responsibilities of the dispatcher include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
 - 1. Emergency 9-1-1 lines.
 - 2. Business telephone lines.
 - 3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 - 4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
 - 5. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through the Communications Center, department and other law enforcement database systems (CLETS, DMV, NCIC).
- (d) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (e) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:
 - 1. Vehicle pursuits.
 - 2. Foot pursuits.
 - 3. Assignment of emergency response.

801.5 CALL HANDLING

This Department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall obtain the basic information from the caller by using the "5 W's" format:

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- Where (location)?
- What (nature of incident)?
- When (time of occurrence)?
- Weapons (first responder/citizen safety hazards)?
- Who (description of involved subjects)?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Communications Center, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful at all times.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

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- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Center Manager or Supervising Public Safety Dispatcher shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Berkeley Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member.

801.7 DOCUMENTATION

It shall be the responsibility of the Communications Center to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit and document as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Disposition or status of reported incident.

801.8 CONFIDENTIALITY

Information that becomes available through the Communications Center may be confidential or sensitive in nature. All members of the Communications Center shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

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Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

801.9 TRAINING AND CERTIFICATION

Dispatchers shall receive training consistent with minimum standards established by POST (Penal Code § 13510).

Property and Evidence

802.1 PURPOSE

This policy describes the Departmental guidelines for the care and handling of property and evidence.

802.2 POLICY

Berkeley Police Department employees shall exercise the utmost care with property and evidence in their custody and control.

The professional management of evidence and property in the custody of the Berkeley Police Department is essential to the successful prosecution of criminal cases, a decreased level of civil liability on the part of the Department and its members, the maintenance of a high level of public trust, and the delivery of quality service to the community.

802.3 HOURS OF OPERATION

The business hours of the Property Room are Monday through Friday, from 0800 to 1200 hours and from 1400 – 1700 hours, excluding holidays. Property releases are made between 1430 and 1630 hrs. Should the need exist, additional appointments for the release of property may be made with the Property Officer or Property Clerk

802.4 PROPERTY OFFICER AND PROPERTY CLERK ASSIGNMENTS

The Property Officer shall be a Community Service Officer Supervisor assigned to the Property Room. The Property Clerk shall be a Community Service Officer assigned to the Property Room and shall support Property Room operations. The Property Officer and Property Clerk shall maintain files listing the current location and status of all property in the custody of this Department including drugs, weapons, and drug property. The Property Officer and the Property Clerk shall be responsible for the safe, secure and orderly operation of the Property Unit and shall comply with this policy and all laws relating to the care and disposition of property. A Police Aide or Reserve Officer may assist in the Property Room. At all times the Aide must be under the supervision of the Property Officer or the Property Clerk.

802.5 TEMPORARY STORAGE LOCATIONS

The Property Room is equipped with seven temporary storage units, into which employees shall book evidence or other property.

1. The individual lockers located in the Bag & Tag Room are used for the temporary storage of property and evidence. Should all lockers be in use, property shall be placed in the Bulk Storage Room.
2. The Drug Drop Safe, located in the Bag & Tag Room, is used solely for the temporary storage of narcotic or drug evidence.
3. The High Value Drop Safe, located in the Bag & Tag Room, is used for the temporary storage of money, handguns, jewelry, or items of high value or a sensitive nature.

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4. The refrigerator, located in the Bag & Tag Room, is used for the temporary storage of evidence requiring refrigeration or freezing such as blood/urine samples or SAFE kits.
5. The Bulk Storage Room is used for the storage of items of evidence or property that are too large for the temporary lockers (such as bicycles), or when all individual lockers are in use.
6. The Drug Storage Container (in the south parking lot) is used for the temporary storage of drugs (e.g. marijuana plants), which are too large or otherwise unsuitable for the Drug Drop Safe.
7. The Hazmat Storage Container (located on Second St.) is used for the temporary and long term storage of flammable and toxic items such as lighters and spray paint.

None of the Property Room storage areas are to be used for the storage of vehicles, discarded office furniture or equipment, or papers marked for destruction. Vehicles, including mopeds, shall be towed to a local garage in accordance with existing tow procedures.

802.6 LONG-TERM STORAGE LOCATIONS

The long-term storage of all evidence shall be in the Property Room, the Drug Storage Room, the Bulk Storage Room, the Drug Storage Container, the Hazmat Storage Container, and/or any other areas as approved by the Support Services Division Captain.

802.7 SECURITY OF THE PROPERTY STORAGE AREAS

Property storage areas shall be secured at all times.

One set of Property Room keys (including key fob) shall be issued to each of the following employees:

1. The Property Officer;
2. The Property Clerk;
3. The Support Services Bureau Lieutenant;
4. The Support Services Division Captain;

A fifth set of keys and a key fob shall be located in the Patrol Lieutenants Office in a combination lock box. The Property Officer, Property Clerk, Support Services Captain and Support Services Lieutenant shall have the combination to this lock box. In the event entry must be made into the Property Room and the above four listed people are not available to respond to the PSB, the Support Services Captain or Lieutenant will be contacted and he/she will provide the combination to a command officer or their designee. The combination to this box will only be given out if the above four listed people are not available to respond to the PSB. The Support Services Division Captain shall be responsible for changing the combination to the lock box every time it is used.

802.8 ACCESS TO LONG-TERM STORAGE LOCATIONS

Only authorized personnel are allowed in the interior of any Property Room. In the event an employee, other than Property Room personnel, needs to enter a long-term property storage area,

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the employee shall be escorted at all times within the property storage area by the Property Officer, Property Clerk, or the individual key holder who provided access to the employee.

In the event an employee, other than Property Room personnel, needs to enter a drug storage area, the employee shall be escorted at all times within the drug storage area by the Property Officer, Property Clerk, or the individual code holder who provided access to the employee.

802.9 EMERGENCY AFTER HOURS ACCESS TO LONG-TERM STORAGE LOCATIONS

If it is necessary for an employee to enter any of the secured storage areas, and all Property Room personnel are off duty, the employee making entry shall send an email detailing the date, time, reason for entry, and identity of the individuals making entry to the Support Services Division Captain, Support Services Bureau Lieutenant, and the Property Officer and receive a reply before entry. If a response isn't received in a reasonable amount of time then a call should be placed to the Captain. The Property Officer shall maintain a record of these notifications. The Property Officer shall maintain a manual sign-in log for individuals entering the Property Room, Drug Storage Container or Drug Storage Room.

802.10 PROPERTY TYPES

Property which comes into the possession of the Department is usually one of five basic types:

- (a) Evidence: Property, which is or may be related to a crime, and which, by its nature, may implicate or clear a person of a criminal charge.
- (b) Recovered Property: Property which was illegally taken from its owner and subsequently recovered by this Department. For purposes of disposition, recovered property shall be treated as evidence and given the appropriate type at the time of booking.
- (c) Found Property: Non-evidentiary property which is determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense. The property will be held for a period not to exceed 90 days.
- (d) Property Held for Safekeeping*: Non-evidentiary property that is placed in the custody of this agency for temporary protection on behalf of the owner and for a period not to exceed sixty (60) days. (Civil Code section 2080.10) This shall include:
 1. Marijuana (legally possessed) which cannot be accepted into the Berkeley Jail as property but which the owner may obtain later by visiting the Property Room during normal business hours.
 2. Prisoner Property which is too large to be stored in the Berkeley Jail's storage area, but which the owner may obtain later by visiting the Property Room during normal business hours.

802.11 PROPERTY BOOKING PROCEDURES

Employees coming into possession of property during the course of their duties shall:

- (a) Exercise proper care in the handling of the property

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- (b) Take all necessary steps to ensure the property does not become lost or unnecessarily damaged
 - (a) In the event damage or loss of property occurs, employees shall take the following steps:
 - i. Notify the owner or person with standing over the property.
 - ii. Notify a supervisor.
 - iii. Complete a written report describing the events that lead to the damage or loss of property.
 - iv. Route the report(s) and any supplemental material for review.
 - (c) Complete a numbered police report which details the circumstances by which the property came into the Department's possession and contains a description of each item of property.
 - (d) Complete an AEGIS Property entry for each booked item.
 - (e) Attach a Property Label to each envelope, bag or item.
 - (f) Confirm the case number on the Property Label corresponds with the correct case report. Place a red evidence label on each piece of evidence. The label shall be affixed across the seal of the envelope or bag containing the evidence, in a manner that would cause the label to become damaged should the seal be tampered with. Employees shall initial and date the red evidence label, making certain this action does not obscure any necessary information on the face of the envelope or bag.
 - (g) Segregate items booked for safekeeping or as found property from items of criminal evidence in order to facilitate the timely disposition of such property.
 - (h) Place all property in one of the designated Property Room temporary storage locations, or with Property Room Personnel, prior to going off duty:
 - (a) The temporary storage of any item of property or evidence in desks, lockers, mailboxes or other Departmental facilities, not specifically authorized for that purpose is strictly prohibited.
 - (b) If property is to be used as part of an on-going investigation, the property shall be booked in and later checked out of the property room.
 - (c) Prisoner property shall not be left in the Bag & Tag Room lockers or Bulk Storage Room without an attached Property Label.
 - (i) In the event of a depletion of labels, write all of the pertinent information on a piece of paper and attach it to the property.
 - (j) When possible, place small items in the modified locker with the mailbox slot.
 - (k) Place items too large for lockers, such as a bicycle in the Bulk Storage Room.
 - (l) Secure lockers by closing the locker door.
 - (m) Book narcotics pursuant to procedures described later in this policy.

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802.12 LIQUID, BEVERAGE AND PERISHABLES PROCEDURES

Containers of liquids or beverages are not to be stored except in situations where the preservation of the entire liquid in its original state is critical to the prosecution. In most instances, a sample may be placed in a small glass vial, and the vial attached to the original container.

Perishable items are not to be deposited for storage in the Property Room. These items may be photographed if appropriate and the item(s) returned to the owner or destroyed.

802.13 SHARP OR BLADED ITEMS PROCEDURES

When packaging sharp or bladed items such as knives, ice picks, etc., employees shall ensure that the sharp point of the item, or the blade of the item, is neither protruding nor exposed, by wrapping the blade with masking tape, or otherwise securely covering the point and/or blade of the item.

802.14 CURRENCY, HIGH VALUE AND FIREARMS PROCEDURES

All currency, high value items and firearms (including pellet guns) shall be booked as follows:

- (a) Each item shall be properly labeled.
- (b) Each item should be placed into the High Value Drop Safe.
- (c) All items shall be logged in on the clipboard adjacent to the High Value Drop Safe.
- (d) Large items that will not fit in the safe, should be placed in a locker and a note should be made on the clipboard log indicating the item's location.

802.14.1 CURRENCY

When booking currency the following procedures shall be followed:

- (a) All currency shall be counted by the booking officer.
- (b) If the amount is more than \$50, the count shall be witnessed by another employee.
- (c) To prevent fraud, all currency should be inspected by the booking officer, and if available, a counterfeit detection pen should be utilized.
- (d) A clear BPD money bag shall be obtained and filled out using a non-smearing pen, such as a "Sharpie" marker. All bags bear a unique control number, and this number should be listed in the corresponding police report.
- (e) Ensure the correct amount of the currency is entered in the AEGIS property entry. A currency denomination breakdown must be included in the "description" field.
- (f) All currency shall be separated from other property in a case (e.g. Book currency separately from the wallet in which it was found.)
- (g) When booking counterfeit or foreign currency, enter "0.00" in the "value" field of the AEGIS entry. (Counterfeit money should be booked into the regular lockers within the Bag and Tag Room, not into the High Value Drop Safe".

802.14.2 FIREARMS

When booking firearms the following procedures shall be followed:

- (a) The firearm shall be unloaded.

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- (b) A yellow "rendered safe" sticker should be affixed to the outside of the gun box. Alternatively, the word "UNLOADED" may be written on the outside of the gun box.
- (c) Any ammunition shall be booked separately from the firearm.
- (d) The firearm shall be entered in to the Department of Justice Automated Firearm System (AFS).
- (e) A copy of the AFS entry shall be attached to the firearm prior to booking into the Property Room.
- (f) All shotguns and rifles shall be booked into large lockers of the Bag and Tag Room. If the weapon is too large to fit in these lockers or if these lockers are already in use, the weapon shall be properly labeled and placed in the Spare Shotgun Locker in the Equipment Room (Public Safety Building Room 1145). Whenever an officer places a weapon in the Spare Shotgun Locker, the officer shall send an email to the Property Officer and the Property Clerk to notify them of the weapon's location.

802.15 FINANCE DEPARTMENT

A safe belonging to the Finance Department of the City of Berkeley will be housed in the Berkeley Police Department Property Room. This safe will contain payroll documents, cash, and vouchers that can be used in the case of an emergency. Property Room personnel will escort Finance staff in and out of the Property Room if access is needed. Keys and combinations for this safe will remain with the Finance Department.

802.16 URINE AND BLOOD SAMPLE PROCEDURES

Urine or blood samples will be stored in the BPD Property Room as follows:

- (a) Urine sample jars and envelopes shall be kept in the jail.
- (b) Blood sample envelopes shall be kept in the Bag & Tag Room.
- (c) An AEGIS entry shall be created.
- (d) For any sample that needs to be tested, the officer must indicate what should be tested on the back of the envelope.
- (e) Sealed urine sample envelopes and/or blood sample envelopes should be placed in the refrigerator in the Bag & Tag Room.
- (f) The Property Officer will remove any sample envelopes and store them in the Property Room. The Property Officer will update the AEGIS system and print out a Property Receipt and Property Tag.
- (g) A courier, from the currently contracted lab, will obtain any urine/blood samples from the Property Officer or Property Clerk and transport for testing.

802.17 BICYCLE AND VEHICLE PROCEDURES

Bicycles or parts thereof shall be deposited in the Bulk Storage Room with an attached Property Label.

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802.18 EXPLOSIVE, FLAMMABLE OR TOXIC SUBSTANCES

No flammable, explosive or toxic materials shall be stored in the Property Room, they must be booked into the Hazmat Storage Container.

Under no circumstances shall highly explosive, flammable, or toxic substances be stored in any portion of the Public Safety Building, or any Property Storage Area. BFD may be consulted to determine the proper storage location.

- (a) Explosive materials shall only be moved, stored, and destroyed only under the direct supervision of a BPD Explosive Ordnance Technician.

802.19 NARCOTIC AND DRUG DEPOSITING PROCEDURES

Employees taking possession of drug evidence and found drugs shall adhere to the following procedures:

1. Weigh the quantity of drugs on the scale provided. If this is inappropriate, such as a seizure of pills, tablets, or individual dosage units such as LSD, count the exact quantity of pills, tablets, or individual dosage units that are collected.
2. Choose an appropriate size clear evidence pouch (for marijuana - use a plain paper bag or envelope).
3. Place the drugs and a business card or note with the employee's name, badge number, and case number inside the clear evidence pouch (or plain paper bag/envelope for marijuana).
4. Heat seal the clear evidence pouch (for marijuana – fold the paper bag or envelope).
5. Choose an appropriate size Property/Evidence Envelope. If an envelope is not pre-printed, attach an adhesive Property Label.
6. Fill out the Property Label and "Chain of Custody.", i.e., if the drugs were seized from a suspect, write the suspect's name in the "Received from" box on the envelope or label.
7. Place the clear evidence pouch (or, for marijuana, paper bag/envelope) inside the evidence envelope.
8. Close the envelope using the metal clasp.
9. Place a red evidence label sticker across the seal, in a manner that would cause the label to become torn/broken should the seal be tampered with. Employees shall initial and date the evidence tape, making certain this action does not obscure any necessary information on the face of the envelope or bag.
10. Complete a full and accurate AEGIS entry, listing the exact weight and/or exact quantity as accurately as could be reasonably expected.
11. Deposit the Property/Evidence Envelope into the Drug Drop Safe.

Narcotics related paraphernalia shall be booked separately (exceptions might include paraphernalia or syringes, properly packaged, which contain usable quantities of narcotics).

The Property Officer shall, through the AEGIS Computer System, maintain a record listing the location, disposition, or destruction of narcotic and drug evidence in the custody of this

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Department. All narcotics evidence shall be inspected by the Property Officer or Property Clerk to guard against tampering.

802.19.1 LARGE QUANTITY

The following procedures shall be used when the drug evidence, or found property, is too large to be placed in any Drug Drop Safe or Locker:

- (a) Use the same basic format, as previously listed, and modify as necessary. Make use of larger manila evidence envelopes and larger clear evidence pouches, as necessary. Should even these prove to be too small, standard “grocery” sized paper bags, found in the Property Room, should be used.
- (b) A business card or note with the employee's name, badge number, and case number shall be included in each large container used.
- (c) If the evidence envelope or grocery bag used does not have a pre-printed chain of custody box on it, attach one of the white printed adhesive chain of custody labels to it.
- (d) Seal the opening of any paper bag with red colored “evidence” tape and staple or secure, as necessary. Initial and date the evidence tape.
- (e) Place the item(s) in the Drug Storage Container

802.20 PROHIBITED ITEMS IN THE DRUG DROP SAFE

Only the actual drugs, perhaps with its original packaging, should be placed into the Drug Drop Safe. Any packaging included should not obscure the drugs from sight.

1. Needles, mirrors, razor blades, “kits,” in general, and any other “non#drug” item or tool, shall not be placed in the Drug Drop Safe.
2. Smoking pipes and syringes should not be placed in the Drug Drop Safe unless they contain a usable quantity of drugs and it is impractical to separate them or were used in a crime or suspicious circumstance. An example of this would be a syringe suspected to being used in an assault with a deadly weapon case. In such cases, syringes should be packaged in plastic safety tubes provided.

802.21 SYRINGE MANAGEMENT

Employees needing to book syringes for evidence or analysis shall follow the following procedures:

1. Exercise due caution in this task. If there is a plastic shield over the needle, employees should remember that this is not puncture-proof.
2. Package the syringe and needle in a puncture-proof container such as a metal/fiber mailing tube or hard plastic containers. The manner of packaging a syringe must be described and written explicitly on the container in which the syringe is sent.

All other syringes taken into possession shall be placed into the red “Sharps” container to be destroyed. If the syringe is taken for evidentiary purposes alone, it may be photographed along with the appropriate case number, and then placed in the “Sharps” container to be destroyed. The Property Officer or Property Clerk will dispose of the syringes at the City of Berkeley Public Health Clinic located at 830 University Avenue.

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802.22 PROCEDURES FOR PROCESSING BOOKED PROPERTY

The Property Officer or the Property Clerk shall check the Pass Through Lockers, High Value Safe, Bag & Tag Room refrigerator, and Bulk Storage Room each business day, retrieve the items from temporary storage, index them into AEGIS, barcode each package/bag/container, attach a Property Receipt, and store them in an appropriate area of the Property Room.

The Property Officer or the Property Clerk shall query AEGIS each business day to confirm that all property or evidence entered into AEGIS has been located and accounted for by the Property Officer or the Property Clerk. If the Property Officer or the Property Clerk locates a Computer Property System entry and cannot locate the actual evidence, or if they find a piece of evidence without a corresponding AEGIS entry, he/she shall take immediate action to resolve the inconsistency. Such action may include but is not limited to contacting the involved employee to determine the circumstances of the incident, contacting the employee's supervisor for further assistance, or other action taken with the intent to rectify the situation, and provide feedback to the involved employee in order to avoid future mistakes.

The Property Officer or Property Clerk shall check the Drug Drop Safe each business day, retrieve the items from temporary storage, confirm and update the corresponding record in AEGIS, barcode each package, bag, container, or item, and store them in an appropriate area of the Property Room.

The Property Officer or Property Clerk shall query AEGIS each business day to confirm that all drug property or evidence entered into AEGIS has been located and accounted for by the Property Officer. If the Drug Property Officer locates a Computer Property System entry and cannot locate the actual evidence, he/she shall take action to resolve the inconsistency. If the Drug Property Officer finds a piece of drug property or evidence without a corresponding entry in AEGIS, the Property Officer shall take action to resolve the inconsistency. Such action may include but is not limited to: contacting the involved employee to determine the circumstances of the incident, contacting the employee's supervisor for further assistance, or other action taken with the intent to rectify the situation, and provide feedback to the involved employee in order to avoid future mistakes.

802.23 PROCEDURES FOR PROCESSING CURRENCY

Property Room personnel shall place all currency in the security safe in the Property Room. Only the Property Officer, Property Clerk and the Support Services Lieutenant shall have the combination to the security safe. The combination shall be changed immediately following the rotation of an individual from any of these assignments.

With the exception of currency that must be retained in its original state, currency in the Property Room should not be allowed to accumulate over \$5,000. The Property Officer shall periodically deposit currency in the Berkeley Police Department Property Room Fund, Asset Forfeiture Account, or BPD State Asset Forfeiture Account. The deposit shall be witnessed and verified by the Property Clerk or another departmental employee designated by the Support Services Lieutenant,

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and a receipt obtained. The Support Services Lieutenant and Captain shall be notified each time money is moved to a financial institution of the City's choosing.

All currency placed into the security safe shall be in sealed Berkeley Police Department Money Bags. Currency to be deposited shall remain sealed until removed from the security safe for deposit. The seals can then be broken only by the Property Officer and witness. The Property Officer and witness shall perform a concurrent count of each package to verify the contents and amount prior to deposit.

- (a) Any discrepancy between the amount on the property tag and the count prior to deposit shall be reported immediately to the Support Services Captain for follow-up investigation and resolution.
- (b) The Watch Commander or in his/her absence the Duty Command Officer shall also be notified. The Watch Commander or Duty Command Officer will notify the Chief of Police, the City Manager, the Director of Finance and the City Auditor.

802.24 WITHDRAWAL AND RETURN OF PROPERTY

- (a) When an investigation requires that an item be temporarily removed from the Property Room, the assigned employee shall contact the Property Officer or Property Clerk via email with a cc to their respective supervisor. The Property Officer or Property Clerk will check out the item to the employee and immediately update AEGIS records to indicate that the item(s) is in the temporary custody of the assigned employee. A chain of custody form shall be initiated by the Property Officer or Property Clerk, and attached to the item.
- (b) Property may be temporarily withdrawn from the Property Room for identification, laboratory examination, and court.
- (c) Property shall be withdrawn on the date it is actually needed for identification, examination, or court. In special situations, the Property Officer should be contacted and arrangements made for the property to be available during early morning hours or weekends, etc. Immediately following the withdrawal of an item of property, the Property Officer will update the Automated Property System on the status change of the item(s) including initiating a "Chain of Custody" record in the Automated Property System. Evidence leaving the Property Room shall have a Chain of Custody form attached.
- (d) No employee may place property in and then remove it from the Bulk Storage Room, unless to return the property to the owner. In that event, the employee shall complete a Property Receipt and, if applicable, forward the information to the Communications Center so the APS entry may be updated.
- (e) Items shall be securely bagged, wrapped, tied, taped or placed in a suitable container for transport to the forensic laboratory or storage.
- (f) When property is temporarily released from the Property Room, the item's change in status shall be immediately recorded in AEGIS by the Property Officer or Property Clerk releasing the item(s). A "Chain of Custody" form will be attached to the item and signed by the individual to whom the property is released. The Property Officer or

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Property Clerk will initiate a "Chain of Custody" entry in AEGIS for each item released. When the property is returned, the "Chain of Custody" form attached to the property will be retained with the item(s) of property. The Property Officer or Property Clerk will update the status of the item in AEGIS upon its return to the Property Room. The Property Officer or Property Clerk will also update the "chain of custody" record in AEGIS file.

- (g) The assigned employee shall be responsible for the proper maintenance of the chain of custody record and security of the item(s). At times the item is not actually needed, it shall be returned to the Property Room.
- (h) When stored property, including legally possessed marijuana, is returned to the owner by the Property Officer or Property Clerk, a property receipt will be obtained. The property receipt will be forwarded to the Records Bureau for imaging with the case. The Property Officer or Property Clerk will immediately update AEGIS to reflect the release of the property.
- (i) If a piece of returned property has never been entered into AEGIS, the employee completing the property receipt should route it directly to the Records Bureau with the notation "Not in AEGIS."
- (j) When indexed property is placed in evidence (and retained by the court) at trial, it is the responsibility of the employee submitting the evidence to the court to obtain a property receipt from the Court Clerk. This receipt ("Property Receipt/Court Property Receipt") shall be routed to the Property Officer. The Property Officer or the Property Clerk shall make the necessary updates in AEGIS and forward it to the Records Bureau for attachment/imaging to the numbered report.
- (k) No item of property shall be released without a signature receipt from the person receiving the property. If the property is being released for identification, investigation, laboratory examination, or court, a Chain of Custody Form shall be attached to the property and signed by the officer/employee to whom the property is released.

802.25 DISPOSAL OF PROPERTY

Property shall be disposed of by either:

- (a) Return of the property to its owner or finder;
- (b) Sales of the property at auction;
- (c) Conversion of the property to agency or other public use; or
- (d) Destruction of the property.
- (e) Property with no monetary or evidential value shall not be allowed to accumulate.
- (f) Evidence on suspended misdemeanor investigations may be disposed of after one year with the approval of the assigned employee's supervisor.
- (g) Evidence in felony investigations may be disposed of with the approval of the assigned Detective Bureau supervisor. In deciding what evidence may be disposed of, the major consideration should be the value of the items in a criminal prosecution. Some items

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held in evidence have little or no value in court. If it will serve a useful prosecution purpose, photographs of the evidence may be requested prior to its disposal.

- (h) In every instance where property in Departmental custody has been returned to its owner or finder, sold at auction, destroyed, or converted to agency or public use, the Property Officer, Property Clerk or Property Officer shall immediately update the AEGIS System. An appropriate comment may also be added to indicate the manner in which the item was disposed

802.26 RETURN OF PROPERTY OWNER

The policy of this Department shall be that every item of found property, recovered property, or evidence is to be returned to the owner except in the following situations:

- (a) Where there is a Court Order to destroy.
- (b) Where there is written permission from the owner to destroy.
- (c) Where the law provides for the destruction or other disposition of the item.
- (d) Where all investigative measures have been taken but the owner cannot be identified or located.
- (e) Where the owner is contacted by telephone and gives the employee permission to dispose of the property. In such instances, the employee must file a written report with the numbered case, setting forth all the circumstances of the contact. A copy of this report must be routed to the Property Officer or Property Clerk.

When property is to be returned to the owner, the Property Officer or Property Clerk shall forward the Property Receipt to the Records Bureau. If the property has a serial number and has been entered into the Automated Property System of the Department of Justice, the Property Officer or Property Clerk shall notify the officer who authorized the release and that officer shall be responsible for insuring that item is removed from the Automated Property System or Automated Firearms System of the Department of Justice. If the authorization for release came from a court order, the Property Officer or Property Clerk will request the item be removed from the appropriate Department of Justice automated system.

In all cases, property shall be released only after the owner has provided satisfactory proof of ownership, presented proper personal identification, and signed a Property Receipt.

802.27 FOUND PROPERTY TURNED IN AT THE FRONT COUNTER

When found property is brought to the Front Counter by a community member during business hours, Front Counter Professional Staff shall proceed as follows:

- (a) Complete a Found Property form to the best of your ability. The form should document the name of the community member, a description of the property, the location where it was found, and the circumstances surrounding its discovery. If the community member is hesitant in disclosing their personal information, try explaining the importance of a possible link to a crime and subsequent needed follow up. If they are still hesitant, do not insist and write "Declined" or "Refused" on the appropriate line. This will

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demonstrate to the officer that an attempt was made to obtain the information and it was not an oversight on your part.

- (b) Do not search backpacks or large bags. Professional Staff is not trained in handling the potential dangers sometimes hidden in bags. Items which need to be searched should be directed to a Community Service Officer (CSO) at the Jail Bail window during business hours.
- (c) Itemize the found property on the form. If cash or valuables are turned in, it is recommended that either the community member turning in the property or a co-worker confirm the form is accurate by signing the form as a witness.
- (d) Contact the Communication Center to obtain a case number and have an officer assigned to the call. The case number may be given to the community member reporting the found property.
- (e) Place the property and the Found Property form in the blue locker next to the break room in the Records Bureau. The code for the locker will be the same code used to enter the PSB parking lot.
- (f) The dispatched officer will retrieve the found property and handle it per normal protocol.
- (g) If the property is oversized and will not fit in the locker or needs to be searched, bring the completed Found Property form and the property to a CSO at the Jail Bail window.
- (h) After normal business hours, the Communication Center will direct the community member with the found property to a CSO at the Jail Bail window.

802.28 FOUND PROPERTY TURNED IN AT THE JAIL BAIL WINDOW

CSOs will adhere to the same procedures as Professional Staff, with the following exceptions:

- (a) Booking prisoners and assisting officers will take precedence to collecting found property.
- (b) Backpacks and large bags may be searched.
- (c) The found property will be stored in the secure Jail Bail window office, which will also be the location for the officer to pick up the property.

802.29 RETURN OF FOUND PROPERTY TO FINDER

- (a) Berkeley Municipal Code Section 2.64.110 provides that all found property or found money coming into the possession of any member of the Police Department shall remain in the custody of the Department for at least 90 days. Methods of disposing of such property (with the exception of returning found and unclaimed property to the finder) are set forth in the ordinance.
- (b) California law distinguishes between a police employee finding an article or money in the course of his/her employment and the usual case where the finder has superior title against anyone except the real owner. It is the duty of a police employee to forfeit all claim of title to any article found or surrendered to him/her in the course of employment.

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- (c) When a citizen reports the finding of money or any article, he/she may request that this Department take custody of the item and stipulate that it be returned at the finder's expense if the rightful owner cannot be located. The citizen shall be advised:
 - 1. If no owner appears and proves ownership of the property within 90 days, the finder may take title to the property if requested within 30 days after expiration of the 90-day period.
 - 2. If the finder makes claim to the property within 30 days after expiration of the 90-day period, the Property Officer or Property Clerk can release the property to the claimant if the value is less than \$250.00.
 - 3. If the property value is \$250.00 or greater, the Property Officer or Property Clerk shall arrange for a notice of the found property to be published in a local newspaper of general circulation. The notice shall appear in at least one local newspaper for a minimum of one week and costs shall be paid by the finder.
 - 4. If, after seven days following the publishing of the notice, no owner appears and proves ownership, title to the property shall vest in the finder. The finder may claim the property upon presentation of valid (picture) identification, and reimbursement to the Police Department for the publication of the notice described in (c) above.
- (d) The Property Officer or Property Clerk shall be responsible for insuring that all necessary cancellations are made in Departmental files whenever property is released under this Order. These cancellations are usually restricted to firearms entries in AFS.
- (e) It is not mandatory that citizens turn in found property to this Department; however, the procedure set forth above should be complied with to protect the finder from being in violation of Penal Code Section 485. This Section states that a finder is guilty of theft unless he/she makes a reasonable effort to find and restore the property to its rightful owner.
- (f) Should the finder wish to retain the property and proceed to gain title as set forth in this Order, a numbered report shall be prepared, a complete description of the property obtained, and the description checked against all appropriate files and systems (Local, State, etc.) in an attempt to locate the owner.

802.30 PUBLIC AUCTION OF PROPERTY

State law provides for the sale of unclaimed property which cannot be returned, and which is not required to be destroyed. Once each year, or more often if necessary, the Property Officer or Property Clerk shall arrange for unclaimed property to be sold at public auction.

Unclaimed firearms and other weapons shall not be sold at auction. They shall be destroyed as provided by law.

802.31 DESTRUCTION OF STOLEN OR EMBEZZLED PROPERTY

Where the Property Officer or Property Clerk has identified items of property for destruction, the Property Officer or Property Clerk shall request approval for destruction of the item from the Police Department Bureau responsible for the criminal investigation involving the item.

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- (a) The Bureau Lieutenant or his/her designee shall determine if there are pending court actions regarding the item, whether the item should be returned to its owner, or whether the item is suitable for destruction.
- (b) If the owner can be located, the Bureau Lieutenant or his/her designee shall notify the owner that the item is available for recovery within 30 days from the Police Department Property Room. The Bureau shall in turn notify the Property Officer or Property Clerk that the owner is notified, and that the property shall be held for the owner.
- (c) If no owner can be located, the Bureau shall so notify the Property Officer or Property Clerk, and confirm that the item is suitable for destruction.

If there is a dispute as to the ownership of a piece of stolen property, all parties shall be advised to apply to the court of jurisdiction for a determination of ownership.

802.32 DESTRUCTION OF FIREARMS AND WEAPONS

Firearms and weapons defined as “nuisances” by the California Penal Code are subject to disposal. By June 30th of each year, the Property Officer shall apply for a court order authorizing the destruction of “nuisance” weapons. The application shall list the weapons to be destroyed by make, model, caliber, and serial number.

The California Penal Code defines “Destructive Devices” and “machine guns” and states that those which were unlawfully possessed, must be surrendered to the California Department of Justice unless a certificate signed by a Judge or District Attorney is filed with the Department of Justice. The certificate must state that the preservation of such destructive devices or machine guns is necessary to serve the ends of justice.

- (a) Destruction of firearms and weapons shall be accomplished in such a manner so as to render the weapons absolutely useless. The destruction process shall occur at a commercial location arranged by the Property Officer and shall be witnessed by the Property Officer and Support Services Division Captain or his/her designee. A Sworn Supervisor may substitute for the Support Service Division Captain.
- (b) The Property Officer or Property Clerk shall update information regarding all serialized weapons from the appropriate computer system(s) immediately following such destruction. The Property Officer/Property Clerk will update AEGIS immediately following any destruction of property or drugs.
- (c) The Property Officer shall maintain information on all property that has been destroyed and shall forward that information to the Records Bureau for placement in the applicable record storage system.

802.33 CONVERSION OF PROPERTY TO AGENCY OR PUBLIC USE

Civil Code Section 2080.4 and Penal Code Section 1411 provide that, if a City or county has enacted an enabling ordinance, certain unclaimed property held in the custody of the agency may be retained for agency or other public use, rather than being sold or destroyed. The California Penal Code provides the authority for acquisition of firearms for agency use.

- (a) Requests for acquisition for Departmental or other public use of unclaimed property held by this Department shall be made in memo format and forwarded to the

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Support Services Bureau Lieutenant. All requests shall include complete justification for acquiring the property and copies of all relevant agency documents describing how the requested property came into possession of the Department.

- (b) After a request has been approved by the Support Services Bureau Lieutenant, additional documents shall be obtained as described below when the property to be acquired is a firearm:
 - 1. A Certificate of Weapon Retention obtained from and signed by a Judge or District Attorney; and,
 - 2. A letter, describing the make, model, caliber, and serial number of the firearm, prepared for the signature of the Chief of Police, to the California Department of Justice.
- (c) Notwithstanding an order from the court to the contrary, money which is in the possession of the property section and which cannot be lawfully returned to its owner (after consultation with the appropriate prosecuting attorney), shall, at the direction of the Chief of Police, be transferred from the BPD Property Fund to the City General Fund. (Ref. Penal Code Sections 335a and 1418, and Health and Safety Code Sections 11488, etc.)
- (d) No property so acquired shall be used for personal or non-governmental purposes.

802.34 STORAGE OF SEIZED DRUG-RELATED FUNDS

Unless otherwise ordered by the District Attorney or Alameda County Superior Court, all seized drug-related funds shall be kept in the custody of the Police Department pursuant to Berkeley Municipal Code section 2.64.090, which requires a record be made thereof. Seized drug-related funds shall be kept a minimum of one year and ninety days from the date of seizure of the funds.

- (a) "Drug-related funds" means all moneys, negotiable instruments, or securities described in California Health and Safety Code section 11470 (f).
- (b) "Seized drug-related funds," means any drug-related funds seized by the Police Department pursuant to Division 10, Chapter 8 (commencing with Section 11470) of the Health and Safety Code.

802.35 DISPOSITION OF UNCLAIMED SEIZED DRUG-RELATED FUNDS

If the District Attorney or Attorney General institutes forfeiture proceedings for seized drug-related funds, the funds shall be disposed of in accordance with Division 10, Chapter 8 (commencing with Section 11470) of the Health and Safety Code.

Nonwithstanding Berkeley Municipal Code section 2.64.110, if forfeiture proceedings are not instituted and if seized drug-related funds are not ordered to be disposed by a court, the Police Department shall comply with any notice to withhold issued with respect to the funds by the Franchise Tax Board. If no notice to withhold has been issued with respect to the funds by the Franchise Tax Board, the funds shall be disposed of in accordance with the terms of this section.

No sooner than one year from the date of seizure of drug-related funds, the Property Officer shall send a certified letter to the last known address of the individual whose funds were seized. The

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Property Officer shall simultaneously publish a notice once a week for three successive weeks in a newspaper of general circulation in Alameda County.

- (a) Both the letter and the notice shall include the following:
 - 1. The case number of any criminal proceedings related to the funds;
 - 2. The Police Report number related to the funds;
 - 3. The date and place of seizure; and
 - 4. The amount of funds held by the Police Department.
- (b) Both the letter and the notice shall direct the individual to apply for a court date for release of the funds and shall specify the date by which the person must apply.
 - 1. The date shall be no sooner than ninety (90) days after the certified letter is deposited in the mail. The letter and notice shall further state that if such a court order is not obtained, the funds shall become the property of the City.

If court proceedings are not instituted and served on the City on or before the date specified in the notice and letter, the funds shall be transferred to the Police Department's asset forfeiture account.

802.36 INSPECTIONS OF EVIDENCE / PROPERTY STORAGE AREAS

A scheduled inspection of the Property Room will be made at least once every six months. The Support Services Division Captain or his/her designee shall conduct these inspections to determine that:

- 1. The respective Property Room storage facilities are being maintained in a clean and orderly fashion,
- 2. The provisions of this policy are being followed,
- 3. Property is being protected from damage or deterioration,
- 4. Property accountability procedures are being maintained, and
- 5. Property having no further evidentiary value is being disposed of in accordance with the law and departmental policy.

The Support Services Division Captain or his/her designees shall include the nature and results of these inspections in his/her monthly management report to the Chief of Police.

Unannounced inspections of the Property Room will be conducted annually as directed by the Chief of Police. These spot inspections shall be conducted to determine that the Property Rooms are being maintained in a clean and orderly fashion, that the policies are being followed, that property accountability and security procedures are in compliance, that all property is being sent to the main Property Rooms as soon as possible, and that the main Property Rooms received the necessary paper work to dispose of evidence/property no longer having evidentiary value. A random comparison of the records with physical property should consume most of the time allocated to the spot inspections. The Operations Division and Support Services Division Captains or their designees shall include the nature and results of these inspections in his/her report to the Chief of Police.

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802.37 AUDITS

In December 2000, an automated property system was instituted. In order to ensure the credibility of this automated property system, a series of regular audits will be instituted. The following audits will be performed:

- (a) **Monthly Audits:** At least once each month, the Property Officer or Property Clerk will conduct a random audit of 25 items of property from various locations within the drug and property rooms. This monthly audit will examine the records for these items and confirm the status and location of each of these items is correct. The Property Officer will additionally conduct a "Cash" audit of the Property Room and determine the amount of cash currently stored within the Property Room. Once each month, the Property Officer or Property Clerk will check the "Chain of Custody" disposition records in AEGIS, or a manual log. When an article has been out of the Property Room for two weeks or more, the Property Officer will contact the employee that checked out the item of property and determine its status. Items out for more than two weeks shall have an explanation placed in AEGIS. The results of each of these audits shall be reported to the respective Division Captains.
- (b) **Bi-Annual Audits:** The Professional Standards Bureau Audit and Inspections Sergeant will be responsible for conducting audits of all of the Property Rooms at least twice a year. The Property Officer and Property Clerk will use portable barcode scanners to audit 100 pieces of property in their respective Property Rooms. The audit will check for the correct locations and status of each item. This audit will also check at least 5 different property locations and two drug evidence locations and confirm that those locations contain all the individual pieces of property that the AEGIS has assigned to those locations and ensure that there has been no tampering of the evidence. The results of each of these audits shall be reported to the Chief of Police, via the Professional Standards Division chain of command. The results will also be shared with the Captain and Lieutenant of the Support Services Division.

Whenever a new Property Officer is appointed, outgoing and incoming personnel shall conduct a joint inventory. The purpose of the inventory is to ensure the continuity of custody and not require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. The person assuming custody of the property should ensure that all records are current and any discrepancies are recorded and reported to the Support Services Division Captain prior to the assumption of property accountability by the newly appointed custodian.

Records Management

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Berkeley Police Department Records Management. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Berkeley Police Department to maintain department records securely, professionally, and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Support Services Lieutenant or his/her designee.

The responsibilities of the Records Supervisor include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Management.
- (b) Scheduling and maintaining Records Management time records.
- (c) Supervising, training, and evaluating Records Management staff.
- (d) Ensuring compliance with established policies and procedures.
- (e) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (f) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
 1. Homicides.
 2. Cases involving department members or public officials.
 3. Any case where restricted access is prudent.

803.3.2 RECORDS MANAGEMENT

The responsibilities of the Records Management include but are not limited to:

- (a) Maintaining a records management system for case reports.
 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 1. Modification of case reports shall only be made when authorized by a supervisor.

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- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics. This includes reporting statistical data to the California Department of Justice (DOJ) for:
 - 1. All officer-involved shootings and incidents involving use of force resulting in serious bodily injury (Government Code § 12525.2).
 - 2. Suspected hate crimes (Penal Code § 13023).
 - 3. Complaints of racial bias against officers (Penal Code § 13012; Penal Code § 13020).
 - 4. Civilian complaints made against officers (Penal Code § 832.5; Penal Code § 13012).
 - 5. Stop data required by Government Code § 12525.5 and 11 CCR 999.226.
 - (a) The reported information must not contain personally identifiable information of the person stopped or other information exempt from disclosure pursuant to Government Code § 12525.5 (11 CCR 999.228).
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Updating the Automated Firearms System to reflect any firearms relinquished to the Department and the subsequent disposition to the DOJ pursuant to Penal Code § 34010 (Penal Code § 29810).
- (h) Entering into the Automated Firearms System information about each firearm that has been reported stolen, lost, found, recovered, held for safekeeping, surrendered in relation to a private party firearms transaction or registration, relinquished pursuant to a court order, or under observation, within seven calendar days of the precipitating event (Penal Code § 11108.2).
- (i) Maintaining compliance with the state and DOJ reporting requirements regarding the number of transfers of individuals to immigration authorities and offenses that allowed for the transfers (Government Code § 7284.6(c)(2)).

803.3.3 RECORDS MANAGEMENT PROCEDURES

The Records Supervisor should establish procedures that address:

- (a) Identifying by name persons in reports.
- (b) Classifying reports by type of incident or crime.
- (c) Tracking reports through the approval process.
- (d) Assigning alpha-numerical records to all arrest records.
- (e) Managing a warrant and wanted persons file.

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803.4 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by officers of the Berkeley Police Department and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the Support Services Lieutenant. The Support Services Lieutenant should promptly contact the prosecuting attorney and request a written opinion as to whether the petitioner is factually innocent of the charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon receipt of a written opinion from the prosecuting attorney affirming factual innocence, the Records Supervisor should forward the petition to the Detective Bureau Lieutenant and the City Attorney for review. After such review and consultation with the City Attorney, the Detective Bureau Lieutenant and the Records Supervisor shall decide whether a finding of factual innocence is appropriate.

Upon determination that a finding of factual innocence is appropriate, the Records Supervisor shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

The Records Supervisor should respond to a petition with the Department's decision within 45 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

803.5 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

- (a) The Operations Division Captain should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):
 - 1. The individual is issued a certificate describing the action as a detention.
- (b) The Support Services Division Captain should ensure the following occurs:
 - 1. All references to an arrest are deleted from the arrest records of the Department and the record reflects only a detention.
 - 2. The California DOJ is notified.

803.6 FILE ACCESS AND SECURITY

The security of files in the Records Management must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Management, accessible only by authorized members of the Records Management. Access to case reports or files when Records Management staff is not available may be obtained through the Watch Commander.

The Records Management will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

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803.7 CONFIDENTIALITY

Records Management staff has access to information that may be confidential or sensitive in nature. Records Management staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Management procedure manual.

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Berkeley Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

It shall be the policy of the Berkeley Police Department to release copies of public records, unless release would endanger a private person or law enforcement personnel, harm a law enforcement investigation, constitute an unwarranted invasion of privacy, or is prohibited by law.

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Support Services Bureau Captain shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule including:
 1. Identifying the minimum length of time the Department must keep records.
 2. Identifying the department division responsible for the original record.
- (c) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (d) Establishing rules regarding the processing of subpoenas for the production of records.
- (e) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).
- (f) Determining how the department's website may be used to post public records in accordance with Government Code § 6253.
- (g) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.
- (h) Ensuring that public records posted on the Department website meet the requirements of Government Code § 6253.10 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.
- (i) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the Department's website.

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804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access public records of this department, during regular business hours by submitting a request that reasonably describes each record sought and paying any associated fees (Government Code § 6253).

The processing of requests for any record is subject to the following (Government Code § 6253):

- (a) The Department is not required to create records that do not exist.
- (b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).
- (c) Either the requested record or the reason for non-disclosure will be provided no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.
 - 1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).
 - 2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.
- (d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).
- (e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/

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video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

- (f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.

- (a) The requestor may appeal the denial to the Custodian of Records.

804.5 RECORDS FOR RELEASE

The following public information shall be released subsequent to administrative review of the Custodian of Records, unless release would endanger the safety of a person involved in an investigation, or endanger the successful completion of the investigation or a related investigation:

- (a) Arrest information for arrests made within six months of the date of the public information request (GC §6254(f)(1)):
1. The arrestee's name, occupation, date of birth, and physical description, including gender, height, weight, and color of eyes and hair;
 2. The date, time and location of arrest, and the date and time of booking;
 3. The factual circumstances surrounding the arrest, the amount of bail set, the location where the individual is currently being held, or the time and manner of release; and,
 4. All charges the individual is being held upon, including any outstanding warrants from other jurisdictions, and parole or probation holds.
- (b) Complaints and requests for assistance made within six months of the date of the public information request (GC §6254(f)(2)):
1. Factual circumstances surrounding the crime or incident, and a general description of any injuries, property or weapons involved.
 2. The time, substance, and location of all complaints or requests for assistance received by this department, and time and nature of response thereto, including, to the extent the information is recorded, the time, date and location of occurrence, and the time and date of the report.
 3. The victim's name, age and address, unless his/her name and address are not be disclosed pursuant to other provisions of this policy.
- (c) Information required to be released to misdemeanor or felony crime victims, their agents, and insurers (GC §6254(f)):
1. Names and addresses of persons involved in the incident;
 2. Names and addresses of witnesses (other than confidential informants) to the incident;
 3. The description of any property involved;

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4. The date, time and location of the incident;
 5. Statements of parties involved in the incident;
 6. Statements of witnesses (other than confidential informants); and,
 7. All diagrams.
- (d) Release of a complete copy, without redaction, of an identity theft (PC §530.5) police report to the victim of said offense (PC §530.6(a)).

804.6 COMMAND OFFICER RELEASE OF INFORMATION

Supervisory and command personnel may release verbatim excerpts from the General Orders, Training and Information Bulletins, or written policy directives of their particular command, and may quote statutory law which affects this Department and its conduct of public business.

Subsequent to the approval of the Chief of Police, the Public Information Officer, his/her designee, and command personnel may respond to criticism of their particular command, of the activities of members of their command, or of the department, except when the criticism has resulted in an Internal Affairs investigation of alleged misconduct.

804.7 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722) (Government Code § 6254.29).
- (b) Personnel records, medical records, and similar records that would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).
 1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.
 2. The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police, or as required by law.
- (c) The name and address of any person detained pursuant to WI 5150, where disclosure would constitute an unwarranted invasion of privacy.
- (d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking (Penal Code § 293)). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall

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not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).

1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, elder and dependent adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.
 2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).
- (e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 6254.4.5.
- (f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation.
- (g) Analysis and conclusions of investigating officers (Evidence Code § 1041; Government Code § 6254).
1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).
- (h) Criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.
1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney.
- (i) Absent a Court Order, certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), juveniles (Welfare and Institutions Code § 827), sex crimes and/or domestic violence.
- (j) Incidents or investigations regarding violent or abusive conduct reported by a health care provider(PC 11163.2(b)).
- (k) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).
- (l) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.

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- (m) Any record created exclusively in anticipation of potential litigation involving this department (Government Code § 6254).
- (n) Records relating to the security of the department's electronic technology systems (Government Code § 6254.19).
- (o) A record of a complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(9)).
- (p) Reports or information received from other agencies.
- (q) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 6254).
- (r) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 827.95; Welfare and Institutions Code § 831).
- (s) Any prospective operation plan and related tactical inventory.

804.7.1 FIRST AMENDMENT EVENTS

Except as required by State and Federal law, no employee of the Berkeley Police Department or any other City of Berkeley employee shall actively broadcast through Twitter, Facebook, Nixle, or other social media, the addresses, legal names, booking photos or other identifying information of people arrested for non-violent offenses by the Berkeley Police Department or other departments acting in mutual aid at First Amendment Events, as defined in Policy 428. The Berkeley Police Department and other City employees may broadcast the fact of arrests having been made, and details of the reasons and circumstances of such arrests, so long as personal identifying information is not included.

Restrictions on broadcasting identifying information about individuals arrested for non-violent violations in conjunction with First Amendment Events shall not limit or diminish the City's obligation to release arrestee information as required by State law, subject to personal safety-based and other limitations. This prohibition does not apply to any suspect or suspects identified as persons wanted for committing a violent crime during any demonstrations or protest.

804.8 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

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All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.9 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.10 SEALED RECORD ORDERS

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records, or his/her designee, shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Supervisor shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

804.10.1 SEALED JUVENILE ARREST RECORDS

Upon receiving notice from a probation department to seal juvenile arrest records pursuant to Welfare and Institutions Code § 786.5, the Records Supervisor should ensure that the records are sealed within 60 days of that notice and that the probation department is notified once the records have been sealed (Welfare and Institutions Code § 786.5).

804.11 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 6254(f)(4)).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an officer, or depicts an incident in which the use of force by an officer against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 6254(f)(4)).

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Bureau supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

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804.11.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

- (a) Disclosure may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident.
- (b) Delay of disclosure may continue after the initial 45 days and up to one year if the Department demonstrates that disclosure would substantially interfere with the investigation.
- (c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 6254(f)(4)).

804.11.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Custodian of Records shall provide written notice to the requester as follows (Government Code § 6254(f)(4)):

- (a) During the initial 45 days, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.
- (a) When delay is continued after the initial 45 days, the Custodian of Records shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records should work with the Chief of Police in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

804.11.3 REDACTION

If the Custodian of Records, in consultation with the Chief of Police or authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 6254(f)(4)).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 6254(f)(4)).

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804.11.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the Department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 6254(f)(4)):

- (a) The person in the recording whose privacy is to be protected, or his/her authorized representative.
- (b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.
- (c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 6254(f)(4)).

The Department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 6254(f)(4)(A)).

804.12 ATTACHMENT

[See attachment: 804 Attach June 2022.pdf](#)

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Berkeley Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Berkeley Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Berkeley Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Custodian of Records, or his/her designee, will coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.
- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

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805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Berkeley Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Management to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

805.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

805.5.2 TRANSMISSION GUIDELINES

Protected information, such as restricted Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should not be transmitted via unencrypted radio. When circumstances reasonably indicate that the immediate safety of officers, other department members, or the public is at risk, only summary information may be transmitted.

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In cases where the transmission of protected information, such as Personally Identifiable Information, is necessary to accomplish a legitimate law enforcement purpose, and utilization of an encrypted radio channel is infeasible, a MDT or department-issued cellular telephone should be utilized when practicable. If neither are available, unencrypted radio transmissions shall be subject to the following:

- Elements of protected information should be broken up into multiple transmissions, to minimally separate an individual's combined last name and any identifying number associated with the individual, from either first name or first initial.
- Additional information regarding the individual, including date of birth, home address, or physical descriptors, should be relayed in separate transmissions.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Custodian of Records, or his/her designee, will oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

805.8 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Computers and Digital Evidence

806.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

806.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

- (a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.
- (b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.
- (c) If the computer is off, do not turn it on.
- (d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.
 1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
 2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery).
- (e) Label each item with case number, evidence sheet number, and item number.
- (f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.
- (g) Book all computer items in the Property Room. Do not store computers where normal room temperature and humidity is not maintained.
- (h) At minimum, officers should document the following in related reports:
 1. Where the computer was located and whether or not it was in operation.
 2. Who was using it at the time.
 3. Who claimed ownership.
 4. If it can be determined, how it was being used.
- (i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself, the corresponding power/charging cords, and all

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storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

806.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

806.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to a computer forensic examiner:

- (a) Copy of report(s) involving the computer, including the Evidence/Property sheet.
- (b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.
- (c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).
- (d) When necessary, an exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

806.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

- (a) If the media has a write-protection tab or switch, it should be activated.
- (b) In general, do not review, access or open digital files prior to submission. If the information is needed for immediate investigation request the Property Room to copy the contents to an appropriate form of storage media.
- (c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.
- (d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.
- (e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

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806.4 SEIZING PCDS

Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

- (a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.
- (b) Do not turn the device on or off. The device should be placed in a faraday bag, to prevent the device from sending or receiving information from its host network.
- (c) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

806.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

806.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

806.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

- (a) The recording media (smart card, compact flash card or any other media) shall be booked into the Property Room as soon as possible for submission into evidence, or
- (b) The media on the card shall be uploaded to the Department's Digital Evidence Database or an alternative storage media as soon as possible for submission into evidence.

806.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be either downloaded to storage media or uploaded to the Department's Digital Evidence Database.

806.5.4 PRESERVATION OF DIGITAL EVIDENCE

- (a) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.
- (b) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

Computer Voice Stress Examinations

807.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of the Computer Voice Stress Analyzer (CVSA) as an investigative tool.

807.2 POLICY

All Berkeley Police Department CVSA examinations shall be conducted in accordance with regulations contained in the California Administrative Code, Business and Professions Code and Government Code.

807.3 THE COMPUTER VOICE STRESS ANALYZER (CVSA)

The CVSA is an excellent aid to law enforcement investigations; however, it should never be considered as a substitute or shortcut to an investigation.

- (a) The final result of a CVSA examination will be based, in great measure, upon the thoroughness of the investigation prior to having a subject take the examination.
- (b) In criminal investigations, examinations may be conducted upon suspects, victims and witnesses.

807.4 PROCEDURES

Requests may be made to a CVSA examiner verbally or in writing. Requests must be accompanied by sufficient data for evaluation of the subject. The decision to do an examination is based on the nature of the investigation and the characteristics of the person to be examined.

Examinations will only be conducted in criminal cases where criminal prosecution, not civil litigation, is the intended result of the investigation.

807.5 INTERNAL INVESTIGATIONS

In keeping with the California Peace Officers' Bill of Rights, CVSA examinations will not be offered, nor given to sworn members of the Department.

807.6 BACKGROUND INVESTIGATIONS

During the background investigation process, a CVSA examination shall be administered to each police officer candidate. CVSA examinations shall only be administered by specially trained CVSA examiners employed by the Berkeley Police Department. CVSA examinations shall be based on information provided by the applicant and discovered during the background investigation, including the Personal History Statement, Drug Use Questionnaire and Pre-Investigative Questionnaire.

At the conclusion of the examination, the examiner shall prepare a memorandum addressed to the Personnel and Training Sergeant outlining the results. This memorandum shall include whether or not deception was indicated, and if so, in what area. Any additional admissions or information developed during the interview shall be documented in the memorandum.

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The results of the CVSA examination shall not be the sole determinant of any candidate's suitability for employment with the Berkeley Police Department.

Emergency Burial Permits

808.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the issuance of emergency burial permits by the Berkeley Police Department.

808.2 POLICY

While the City of Berkeley Health, Housing, and Community Services (HHCS) Department is responsible for the daily administration and processing of burial permits, sworn supervisors or command rank officers (hereafter, “issuing officers”) shall assist HHCS Department in the issuance of emergency burial permits according to the procedures set forth in this policy.

808.3 CRITERIA FOR ISSUING AN EMERGENCY BURIAL PERMIT

- (a) The death occurred within the city of Berkeley.
- (b) There is a need for an emergency permit, limited to the following:
 - 1. Religious necessity (i.e., Jewish custom);
 - 2. Natural disaster (i.e., earthquake, etc.); or
 - 3. Extraordinary circumstances requiring out-of-state transportation by the deceased person’s family.

A permit request made urgent due to a statutory time limit (e.g., being beyond the 8-day time limit for burial) or a “long weekend” is not an emergency, and the person making the request shall be referred to the HHCS Department’s Office of Vital Statistics during normal business hours.

808.4 NON - ISSUANCE

A burial permit shall not be issued in the following circumstances:

- (a) The applicant does not possess the required documents.
- (b) The applicant fails to submit the requisite permit fee.
- (c) The location intended to receive scattered cremated remains is not authorized by law or the property owner’s consent (e.g., lakes, rivers, within 500 feet of an ocean or inland waterway shoreline, over public lands without proper approval, etc.).

808.5 HOURS OF ISSUANCE

An emergency burial permit may only be issued by the Police Department on Saturdays, Sundays and holidays, between the hours of 9 a.m. and 4 p.m. A permit will not be issued by department personnel at any other time except on the personal request of the City’s Public Health Officer.

808.6 PROCEDURES

The issuing officer shall receive the following forms from the funeral facility representative:

- (a) An original Certificate of Death;

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- (b) An Application and Permit for the Disposition of Human Remains (State of California, Department of Public Health, Office of Vital Statistics form VS-9), completed in quadruplicate, and signed/dated by funeral director or authorized representative; and
- (c) When applicable, written authorization from a private property owner or governmental agency having jurisdiction over lands upon which cremated remains are to be scattered.

808.7 REVIEW OF DOCUMENTS

808.7.1 CERTIFICATE OF DEATH

The issuing officer shall review the Certificate of Death to ensure:

- (a) The death occurred in Berkeley (#106).
- (b) The Certificate is signed by either a physician or the Coroner (#115 and 118, and/or 126).
 1. The Coroner must sign when the death was caused in whole or in part by an injury, is work-related, is under investigation or during the continued absence of the physician.
 2. The physician must have seen the deceased within 20 days of the date of death (Compare #7 with #114B).
- (c) If the body is embalmed, the Certificate bears the embalmer's license number (#43) and signature (#42). (If the body is not embalmed, the words "not embalmed" should be written in #42 and a dash in #43.

808.7.2 APPLICATION AND PERMIT FOR DISPOSITION OF HUMAN REMAINS

The issuing officer shall review the Application and Permit for Disposition of Human Remains to ensure:

- (a) The information on the form corresponds with that on the Certificate of Death.
- (b) The form is signed and dated by the applicant in sections 9A and 9B
- (c) The amount of "\$12.00" appears in the section 10A.
- (d) The current date appears in the section 10B.
- (e) The name of the City's Public Health Officer, (check city website for current MD) is written by the issuing officer, along with his/her initials and badge number, in section 10C.
- (f) The form reads "City of Berkeley Health Department, 1947 Center Street" in section 10D.
- (g) The location identified for disposition of cremated remains (11C and 16A) is legally authorized to receive said material, in conformance with Health and Safety Code §§7116 and 7117.

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808.8 DISTRIBUTION OF DOCUMENTS / FEE

- (a) The issuing officer shall present the first three copies of the completed Application and Permit for Disposition of Human Remains to the funeral facility representative.
- (b) The issuing officer shall forward the following items to HHCS Department's Office of Vital Statistics for each burial permit issued:
 - 1. The fourth copy of the Application and Permit for Disposition of Human Remains;
 - 2. The Certificate of Death; and,
 - 3. The fee of \$12.00.
 - (a) Checks shall be made payable to the "City of Berkeley".
 - (b) THE ISSUING OFFICER SHALL NOT PREPARE A RECEIPT FOR THE PERMIT FEE. HHCS Department staff is responsible for preparation and mailing of a receipt to the funeral facility.

808.9 BPD LOG

The issuing officer shall complete the "Health Department -Burial Permits" log attached to Burial Permit folder kept at Front Counter.

808.10 QUESTIONS

Questions or issues concerning burial permits that cannot be immediately resolved should be referred to the City of Berkeley's Vital Statistics Office.

Mobile Command Vehicle (MCV)

811.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure the Department's Mobile Command Vehicle (MCV) is used appropriately. This policy provides guidelines for the acceptable use, and required training of the Department's Mobile Command Vehicle (MCV).

811.2 DESCRIPTION OF CURRENT MOBILE COMMAND VEHICLE

Currently Berkeley Police Department owns a 2003 Freightliner Chassis (custom built). This MCV is equipped with police radios and outfitted to handle several laptops at any given time. The MCV is designed to assist in a catastrophic event which disables the Berkeley Police Department's Communications Center at the Public Safety Building. The MCV offers shelter, and a location to access Police Department computer systems.

811.3 AUTHORIZED USE

The Berkeley Police Department's Mobile Command Vehicle (MCV) is designed to be used as an incident command post in specific circumstances, including critical incidents, missing person searches, natural disasters, large scale events or community events that are taking place. The (MCV) may be used for other events as approved by the Chief of Police or their designee.

811.4 TRAINING

The Mobile Command Vehicle shall only be operated by members who have been properly trained and demonstrated proficiency in the operations of this specific vehicle. Training shall include the safe handling of the MCV, how to setup and take down the MCV for operational use, and demonstrated competence in the safe handling of the MCV on various streets within the City of Berkeley.

The current MCV does not require a specialty drivers' license classification or any endorsements. A valid California driver's license class C is the only DMV requirement required to operate the current MCV.

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Berkeley Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.2 DEFINITIONS

Definitions related to this policy include:

Jail - The jail proper, pedestrian sally ports, vehicle sally port, and public detainee visiting rooms associated with the Berkeley City Jail.

Jail Supervisor - A supervising Community Services Officer assigned to the Jail.

Jailer - A Community Service Officer or Jail Supervisor assigned to custody management responsibilities within the Jail.

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Berkeley Police Department prior to being released or transported to a housing or other type of facility.

900.3 POLICY

The Berkeley Police Department is committed to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.4 CHAIN OF COMMAND

The Jail is administered by the following chain of command (in descending order): The Chief of Police, Support Services Division Captain, Support Services Bureau Lieutenant, Jail Sergeant, and the Jail Supervisor.

(a) In the absence of the Support Services Bureau Lieutenant and Jail Sergeant, the Watch Commander and ranking Patrol Sergeant, respectively, will fulfill the corresponding responsibilities in the Jail's chain of command.

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900.5 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than 96 hours, excluding holidays.

900.5.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Berkeley City Jail, but should be transported to the Alameda County Jail, a medical facility, or another type of facility as appropriate. These may include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition that will require medical attention while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Mental Illness Commitments Policy).
 - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed (15 CCR 1030).
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance, or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to him/herself or others (15 CCR 1053; 15 CCR 1055).
- (h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051). For example, tuberculosis (TB), body lice, scabies, or any other disease that could be transmitted to other detainees, jail staff, or others employed in the Public Safety Building.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.
- (j) Any individual who is obviously developmentally disabled (15 CCR 1057). Detainees who are developmentally disabled shall be transported to Santa Rita Jail.
- (k) Any individual who appears to be a danger to him/herself or others due to a mental disorder, or who appears gravely disabled (15 CCR 1052).
- (l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).
- (m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).

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- (n) Any detainee who was exposed to the primary effect of a Conducted Energy Device (CED) three or more times in the course of his/her apprehension will not be accepted (i.e., pre-booked, booked or detained within) into the Jail. Instead, the detainee shall be sent for a medical evaluation and, if deemed fit for incarceration, shall be transported and booked into an alternative custodial facility.
- (o) Any detainee with a permanent physical disability or condition who is unable to transport themselves with, or be transported via, mechanical means (i.e., wheelchair, crutches, etc.) may be directed to another detention facility for incarceration, at the discretion of the on-duty Jail Supervisor.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Berkeley City Jail unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.6 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (15 CCR 1027).

At least one female department member shall be available when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process (15 CCR 1027).

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present (Penal Code § 4021).

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.7 STAFFING PLAN

The Chief of Police or their designee shall ensure a staffing plan is prepared and maintained, indicating assigned personnel and their duties. The plan should ensure that at least one member who meets the training standards established by the Board of State and Community Corrections (BSCC) for general fire- and life-safety and is trained in fire- and life-safety procedures relating specifically to the facility is on-duty at all times (15 CCR 1028).

The staffing plan shall be available for biennial review by BSCC staff. The review and recommendations of the BSCC biennial review shall be forwarded to the City, as required by 15 CCR 1027.

900.8 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

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- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the Jail Supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.9 "FIT FOR INCARCERATION" CLEARANCE

A detainee may only be deemed "Fit for Incarceration" by a medical or mental health professional. Detainees who require such clearance prior to being accepted into the Jail, include, but are not limited to:

- (a) A detainee who suffered a major injury or illness prior to arrival at the Jail.
- (b) A detainee who was exposed to the primary effect of a Conducted Energy Device (CED) less than three times.
- (c) A detainee who was sent for a W&I 5150 evaluation.

900.10 INITIATING TEMPORARY CUSTODY

The jailer booking the detainee into temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The jailer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported from the City jail or the appropriate mental health facility.

The jailer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to another jail or facility.

900.11 MINOR INJURY PRIOR TO BOOKING

- (a) If a detainee suffered a minor injury (i.e., treatable by first aid methods) prior to arrival at the Jail, that person may be accepted for booking at the discretion of the on-duty Jail supervisor.
- (b) In the event a detainee refuses first aid treatment for a minor injury suffered prior to arrival at the Jail, the booking jailer shall document the extent of the injury and offer to facilitate other medical assistance, as may be appropriate.

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900.12 PREGNANT ADULTS

For the purposes of this policy, “pregnant” shall refer to a detainee who is visibly pregnant, or states they are pregnant.

A pregnant detainee who is under the influence of drugs to the extent that their life, or the life of the fetus, could be in danger shall not be accepted in the Jail without having first been examined and cleared for incarceration by a physician. Once cleared for incarceration, the detainee may be booked into the Jail. A detainee who is known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy, per Policy 302 and PC 3407.

900.13 SCREENING AND PLACEMENT

The jailer responsible for a detainee in temporary custody shall (15 CCR 1050):

- (a) Advise the Jail Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
 2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 - i. Continuous, direct sight and sound supervision.
 3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
 4. Ensure males and females are separated by sight when in cells.
 5. Ensure restrained individuals are not placed in cells with unrestrained individuals.
- (c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.
- (e) Ensure detainees who are extremely dirty and refuse to shower subsequent to booking are housed separately.
- (f) Ensure persons who suffer from a loss of hearing which does not present an impediment to custody are accepted into the Jail, and housed in a cell which provides for optimum observation by Jail staff.
- (g) Ensure a detainee who is temporarily disabled as a result of intoxication, or similar condition, is accepted into the Jail if he/she is able to respond to verbal or physical stimulation to the satisfaction of the on-duty Jail Supervisor.

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- (h) Ensure any detainee who was subject to the primary effects of a less-lethal device (not including a Conducted Energy Device) such as a baton round, diversion device, etc. or non-lethal device such as a Rapid Containment Baton (RCB), OC spray, etc. in the course of their apprehension has been evaluated for injury by the arresting officer prior to booking into the Jail. (See section 900.5 and 900.10 regarding detainees who have been exposed to Conducted Energy Devices).

900.14 SERVICE ANIMALS

- (a) A service animal is defined as a dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).
 - 1. A service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)) (see the Service Animal Policy for further).
- (b) Jail staff shall consider a request from a detainee for their service animal to be present with him/her while confined in the Jail. The employee considering the request shall be responsible for making permissible inquiries to determine the status of the alleged service animal and suitability for entry into the Jail.
- (c) If the animal doesn't qualify as a service animal, the detainee may make arrangements for the animal's care. If this cannot be accomplished in a reasonable amount of time, the animal should be delivered to Animal Control. The detainee shall be notified of their animal's location.
- (d) If the animal qualifies as a service animal, but the animal would jeopardize the safe operation of the jail or would pose a direct threat to the health and safety of others, the animal may be separated from the detainee. The detainee may make arrangements for the animal's care. If this cannot be accomplished in a reasonable amount of time, the animal should be delivered to Animal Control. The detainee shall be notified of their animal's location.
- (e) If the animal needs to be separated from the detainee, the employee shall ask the detainee if separation from the service animal would constitute or create a medical emergency. If the detainee claims the separation will constitute or create a medical emergency, the detainee should be taken to a hospital facility for medical clearance.
- (f) If the animal is determined to qualify as a service animal, the detainee must be able to care for (i.e., feed and clean) the animal, or provide an attendant who can come to the Jail to accomplish the same care. The detainee must also agree to ensure the animal's transfer from the Jail no later than four hours prior to the detainee's transfer to court or other facility. If the detainee cannot accomplish these things, the animal will not be allowed into the Jail. The detainee may then make arrangements for the animal's care.

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If this cannot be accomplished in a reasonable amount of time, the animal should be delivered to Animal Control. The detainee shall be notified of their animal's location.

900.15 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Support Services Captain will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
 1. If the country is on the mandatory notification list, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
 - (c) Forward any communication from the individual to his/her consular officers without delay.
 - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
 2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Forward any communication from the individual to his/her consular officers without delay.

900.16 SAFETY, HEALTH, AND OTHER PROVISIONS

900.16.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Berkeley Police Department, the custody shall be promptly and properly documented in a corrections database including:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of arrival at the Department.

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- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks (15 CCR 1027; 15 CCR 1027.5).
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Any other information that may be required by other authorities, such as compliance inspectors.
- (h) Date and time of release from the Berkeley Police Department.

The Jail Supervisor should sign the Berkeley Jail Detainee Confinement Record (DCR) log to approve the temporary custody and should also sign initial the DCR log when the individual is released from custody or transferred to another facility.

The Jail Supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.16.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the corrections database.
- (b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins.
- (d) There is reasonable access to a drinking fountain or water.
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.
- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

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- (k) A Telecommunications Relay Service (TRS) shall be provided to any detainee who expresses a need for it.

900.16.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members (15 CCR 1220). At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. Jail staff or an officer should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, the officer should follow the ambulance to the hospital. If the person is combative and medical personnel request the officer ride in the ambulance to the hospital, the officer shall do so and another officer shall follow the ambulance in a police vehicle.

900.16.4 MEDICATION

- (a) Detainees who require medication shall be held in temporary custody unless
 1. The detainee's medication is:
 - (a) For a cardiac-related condition, i.e. nitroglycerin
 - (b) Administered via injection
 - (c) A research or experimental drug
 2. The detainee requires medication on a regular basis, but does not possess the medication at the time of booking and cannot coordinate the receipt of such medication within a reasonable amount of time post-booking.
 3. The detainee requires medication that is too complex to administer
- (b) All medication should be in a pill form (not capsule) unless the medication is obtained directly from a hospital or pharmacy by a member of the Police Department. The medication should be properly labeled on a prescription container and should include the following:
 - (a) The name of the individual for which the drug is prescribed,
 - (b) The name of medication,
 - (c) The dose and instructions for taking the medication,
 - (d) The prescribing physician and
 - (e) The expiration date.
- (a) All medication shall be identified by one of the following methods:
 1. Contacting the prescribing physician,
 2. Calling an on duty nurse at an Alameda County Medical Facility or Santa Rita Jail, or

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3. Using an online resource such as the Prescriber's Digital Reference (PDR) guide.

- (b) Any medication administered to a detainee shall be noted in the jail log.

900.16.5 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the member supervising the individual has probable cause to believe the possession of the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists (Penal Code § 2656; 15 CCR 1207).

900.16.6 TELEPHONE CALLS

Immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations and logistics should be balanced against the individual's desire for further telephone access.

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.
 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
 2. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.
- (b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
 2. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that he/she may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

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- (c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded (Penal Code § 851.5(b)(1); 15 CCR 1068).
- (d) A detainee who is too violent and/or intoxicated to cooperate during the booking process shall be denied phone calls. Once the detainee is cooperative and/or sober, telephone calls shall be provided, if requested.
- (e) The jailer facilitating a detainee's telephone calls shall log each call by time and phone number called.
- (f) A Telecommunications Relay Service (TRS) shall be provided to any detainee who expresses a need for it.
- (g) A detainee who initially refuses to make calls during booking, may be allowed calls at a later time, when reasonably practical.

900.16.7 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all detainees in custody should be reasonably accommodated (15 CCR 1072). Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Detainees wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the detainee's head and face may be temporarily removed during the taking of any photographs.

900.16.8 FIREARMS AND OTHER WEAPONS

Firearms (including ammunition) and other weapons and control devices shall not be permitted in secure areas where detainees are in custody or are processed. They shall be properly secured outside of the Jail in a locker or other secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no detainees in custody are present or in the event of an emergency, such as an evacuation.

For the purpose of this section, "other weapons and control devices" shall include knives, Rapid Containment Batons (RCBs), wooden batons, flashlights, Oleoresin Capsicum (OC) spray and Conducted Energy Devices (possessed by other agencies).

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For the purpose of this section, an “emergency” shall include incidents wherein the involved subject(s) may be armed and have the potential to inflict serious injury or death (e.g., a detainee-involved hostage situation).

900.16.9 SECURITY MEASURES -JAIL STAFF

- (a) Jail keys assigned to and maintained within the Jail shall not be left unattended.
- (b) Cell areas shall be sufficiently illuminated so detainees can be easily observed, and corridor lights shall be on at all times.
- (c) When on-duty, Jail staff shall wear portable police radios.
- (d) Jail staff shall keep conversation with detainees to a minimum; courteous and respectful conversation intended to facilitate the efficient operation of the Jail is permitted.
- (e) Jail staff shall answer intercoms promptly.
- (f) No detainee shall be allowed to have any pencils, pens or other markers, except those provided temporarily for completion of required forms or correspondence.
- (g) Whenever maintenance or emergency personnel are in the Jail, jailers shall admonish them to maintain control of and account for all equipment and tools in their possession.
- (h) A jailer may deny entry to any person carrying an item believed to be, or which may become, a hazard.

900.16.10 SECURITY MEASURES - DETAINEES/ OTHER PERSONS

- (a) Non-law enforcement persons entering the Jail shall be subject to a thorough cursory and /or metal detector search of their person and belongings.
- (b) Contraband of any kind is prohibited within the Jail. Contraband is considered:
 - 1. Weapons
 - 2. Narcotics
 - 3. Narcotic paraphernalia
 - 4. Wireless communication device
 - 5. Handcuff key
- (c) Any person who knowingly brings contraband into, or possesses such contraband while incarcerated in, the Jail will be subject to arrest and criminal prosecution (Penal Code §4573, et. seq.)
- (d) Officers escorting a detainee into the Jail for booking shall maintain effective custody and control over that person until directed into the Jail booking area by the booking jailer.
 - 1. Detainees shall be handcuffed upon entry to the Jail and shall remain so restrained until the escorting officer is otherwise directed by a jailer.

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2. The booking officer shall remain with their detainee until the person is secure in a jail cell, or relieved prior to that action by the booking jailer.
 3. The responsibility for the care and custody of detainees who have not been booked into the Jail shall remain with the booking officer.
 4. The booking officer is relieved of custodial responsibility when the jailer takes physical control of the detainee and communicates he/she no longer requires the officer's assistance.
- (e) No detainee shall be allowed outside a cell unless in the immediate and continuous control of two jailers and/or officers.

900.16.11 REPORTING PHYSICAL HARM OR SERIOUS THREAT OF PHYSICAL HARM

In addition to a custody log entry, any incident that results in physical harm or serious threat of physical harm to a member, person in custody or any other person shall be documented as stated in the Use of Force or On-Duty Injuries policies, or other applicable reporting process. A copy of all reports generated regarding the above circumstances shall be submitted as soon as reasonably practicable. The Jail Supervisor will retain a record of these reports for inspection purposes (15 CCR 1044).

900.16.12 DISCIPLINE

Discipline will not be administered to any individual in custody at this facility. Any individual in custody who repeatedly fails to follow directions or facility rules should be transported to the appropriate jail, mental health facility or hospital as soon as practicable. Such conduct shall be documented and reported to the receiving facility (15 CCR 1081).

900.16.13 SMOKING

Smoking is prohibited in the Jail (Berkeley Municipal Code, Chapter 12.70).

900.16.14 BOOKS, NEWSPAPERS, PERIODICALS AND WRITINGS

Jailers will make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates (15 CCR 1066(b)). Upon request, Jailers shall notify the on duty Jail or Operations Sergeant to purchase a daily newspaper in the language determined by the detainee.

900.17 USE OF RESTRAINT DEVICES

Detainees in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally shall not be used for individuals in temporary custody at the Berkeley Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

The use of handcuffs on a pregnant person should be used in compliance with Policy 302 and PC 3407.

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Detainees in restraints shall be kept away from other unrestrained detainees in custody and monitored to protect them from abuse.

900.18 PERSONAL PROPERTY

The personal property of an individual in temporary custody shall be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Jail Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Jail Supervisor shall attempt to prove or disprove the claim.

900.18.1 PROPERTY PROCEDURE

The Alameda County Sheriff's Office Prisoner Property Receipt shall be used by Jail staff to document a detailed inventory of detainee property.

The booking officer shall remain present during the booking jailer's inventory of a detainee's property, unless relieved by another officer or second jailer.

The booking jailer, a witness employee, and the detainee shall sign the Property Receipt at the completion of the inventory.

900.18.2 REFUSALS

- (a) If the detainee refuses to sign the Receipt, the booking jailer shall check the "Refused to Sign" box and place their own initials in the section labeled "Prisoner's Signature".
- (b) The booking jailer shall route the completed and signed Prisoner Property Receipt is as follows:
- (c) In the event of a detainee's refusal to accept a copy of the Property Receipt, the booking officer or assisting jailer shall witness and initial the booking jailer's "Copy Offered/ Refused" notation.
 1. If the detainee refuses to accept their copy of the Property Receipt, the booking jailer shall write, "Copy Offered/Refused", in the "Comments" section of the Receipt, and place the copy in the detainee's property bag/envelope.

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2. The yellow and pink copies are attached to the envelope/bag containing the detainee's property and the goldenrod copy is attached to the Detainee Confinement Record (DCR).

900.18.3 CURRENCY AND JEWELRY

The booking jailer shall ensure a detainee's currency and jewelry are secured in a plastic heat-sealed bag and labeled with the detainee's "Person File Number" (PFN).

- (a) If rings or other jewelry cannot be removed, the booking jailer shall advise the detainee the Department will not be responsible for items not surrendered, and shall note this fact and admonition on the detainee's Property Receipt and Confinement Record.
- (b) No alcoholic beverages, perishable food items, or flammable liquids/chemicals shall be brought into the jail or held in Jail property lockers.
- (c) Cigarette lighters or similar flammable/chemical items having particular value, or where retention of the item is desired or appropriate, shall be handled and stored pursuant to hazardous article procedures set forth in the Property and Evidence Policy.
- (d) Other cigarette lighters and similar flammable items may be discarded.
- (e) The booking officer shall be responsible for booking into the Property Room as "safe keeping" a detainee's property which is not maintained in the Jail property storage facility.

900.18.4 EVIDENCE

Property taken as evidence during the booking process shall be inventoried by the investigating officer on an Evidence Report form, a copy of which shall be given to the detainee or placed in the detainee's property bag.

900.18.5 BULK PROPERTY

(a) Oversized "bulk" detainee property shall be stored in the Jail's property storage room, unless its dimension and/or quantity requires more storage space.

In the event detainee property is maintained in a storage facility other than within the Jail, the booking jailer shall issue a "Bulk Property" letter, advise the detainee of the location of his/her property (e.g., in the Property Room), and admonish him/her that the "bulk" property will be deemed "abandoned" and be subject to destruction after 90 days, in accordance with the provisions of the Property and Evidence Policy.

(a) The triplicate "Bulk Property" letter shall be routed as follows:

- (a) Original (white) copy attached to Jail record;
- (b) Blue copy issued to the detainee; and,
- (c) Pink copy attached to property container/bag.

Jail staff are responsible for the security of detainee property.

(a) Only authorized persons shall enter the Jail's Property Storage Room or Property Lockers.

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Unless release of specific personal items is authorized by owner consent or lawful process, a detainee's property should be maintained in or released from the Jail's Property Storage facilities in its entirety.

(a) Owner consent for the release of funds or other items from a detainee's property shall be documented by the detainee's signature or initials on the original copy of the detainee's Property Receipt.

(b) The employee releasing a detainee's property shall:

- (a) Obtain satisfactory identification for the person to whom the property was released;
- (b) Record the name of the person and the form of identification presented on the Property Receipt;
- (c) Sign the Property Receipt affirming property release; and,
- (d) Have the recipient sign the Property Receipt affirming receipt of released property.

No one shall use money (i.e., currency or coin) belonging to a detainee for making change.

Once a detainee has been booked into the Jail, no money, gifts, or other property will be accepted for that detainee.

Jail personnel should not accept mail (i.e., letters, packages, etc.) delivered by the US Postal Service for detainees housed in the Jail.

- (a) The on-duty Jail supervisor shall be responsible for returning the mail to the Post Office as "undeliverable."

900.18.6 BOOKED PROPERTY

If the Jail's Storage room is full, Jail staff may request the arresting officer book a detainee's property, such as a backpack into the BPD property room for safekeeping. When the officer takes the item, such as a backpack, the officer shall complete an inventory of the backpack on an evidence/property receipt. The inventory should itemize any items of value contained in the backpack, such as a cell phone, camera or jewelry. Other miscellaneous items such as clothing, papers, etc. may be noted but do not need to be counted. Officers shall use their best judgment as to what constitutes a valuable item. The detainee shall sign the inventory to confirm their items are listed. This will help to safeguard against allegations of missing items in the future.

The officer shall give a copy of the receipt to the detainee, or put it with their property staying at the jail. The detainee, once released, can return to the PSB and present the receipt to retrieve their property.

900.19 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection shall be conducted when he/she is released. Any damage noted to the cell shall be photographed and documented.

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The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.
- (b) The individual shall have constant auditory access available to department members.
- (c) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (d) Cell checks by department members shall occur within every 60 minutes (Per Title 15 section 1027.5).
 - (a) Cell checks should be at varying times.
 - (b) All cell checks shall be logged and the results of the cell check including verification of prisoner count shall be entered into the jail log.
 - (c) Cell checks can be completed by looking through the glass window in the cell door to check the welfare of the prisoners. If all of the occupants in the cell cannot be seen through the window of the cell door, the door will have to be opened. Before opening the cell door, assistance from another CSO or officer is required.
 - (d) Individuals who are sleeping or apparently sleeping should be awakened unless there are other indication or signs of life.
 - (e) Requests or concerns of the individual should be logged.
 - (f) Jail staff should accomplish cell reassignment if it will benefit the peace and good order of the jail, and ensure the welfare of the detainee population.

900.19.1 USE OF SOBERING CELL

Inmates who are to be held in the Temporary Holding Facility and who present a threat to their own safety or the safety of others due to their state of intoxication shall be placed in a sobering cell until their condition allows for continued processing.

The following guidelines apply when placing any inmate in a sobering cell (15 CCR 1056):

- (a) Placement of an inmate into the cell requires approval of the Jail Supervisor.
- (b) A cell log shall be initiated every time an inmate is placed in the cell. The log shall be maintained for the entire time the inmate is housed in the cell.
- (c) A safety check consisting of direct visual observation sufficient to assess the inmate's well-being and behavior shall occur no less than twice every 30 minutes. Each safety check shall be documented in the cell log. Supervisors shall check the logs for completeness every two hours and document this action on the cell log.
- (d) If a detainee is not responsive to verbal stimulation, the inspecting jailer shall, with sufficient assistance, enter the cell and physically rouse the detainee by touching or shaking.

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- (e) A detainee who is not easily roused, cannot respond to simple commands, appears to have difficulty breathing or appears ill, shall be transported to a medical facility for medical examination and clearance for incarceration.
- (f) Under no circumstances shall an inmate be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the inmate does not have an urgent medical issue.
- (g) A detainee housed in a sobering cell shall be monitored by Jail staff at least twice every thirty minutes, or at a more frequent interval as may be directed by the on-duty Jail supervisor.
- (h) A safety cell shall not be used as punishment or as a substituted for requisite medical and/or psychological treatment.
- (i) If not completed at the time of entry into the Jail, the detainee's booking process shall be completed at the earliest practical time after that person exhibits physiological indications of sobriety (i.e., an ability to care for him or herself).

900.19.2 USE OF SAFETY CELL

A detainee who becomes extremely violent during booking or while in custody shall be temporarily held in a Safety cell.

The following guidelines apply when placing any inmate in a safety cell:

- (a) A detainee who develops or exhibits behavior consistent with a psychological disorder shall be placed in a safety cell until such time as the risk created by said condition is no longer present or the person is transferred to an appropriate medical facility for treatment.
- (b) The following notifications shall be made whenever a detainee is placed into a safety cell:
 - 1. Whenever a detainee is placed into a safety cell, the on-duty Jail supervisor or Jail Operations Sergeant shall be advised as soon as practical. If either are absent or unavailable, the Watch Commander, a patrol sergeant, or the senior patrol officer on duty (in order) shall be advised.
- (c) A detainees continued retention in a safety cell shall be reviewed every four hours. A medical assessment shall be completed within a maximum of 12 hours in a safety cell. The detainee should be medically cleared for continued retention in a safety cell every 24 hours thereafter.
- (d) A detainee maintained in a safety cell shall not be restrained with handcuffs and/or ankle cuffs.
- (e) A detainee held in a safety cell shall be allowed to retain clothing sufficient to cover their body, unless said clothing is removed for security or evidentiary reasons. In the event it is deemed necessary to remove all of a detainee's clothing, the detainee shall be provided with a safety garment (e.g., a paper coverall.)
- (f) A detainee housed in a safety cell shall be monitored by Jail, with direct visual supervision, staff at least twice every thirty minutes with no more than a 15-minute

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lapse between safety checks, or at a more frequent interval as may be directed by the on-duty Jail supervisor.

- (g) A safety cell shall not be used as punishment or as a substituted for requisite medical and/or psychological treatment.
- (h) If not completed at the time of entry into the Jail, the detainee's booking process shall be completed at the earliest practical time after that person's behavior that indicates they are no longer a threat to Jail staff or other detainees.

900.20 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Support Services Division Captain shall ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Berkeley Police Department.

The death of a detainee in transit the Berkeley Jail or in transit to another agency or facility, who has not been remanded and accepted into the custody of that agency or facility, shall be considered an in-custody death.

900.20.1 SUICIDE ATTEMPT OR SERIOUS INJURY

In the event of a suicide attempt of a detainee or the serious injury to a detainee, procedures shall include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Support Services Division Captain, Duty Command Officer, Watch Commander, and the Jail Supervisor
- (c) Isolation of suspect/witness detainees if appropriate and as space allows.

900.20.2 DEATH

In the event of the death of a detainee, procedures shall include the following:

- (a) Immediate request for emergency medical assistance
- (b) Immediate notification of the Support Services Division Captain, Duty Command Officer, Watch Commander, and the Jail Supervisor
- (c) Isolation of suspect/witness detainees if appropriate and as space allows
- (d) Notification of the spouse, next of kin or other appropriate person.
- (e) Notification of the appropriate prosecutor.
- (f) Notification of the City Attorney.
- (g) Notification of the Alameda County Coroner.
- (h) Evidence preservation.
- (i) In-custody death reviews (15 CCR 1046)
- (j) Notification to the Attorney General within 10 days of any death in custody including any reasonably known facts concerning the death (Government Code § 12525)

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900.21 SOBER RELEASE

- (a) No person shall be released from custody in an intoxicated condition.
- (b) To be eligible for release from custody, a detainee must be sober to the extent he/she can care for him/herself in public (ref. PC §647(f)).
 - 1. This protocol does not preclude release of an intoxicated adult upon Notice To Appear into the custody of a sober and responsible adult, provided that adult will assume responsibility for the intoxicated adult.
 - 2. This protocol does not preclude release of an intoxicated juvenile into the custody of his/her sober and responsible adult parent or guardian, provided that adult will assume responsibility for the intoxicated juvenile.
- (c) When specifically requested by the arresting officer, detainees may be released pursuant to PC §849(b) when sober.
- (d) Neither the passage of any set period of time, nor posting of or ability to post bail, shall be factors considered in regard to evaluation of a detainee's sobriety.

900.22 RELEASE AND/OR TRANSFER

When a detainee is released or transferred from custody, including processing of registrants or court ordered bookings prior to entering the facility, the member releasing the individual shall ensure the following:

- (a) All proper reports, forms and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (f) The detainee is not permitted in any nonpublic areas of the Berkeley Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
- (h) The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (i) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

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- (j) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.23 FORM REQUEST FOR PETITION TO SEAL RECORDS

Upon request, a detainee released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.910).

The Department shall display the required signage that complies with Penal Code § 851.91 advising an detainee of the right to obtain the Judicial Council forms.

900.24 ASSIGNED ADMINISTRATOR

The Support Services Lieutenant will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

- (a) General security
- (b) Key control
- (c) Sanitation and maintenance
- (d) Emergency medical treatment (15 CCR 1200)
- (e) Escapes
- (f) Evacuation plans
- (g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032
- (h) Disaster plans
- (i) Building and safety code compliance
- (j) Civil and other disturbances including hostage situations
- (k) Periodic testing of emergency equipment
- (l) Emergency suspension of Title 15 regulations and notice to the Board of State and Community Corrections as required in 15 CCR 1012
- (m) Inspections and operations reviews
- (n) Any other applicable requirements under 15 CCR 1029

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

900.25 TRAINING

Department members shall be trained and familiar with this policy and any supplemental procedures.

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Department members responsible for supervising adults in temporary custody shall complete the Corrections Officer Core Course as described in Section 179 of Title 15, CCR, within one year from the date of assignment. Such training shall include but not be limited to the following (15 CCR 1024):

- (a) Applicable minimum jail standards
- (b) Jail operations liability
- (c) Inmate segregation
- (d) Emergency procedures and planning, fire safety, and life safety.
- (e) Suicide prevention
- (f) de-escalation
- (g) juvenile procedures
- (h) racial bias
- (i) mental illness

With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type 1 facility shall successfully complete the "annual required training" specified in Section 184 of Title 15, CCR.

Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.

Managerial personnel of any Type I, II, III or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.

The Jail Sergeant shall maintain records of all such training in the member's training file.

900.26 ACTS OF VIOLENCE, RIOT

In the event of an act of violence (e.g., fight, riot, etc.) in the jail,

- (a) Jail staff shall:
 - i. Immediately notify the Communications Center and request assistance.
 - ii. Inform the Comm Center of the best way for emergency personnel to enter
- (b) The Communications Center shall:
 - 1. Direct emergency response personnel to the Jail door specified by Jail staff.
 - 2. If the Jail door needs to be manually opened, the Police Desk dispatcher shall assign at least one emergency responder to obtain emergency Jail keys from the Communications Center or Patrol Sergeants' Office.

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- i. The emergency responder assigned to obtain the Jail keys shall be responsible for manually opening the designated Jail Sally door and, unless his/her entrance into the Jail is required by the emergency, maintain a security post at the open portal.
 3. Notify, in the following order:
 - i. The Support Services Lieutenant, or if unavailable,
 - ii. The Watch Commander, or if unavailable,
 - iii. The Duty Command Officer, or if unavailable
 - iv. The Support Services Division Captain

Request the command officer respond to the jail to assume command of the incident until it is resolved or they are relieved.

If none of the above are available, the ranking Operations Division supervisor or command officer shall assume command until the emergency is resolved or he/she is relieved by a higher authority.
- (a) The ranking employee present at the emergency shall assume command of the response until relieved by higher authority.

900.27 ESCAPES

- (a) The employee who witnesses or discovers a detainee's escape from custody shall
 1. Make an immediate report to the Communication Center.
 2. Provide the Comm Center with all available information about the escapee, including, but not limited to,
 - i. The person's physical description, reason for detention/arrest, known/suspected risk factors, information regarding persons/vehicles associated with the escape, and direction of flight.
- (b) The Communications Center shall
 1. Alert all on-duty personnel of the escape
 2. Assign a sufficient number of patrol officers to search for the escapee
 3. Assign a sufficient number of patrol officers to conduct the preliminary investigation
 4. Notify outside agencies
- (c) The Patrol sergeant supervising the preliminary investigation shall ensure notifications are made to the following:
 1. The Support Services Lieutenant,
 2. The Watch Commander or DCO,
 3. The Support Services Division Captain,

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4. The Homicide Detail Detective Sergeant, or his/her designee; and,
 5. The Department Public Information Officer.
- (d) The Watch Commander, or in his/her absence, the DCO, shall ensure administrative notification of a detainee escape has been made to the Chief of Police.
- (e) If the escape was from the Jail, Jail staff shall remain with, account for, and ensure the custodial security of the remaining detainee population.

900.28 EVACUATIONS

Jail staff shall have primary responsibility for jail evacuations.

Unless prevented by the nature of the event, the on-duty Jail supervisor shall ensure all detainees are evacuated from the Jail.

- (a) Detainees with physical, mental or medical challenges will be assisted from the facility to designated exterior location(s).
- (b) The on-duty Jail supervisor will determine and direct the type of "Phase Evacuation" to be accomplished:
- (c) Officers responding to assist an evacuation shall have primary responsibility for security of detainees once they have exited the jail.
 1. PHASE I Evacuation (NO IMMEDIATE URGENCY): No urgency, but conditions warrant evacuation. Detainees will be handcuffed and/or chained.
 2. PHASE II Evacuation (URGENT SITUATION/CONDITION): There is an urgent need to evacuate the facility, without time to accomplish an orderly evacuation. Detainees will NOT be handcuffed/chained, but will be escorted from the building and maintained under guard.
 3. PHASE III Evacuation (CATASTROPHE): A major catastrophe has occurred necessitating the immediate evacuation of the facility. Cell doors will be opened, detainees will be released from custody, and all persons will be directed to self-evacuate via the closest accessible facility exit.

In the event of a Phase I or II evacuation, the jailer assigned to computer booking (i.e., CORPUS jailer) will bring all detainee booking packets to the designated assembly area to facilitate detainee accounting.

900.29 DESIGNATED DETAINEE HOLDING AREAS

The on-duty Jail supervisor, or command officer in his/her chain of command, shall designate a holding area where evacuated detainees will be maintained under armed guard.

Circumstances and logistics permitting, the following may be employed as temporary detainee holding areas:

- (a) A safe area within the perimeter fence of the south PSB parking lot.
- (b) A designated rally point within Civic Center Park.

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- (c) Placed on a bus or van for transport to a designated rally point or detention facility (e.g., Santa Rita Jail, etc.)

900.30 OTHER EVACUATION PROCEDURES

Consideration shall be given to citation release of detainees held on misdemeanor or infraction offenses.

- (a) Unless released from custody pursuant to a Phase III evacuation, detainees in custody for a felony offense shall not be released on a “Notice to Appear” (i.e., an “Own Recognizance” release) without express approval of an Alameda County Superior Court judge.
- (b) Should provision of medical care be necessarily delayed, Jail staff should coordinate such medical care at the soonest practical opportunity.
- (c) Jail staff on-duty at the time of an emergency situation that requires an evacuation shall remain at their assigned post until authorized to go off-duty by their Chain of Command.

900.31 DETAINERS/ WARRANT/ PAROLE HOLD

A detainer, warrant, or parole hold (herein after called a “detainer”) received for a detainee being booked into, or held in, the Jail shall be maintained with the detainee’s electronic Consolidated Arrest Report (eCAR).

- (a) Detainees shall be informed of all detainers placed after initial booking.
- (b) When a detainee is received from the County Jail or another jurisdiction, the employee taking custody of the detainee shall investigate whether there are any detainers pending.
- (c) If a detainer is found to exist, the same procedure shall be followed as for detainers placed against any detainees taken into custody by this agency.
- (d) If an outside agency makes a verbal request to place a detainer not supported by an arrest warrant upon a person detained by this department, or detainee in custody within the Jail, the employee receiving such request shall obtain from the agency:
 1. A written report containing all known facts supporting the detainer; and,
 2. Written confirmation of the verbal request via teletype or facsimile that includes detainer-specific information:
 - i. Identification of the agency and the officer placing the detainer.
 - ii. Complete identifying information for the subject of the detainer (i.e., name, alias, date of birth, physical description, address(es), and relevant identifying numbers).
 - iii. Criminal charges.
 - iv. Requesting agency’s case number.
 - v. Name of and contact information for the officer requesting the detainer.

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- vi. If applicable and available, the date and time the requesting agency intends to take custody of the subject of the detainer.
- (e) When a detainer is terminated, the employee receiving the termination notice shall immediately note this fact on the detainee's eCAR.

900.31.1 RELEASE ON DETAINER

- (a) Jail staff should not knowingly release a detainee with an active detainer (i.e., warrant), with the exception of civil immigration detainers. Per City Council direction, Jail staff shall not comply with any civil immigration detainer requests from the Immigration and Customs Enforcement Agency (ICE) or its agents.
- (b) In regards to all other active detainers Jail staff shall:
 - 1. Ensure, prior to a detainee's release, that available automated warrant systems are checked for active detainers and parole status.
 - 2. Should extraordinary circumstance require the release of a detainee with an active detainer, release shall be with the approval of the on-duty Jail Operations Sergeant. .
- (c) Prior to the transfer or release of a detainee, Jail staff shall accomplish the following procedures:
 - 1. Examine the detainee's identification wristband for any tampering.
 - 2. Verify the information on the identification wristband corresponds with the information on record for the subject to be released.
 - 3. Ensure all booking procedures (e.g., CORPUS booking, fingerprinting, and mug photos) have been completed.
 - 4. Ensure all detainers have been researched and received:
 - i. Jail staff shall ensure automated computer systems have been checked for any outstanding arrest warrant detainers (e.g., CLETS, AWS, NCIC, etc.) issued for the detainee, and if discovered, each shall be verified according to established protocol.
 - ii. Jail staff shall properly update automated computer systems and Jail booking documents (i.e., eCAR), with copies of booking documents routed according to established protocol.
 - iii. Jail staff shall ensure available record systems have been checked to determine the detainee's parole status, and if determined to be active to parole, shall contact the California Department of Corrections and Rehabilitation (CDCR) to request a "parole hold" detainer.
 - 5. If the detainee has been charged with a felony offense, a "parole hold" shall be requested.

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900.31.2 DETAINER TRANSPORT

Should it become necessary to transfer a detainee to court or otherwise release a detainee from custody prior to receipt of a parole detainer, Jail staff shall so advise CDCR prior to the detainee's transfer or release.

- (a) Obtain the detainee's copy of the Property Receipt and compare it with the original.
- (b) Prior to release from custody, ensure the detainee signs the Property Receipt affirming return of his/her personal property.
- (c) When a detainee is transferred to another custodial facility, the following procedure shall be followed:
 - 1. Jail staff will provide the transporting officer all confinement-related documentation, including detainers, necessary to accomplish the transfer, as well as the detainee's personal property.
 - 2. The transportation officer shall sign the Property Receipt to affirm receipt of the detainee's personal property.
 - 3. The transportation officer taking custody of the detainee shall sign in the space provided on the eCAR.
 - 4. The transportation officer shall deliver the detainee, his/her personal property, and custodial documents into the custody of the accepting agency.
- (d) In the event of a detainee's release pursuant to his/her acceptance of a Notice to Appear (i.e., citation or Own Recognizance release), Jail staff shall assign a court appearance date.
- (e) Regarding outside agency detainers, Jail staff shall contact the outside jurisdiction to request a court appearance date.
- (f) Jail staff shall note a detainee's actual release time on the Prisoner Confinement Record.

900.32 BAIL/ BONDS

900.32.1 BAIL AMOUNT

Bail is set by the Superior Court of the County wherein the arrest occurred, or by the issuing judge on the warrant of arrest. Jail staff shall review the bail amount on the eCAR and confirm its accuracy.

900.32.2 ACCEPTING BAIL

- (a) Bail shall be accepted by Jail staff in the following forms, with negotiable items made payable to "City of Berkeley"
 - 1. Cash bail shall be documented with a bail register receipt giving total plus any penalty assessment. The employee shall write the denominations in the denomination box of the receipt.

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- (a) The Jailer receiving cash equaling or exceeding \$10,000.00 shall complete Internal Revenue Service Form 8300 (Report of Cash Payments Over \$10,000 Received in a Trade or Business).
- (b) The Jailer who completes IRS Form 8300 shall forward the completed form to the Internal Revenue Service by the 15th day following receipt of the cash bail.
- (c) The Jailer who receives cash bail over \$10,000.00 shall immediately inform the on-duty Jail supervisor, who shall document the cash receipt in his/her Daily Activity Report.
- (d) Traveler's Check
- (e) Cashier Check
- (f) Money Order

900.32.3 ACCEPTING BAIL BONDS

Surety/Bail Bonds are accepted as bail for any person in custody or named in a warrant charging a bailable offense, subject to any restriction indicated on said warrant.

Bonds must be presented in person by a bail bond broker, and not by another person through a power-of-attorney.

- (a) The bond must accurately exhibit:
 - 1. Date of arrest.
 - 2. The defendants name and PFN.
 - 3. All criminal charges.
 - 4. The type of offense(s) (i.e., "misdemeanor" or "felony").
 - 5. Relevant CEN and/or warrant number(s).
 - 6. The sum of bail, including penalty, or the maximum amount of the bond, whichever is less. The sum shall not include any cash posted in conjunction with the bond.
 - 7. The name of the court and date of appearance.
 - 8. The signature of at least one "attorney-in-fact".
 - 9. The seal of a Notary Public.
- (a) In the event of the unavailability of automated booking systems, Jail staff will accept a bail bond and shall be responsible for later inclusion of required information normally obtained from computer records.
- (b) A bail register receipt shall not be issued for a surety or bail bond, except to cover the amount of any cash posted in conjunction with it.
- (c) Bail bond certificates or credit cards issued by some automobile clubs are not acceptable in lieu of one of the approved forms of bail.

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- (d) Jail staff accepting bail for a detainee with multiple bailable detainers shall administer the bail process with specific regard to the judicial jurisdictions involved; bail shall be calculated, received, and a single receipt issued for each involved jurisdiction.
- (e) Multiple warrants/One court: The sum of bail will be documented on one receipt.
- (f) Multiple warrants/Multiple courts: The sum of bail for all warrants issued by each court will be calculated and documented on a separate receipt.
- (g) Jail staff shall not divide one bond or check between multiple judicial jurisdictions.

900.32.4 BAIL RECEIPTS

Each bail receipt shall contain requisite identifying information and be administered pursuant to established protocol.

- (a) Requisite information includes: detainee's name and PFN; associated CORPUS Event Number(s) (CEN); criminal charge(s); warrant number(s), if applicable; bail amount, including currency denomination details; the court's name and address; the name and mailing address of the firm or person posting bail;
 - 1. Monetary instruments, such as cashier checks, shall have the CEN and/or warrant number written on it, and both will be placed in the bail locker.
- (b) Receipt routing: white and pink copies of the receipt will be placed in money drop envelope, with currency and/or monetary instrument (e.g., check) attached. Yellow copy goes to the person posting the bail.
- (c) Jail staff shall place bail received in the bail register or jail bail drop box.

900.32.5 BAIL FOR OUTSIDE AGENCY WARRANTS

Bail posted for persons arrested for other jurisdictions shall be forwarded to the Warrant Bureau.

- (a) A letter of transmittal shall accompany bail which is forwarded to an outside jurisdiction.
- (b) The name and mailing address of the firm or person posting bail shall be included when the bail is transmitted to the proper agency.

900.32.6 COMPUTER UPDATE

When bail is posted, Jail staff shall be responsible for immediate update of automated computer systems (i.e., AWS and CORPUS), and/or transmission of teletype to the agency issuing an involved detainee.

900.32.7 RELEASE

The jailer who accepts bail, or who receives an order of release from the Court, is responsible for ensuring that the involved detainee is released from custody, a responsibility that cannot be delegated.

900.32.8 SURETY/ BAIL BOND BROKERS

Jail staff shall accept surety or bail bonds from bond brokers licensed by the Insurance Commissioner of the State of California

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- (a) Brokers do not need a City of Berkeley business license to post surety or bail bonds, and, as such, shall not be refused service in the conduct of official business.
- (b) No bail bond broker, or his/her representative, shall be allowed to talk to a detainee except by specific request of the detainee for a particular broker.
- (c) No employee shall recommend a bail bond broker, or communicate with a bail bond broker for a detainee, except when a detainee is a “near relative” as defined in City of Berkeley Administrative Regulation 2.12
- (d) Neither bail bond brokers, nor their representatives, shall be permitted to send any papers into the Jail for a detainee to sign, nor will any employee procure or facilitate such signature.
- (e) The employee who received said request shall advise the bond broker that signature(s) can be obtained subsequent to posting of bail and detainee release.
- (f) In response to specific inquiries, bail bond brokers may be furnished information concerning a subject who has been booked and is in custody. In addition to identifying information, the broker may also be provided with the report number, Personal File Number (PFN), and CORPUS Event Number (CEN). No broker or their representative shall be allowed to see the actual eCAR.
- (g) Employees shall neither authorize nor permit any solicitation in the Public Safety Building by a bail bond broker or his/her representatives.

900.32.9 OUTSIDE AGENCY -BAIL BOND/SURETY AGENCY BOOKING

Detainees in the custody of other law enforcement agencies or bail bond agents may be booked into and temporarily housed within the Jail.

- (a) Outside agencies will be charged a daily maintenance fee for booking, housing and feeding of each detainee.
- (b) Prior to receiving an arrestee into the Jail, Jail staff shall verify non-uniformed booking officers are bona fide peace officers, and bail/surety agents possess court documents required by PC §847.5.
- (c) Detainees in the custody of a bail bond/surety agent may be held when:
 - 1. Surrendered in lieu of bail or when retaken after escaping bail;
 - 2. Arrested in or transported through Berkeley en-route to another state, or,
 - 3. After having escaped bail in that state and being retaken pursuant to PC §847.5.
- (d) The booking jailer shall process the detainee into the Jail in accordance with existing Department regulations, and document the booking as a case numbered report on the Consolidated Arrest Report form.

900.33 VISITATION

Jail staff will facilitate prisoner visitation during established and publicly posted hours.

- (a) Prisoners may refuse any visit.

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- (b) Jail staff shall require prospective visitors to present a valid picture identification card and disclose their relationship to the prisoner prior to the requested visit.
- (c) Jail staff shall deny a request for prisoner visitation for a visitor's failure to comply with this requirement.
- (d) A person who is under the influence of alcohol or drugs, or who is belligerent, shall not be allowed to visit prisoners held in the Jail.
- (e) For the purpose of this policy, visitation will be categorized as follows:
 - 1. "Non-Contact" Visit: the visitor is restricted to the public side of a visiting room.
 - 2. "Contact" Visit: the visitor is allowed entry to the Jail proper and has a face-to-face interview with the prisoner in an unoccupied cell.

900.33.1 "NON-CONTACT" VISITATION

Only one visitor shall be allowed to occupy the public side of a visiting room at any time, unless otherwise authorized by the on-duty Jail supervisor.

Detainee visitation by a juvenile may be allowed under the following conditions:

- (a) With approval by the Jail Operations Sergeant, or in his/her absence, an on-duty Patrol sergeant, and
- (b) The juvenile is in the company of a responsible adult, preferably the juvenile's parent or legal guardian.

The jailer facilitating a "non-contact" detainee visitation shall ensure the public side door of the visiting room is closed and locked before the detainee enters the jail side of the room.

Notwithstanding the procedure regarding bail-related documents, should it be necessary for a detainee to sign or receive any document, such document shall be delivered to them by the jailer, and, if appropriate or necessary, returned to the visitor after signing.

- (a) Jail staff shall receive documents presented by persons lawfully authorized to serve process and facilitate the service of said legal process documents directed to a detainee held in the Jail (ref. PC §4013).
- (b) Visits are allowed for a minimum of 15 minutes and may be terminated at any time after that as needed by Jail staff.
- (c) A detainee may request a visit from a clergy member of their choice or chaplain if they have no preference.

900.33.2 "CONTACT" VISITATION- CIVILIANS AND LAW ENFORCEMENT

- (a) Sworn Department personnel will be allowed to visit and interview detainees housed in the Jail when done in connection with their official duties.
- (b) Non-sworn Department personnel shall not enter the Jail unless authorized by the Jail Sergeant or command rank officer.
- (c) Except as authorized in this policy or by competent authority, no civilian shall be admitted to the Jail.

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1. "Competent authority" shall include the on-duty Jail Supervisor, Jail Sergeant, other sergeant, or a command rank officer.
2. In all cases, the civilian visitor must be on official business and under the direct supervision of the authorizing sergeant or command rank officer.
 - i. Except for in extraordinary circumstances, this supervision responsibility shall not be delegated.
- (d) A "contact" visit by civilian/non-law enforcement entities shall not be allowed if the detainee does not provide his/her consent.
- (e) Jail staff shall facilitate a request from a law enforcement officer to have a "contact" visit with a detainee in custody in the Jail.
- (f) The Jailer facilitating a "contact" visit shall require the civilian or outside agency visitor to complete the Visitors Register, and shall note the type of identification presented.
- (g) Jail staff shall allow an interview of a detainee by law enforcement officers at the detainee's cell, in a holding room, or at a location outside of the Jail.
- (h) The removal of detainees from the jail by outside agency law enforcement officers shall only be allowed when:
 1. The detainee is being held for the agency in question; or,
 2. Approved by a Support Services Lieutenant or Captain.
- (i) Once a detainee has been removed from the Jail, responsibility for detainee custody shall transfer from Jail staff to the involved law enforcement personnel.
- (j) Jail staff shall note a removal occurred on the involved detainee's Prisoner Confinement Record.
- (k) The removal of detainees from the Jail by persons other than law enforcement personnel is prohibited.
- (l) No more than one detainee shall be moved to the Jail visiting area at a time.

900.33.3 "CONTACT" VISITATION - ATTORNEYS

Properly certified and identified attorneys shall not be denied the privilege of visiting their client(s) at any time.

- (a) A detainee shall be considered a "client" if any of the following apply:
 1. An attorney has been appointed to represent the detainee.
 2. An attorney from the Public Defender's Office shall be considered an appointed attorney once charges have been filed by the District Attorney's Office.
 3. An attorney has been retained to represent the detainee.
 4. The attorney has been requested by the detainee, or by a third party acting on behalf of the detainee.
 5. An attorney shall be afforded reasonable privacy while interviewing his/her client.

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- (b) Employees shall remain sufficiently distant to ensure privacy, and shall not eavesdrop on the conversation between an attorney and his/her client.
- (c) To be admitted into the jail visiting area, the attorney must present a California Bar Association membership card for the current year, and sufficient other identification so as to allow Jail staff to be reasonably certain of the identity of the person.
- (d) A request of an attorney to visit their client(s) shall be acted upon without unreasonable delay.
- (e) Attorneys who wish a “contact” visit with an in-custody client, but who lack proper credentials, shall not be admitted into the Jail to meet with a detainee, however, they may be allowed visitation pursuant to the “non-contact” protocols described in this policy.
- (f) A detainee’s request to confer with or contact an attorney, whether or not the attorney is present at the Jail, shall be acted upon without unreasonable delay.

900.33.4 ATTORNEYS AND BAIL BONDSMEN

- (a) An attorney may visit at the request of the detainee in custody or a relative (Penal Code § 825).
- (b) Attorneys and bail bondsmen who need to interview an detainee in custody should do so inside a secure interview room.
- (c) The detainee in custody as well as the attorney or bail bondsman should be searched for weapons prior to being admitted to the interview room and at the conclusion of the interview.
- (a) Attorneys must produce a current California Bar card as well as other matching appropriate identification. The Attorney’s name and the detainee they are visiting, should be entered into the daily log.
- (a) Interviews between attorneys and their clients shall not be monitored or recorded (15 CCR 1068).

900.34 CRIMINAL REGISTRATION PROCESS

Jail staff shall facilitate a detainee’s criminal registration when required by PC §290 (sexual offense), PC §457.1 (arson offense), or HS §11590 (narcotic offense).

900.35 DETAINEE VOTING

The Department shall make reasonable attempts to assist voting by a detainee in custody in the Jail who is eligible and registered to vote in any local, state, or federal election who requests to cast a ballot on Election Day.

The Jail Operations Sergeant, or if unavailable (in order of responsibility), the Support Services Lieutenant or Operations Division Watch Commander, shall contact the Registrar of Voters for the County in which the detainee is registered to determine the process to be followed for acquisition and submission of a “Vote By Mail” (also known as “Absentee”) ballot.

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- (a) If the detainee states he/she is registered to vote in Alameda County, the supervisor or command officer shall be responsible for the following:
 - 1. Call the Alameda County Registrar of Voters (510-272-6933) to verify the detainee is registered and eligible to vote within the County.
- (b) If the detainee is registered and eligible to vote, an employee shall be assigned to:
 - 1. Obtain and provide the detainee an Application For Vote By Mail Ballot form;
 - 2. Deliver the completed and signed ballot application form to, and obtain a Vote By Mail Ballot form, the Registrar of Voters office (1225 Fallon Street, Room #G-1 [Basement], Oakland); and,
 - 3. Ensure the ballot is delivered in a timely manner to the detainee in the Jail.
- (c) Jail staff shall make reasonable efforts to facilitate a detainee's receipt and completion of a ballot.
- (d) With due regard to facility security and employee safety, a detainee shall be provided the opportunity to complete a ballot in relative privacy.
- (e) The supervisor or command officer responsible for acquisition and delivery of a ballot to a detainee in the Jail shall make a reasonable effort to ensure the completed ballot is delivered to the location prescribed by the Registrar of Voters.
- (f) Completed ballots for detainees registered to vote in Alameda County shall be promptly delivered to a local voting location (e.g., City Hall, 2180 Milvia Street, Berkeley.)

900.36 USE OF DETAINEES FOR WORK INSIDE THE JAIL

While a detainee cannot be required to perform any work, a detainee may be requested to assist in maintaining proper sanitary conditions inside the jail.

900.37 CAMERAS AND RECORDING DEVICES, USE OF

Unless used for law enforcement purposes, the use of any electronic device to film, photograph or record within the Jail is prohibited.

900.38 DAILY ACTIVITY REPORT

The on-duty Jail supervisor, or supervisor designee, shall complete a Daily Activity Report.

Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Berkeley Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Intersex - A person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

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Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Berkeley Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Berkeley Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

Individuals in temporary custody for crimes that involve weapons and/or controlled substances may be strip searched.

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Individuals in temporary custody for crimes that involve weapons and/or controlled substances may be searched. Individuals in temporary custody for crimes other than those involving weapons and/or controlled substances may not be strip searched unless there is reasonable suspicion based upon specific and articulable facts to believe the individual is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Berkeley Police Department facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):

- (a) Written authorization from a sergeant shall be obtained prior to any upgraded strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The results of a strip search shall be documented on the Berkeley Jail Detainee Confinement Record. If any contraband is located it shall be documented in a police report by the arrest or witness officer.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if

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serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

- (h) If the individual has been arrested for a misdemeanor or infraction offense, the written authorization from the Watch Commander shall include specific and articulable facts and circumstances upon which the reasonable suspicion determination for the search was made.
- (i) A copy of the written authorization shall be retained and made available upon request to the individual or the individual's authorized representative. A record of the time, date, place of the search, the name and sex of the person conducting the search, and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.
- (j) Strip searches involving transgender persons: All searches of the transgender inmate's person will be done by two officers of the gender requested by the transgender inmate. If the inmate does not specify a preference, then the search will be done by officers of the same gender as the transgender inmate's gender presentation (e.g., a female-to-male (FTM) inmate expressing no preference should be searched by a male officer). If gender presentation or identity is not clear to the inmate, the inmate will be searched by one female and one male officer.
- (k) If a person refuses to comply with a request for a visual body cavity search, the above "no touching" rule still applies. To require cooperation, the officer may either obtain a search warrant, not perform the search, or transfer the person to a higher security facility (Santa Rita Jail) as an uncooperative prisoner.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with supervisor approval and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

901.5.3 LOCATIONS FOR SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHS

- (a) If the detention takes place in a building, a person may be strip searched in a private room in the building.
- (b) If the detention takes place on the street, a person may be strip searched in the type of police vehicle that can ensure complete privacy such as the mobile substation or the prisoner transport van.

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- (c) Do not transport said person to the police station solely for the purpose of conducting a strip search when there is no basis for an arrest, unless the person voluntarily consents to the transport in writing.
- (d) If a strip search is conducted in the field and the person is then brought to the Jail, e.g. due to the recovery of narcotics, a second strip search should not be conducted at the Jail, unless unusual circumstances are present indicating that the individual may have armed themselves or secreted controlled substances, other than marijuana, underneath his or her clothes after the initial strip search was conducted.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the sergeant authorization does not need to be in writing.

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.
- (c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Watch Commander's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.

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7. The names, sex and roles of any department members present.
 8. Any contraband or weapons discovered by the search.
- (f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

901.7 TRAINING

The Personnel and Training Sergeant shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Prison Rape Elimination

902.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against detainees in the Berkeley Police Department Jail (28 CFR 115.111; 15 CCR 1029).

902.1.1 DEFINITIONS

Definitions related to this policy include:

Detainee - A person who has been arrested for, but not convicted, of a crime.

Prisoner - A person who has been arrested for, and convicted, of a crime.

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, committed by another detainee, if the detainee does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse (28 CFR 115.6; 15 CCR 1006):

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the detainee or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official

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duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of a detainee, or resident
- Voyeurism by a staff member, contractor or volunteer

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one detainee or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a detainee, or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6; 15 CCR 1006).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

902.2 POLICY

The Berkeley Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Berkeley Police Department will take immediate action to protect detainees who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162; 15 CCR 1029).

902.3 PREA COORDINATOR

The Support Services Lieutenant will develop, implement and oversee department efforts to comply with PREA standards in the Berkeley Police Department Jail (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

- (a) Developing and maintaining procedures to comply with the PREA Rule.
- (b) Ensuring that any contract for the confinement of detainees includes the requirement to adopt and comply with applicable PREA standards and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).
- (c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect detainees from sexual abuse (28 CFR 115.113; 15 CCR 1029)). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

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- (d) Developing methods for staff to privately report sexual abuse and sexual harassment of detainees (28 CFR 115.151).
- (e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and department leadership to an incident of sexual abuse (28 CFR 115.165).
- (f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Jail. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):
 - 1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "[A National Protocol for Sexual Assault Medical Forensic Examinations](#)" or a similarly comprehensive and authoritative protocol.
 - 2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
 - 3. A process to document all referrals to other law enforcement agencies.
 - 4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
 - 5. In accordance with security needs, provisions to permit, to the extent available, detainee access to victim advocacy services if the detainee is transported for a forensic examination to an outside hospital that offers such services.
- (g) Ensuring that detainees with limited English proficiency and/or disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing or vision disabilities) (28 CFR 115.116).
 - 1. The agency shall not rely on other detainees for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the detainee's safety, the performance of first-response duties under this policy, or the investigation of allegations of sexual abuse, harassment or retaliation.
- (h) Publishing on the department's website:
 - 1. Information on how to report sexual abuse and sexual harassment on behalf of a detainee (28 CFR 115.154).
 - 2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).

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- (i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency's direct control (28 CFR 115.187; 34 USC § 30303; 15 CCR 1041).
 - 1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.
 - 2. The data shall be aggregated at least annually.
- (j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for the Jail (28 CFR 115.193).
- (k) Ensuring contractors or others who work in the Jail are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).
- (l) Ensuring that information for uninvolved inmates, family, community members, and other interested third parties to report sexual abuse or sexual harassment is publicly posted at the facility (15 CCR 1029).

902.4 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION

Detainees may make reports to any staff member verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151; 15 CCR 1029):

- Sexual abuse
- Sexual harassment
- Retaliation by other detainees or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Department shall notify all detainees of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward detainee reports of sexual abuse and sexual harassment to agency officials. This allows the detainee to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

902.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from detainees and third parties and shall promptly document all reports (28 CFR 115.151; 15 CCR 1029).

All members shall report immediately to the Jail Supervisor any knowledge, suspicion or information regarding:

- (a) An incident of sexual abuse or sexual harassment that occurs in the Jail.
- (b) Retaliation against detainees or the member who reports any such incident.

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- (c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

902.4.2 SUPPORT SERVICES LIEUTENANT RESPONSIBILITIES

The Support Services Lieutenant shall report to the department's designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Support Services Lieutenant shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a detainee was sexually abused while confined at another facility, the Support Services Lieutenant shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Support Services Lieutenant shall document such notification (28 CFR 115.163).

If an alleged detainee victim is transferred from the BPD Jail to another jail, a prison or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the detainee's potential need for medical or social services, unless the detainee requests otherwise (28 CFR 115.165).

902.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

902.5.1 FIRST RESPONDERS

The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

- (a) Separate the parties.
- (b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.
- (c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.
- (d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

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If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

902.5.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

- (a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.
- (b) Interview alleged victims, suspects and witnesses.
- (c) Review any prior complaints and reports of sexual abuse involving the suspect.
- (d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- (e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as a detainee or a member of the Berkeley Police Department.
- (f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
- (g) Refer allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe a detainee sexually abused another detainee in the Jail (28 CFR 115.178).
- (h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

902.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

902.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No detainee who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Detainee victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

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902.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager. The Chief of Police or City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with detainees and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with detainees by a contractor or volunteer.

902.6 RETALIATION PROHIBITED

All detainees and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Support Services Lieutenant or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for detainee victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for detainees or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Support Services Lieutenant or the authorized designee shall identify a staff member to monitor the conduct and treatment of detainees or members who have reported sexual abuse and of detainees who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of detainees, such monitoring shall also include periodic status checks.

902.7 REVIEWS AND AUDITS

902.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

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The review shall (28 CFR 115.186):

- (a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
- (b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.
- (c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- (d) Assess the adequacy of staffing levels in that area during different shifts.
- (e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

902.7.2 DATA REVIEWS

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

- (a) Identification of any potential problem areas.
- (b) Identification of any corrective actions taken.
- (c) Recommendations for any additional corrective actions.
- (d) A comparison of the current year's data and corrective actions with those from prior years.
- (e) An assessment of the Department's progress in addressing sexual abuse.

The report shall be approved by the Chief of Police and made readily available to the public through the department website or, if it does not have one, through other means. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the Jail. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from Berkeley Police Department facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the

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department website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

902.8 RECORDS

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

902.9 TRAINING

All employees, volunteers and contractors who may have contact with detainees shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Personnel and Training Sergeant shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department's zero-tolerance policy and the right of detainees to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which detainees are most vulnerable.
- The right of detainees and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all detainees.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.
- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Personnel and Training Sergeant shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the

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training. This understanding shall be documented through individual signature or electronic verification.

All current employees and volunteers who may have contact with detainees shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and volunteers to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

Detainee Transportation

903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the transportation of detainees.

903.2 POLICY

Detainees shall be transported to a custodial facility, court or hospital in a safe and secure manner.

Officers transporting a detainee should not respond to calls for service or take police action regarding an on-view incident unless immediate action is necessary to preserve life.

- (a) An officer who takes immediate police action to preserve life shall do so with reasonable consideration of both the benefits from police action and risk to the safety and security of the detainee being transported.

903.3 GENERAL TRANSPORTATION

The officer responsible for a detainee shall ensure he/she is supervised and under reasonable control during the initial custody and transportation to a custodial or other required facility.

To ensure the safety of the transporting officer, all detainees shall be searched prior to being placed in the transporting vehicle. Transported detainees shall be physically restrained in accordance with the Handcuffing and Restraints Policy.

Except when not possible or practical, detainees shall be transported in cage-equipped police vehicles and secured in a passenger safety restraint system in the area of the vehicle designed for detainee containment (i.e., rear seat of a patrol car).

Upon completion of transportation, the transporting officers shall search the transportation vehicle to ensure no contraband or evidence has been discarded or secreted therein.

Non-aggressive detainees may be transported by a single officer from the scene of an arrest.

903.4 DETAINEES OF THE OPPOSITE SEX

When an officer transports a detainee or suspect of the opposite sex, the officer shall either be accompanied by a second officer or shall provide the Communications Center via radio with the number of the police vehicle and the odometer reading, both before and after the transportation.

903.5 COMBATIVE DETAINEES

Combative detainees may be transported in a police vehicle from the scene of an arrest to the BPD Jail by one officer. However, additional officers should follow in convoy or should meet the officer at the sally port to assist with booking.

903.6 FIT FOR INCARCERATION

A detainee who has been medically cleared for incarceration may be transported in a police vehicle from a hospital to the BPD Jail or another designated custodial facility. See the Temporary Custody of Adults Policy for restrictions on medications, etc.

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903.7 MULTIPLE DETAINEES

At least two officers shall participate in the transportation of multiple detainees.

- (a) Multiple officers involved in detainee transportation may ride in the same transportation vehicle, or in separate vehicles traveling in convoy, whichever is appropriate to the situation.
- (b) Custodial protocols referenced in the Temporary Custody of Adults Policy regarding detainee classification-based segregation (i.e., males separate from females) shall be followed during transportation.

903.8 LONG DISTANCE TRANSPORTATION

At least one officer involved in a long-distance transportation, during which a need to stop for a detainee's personal needs may occur, shall be of the same sex as the detainee being transported.

Transporting officers shall afford the detainee the opportunity to tend to personal needs (i.e., restroom breaks), accompanied and effectively supervised by an officer of the same sex.

In event transportation time will exceed eight hours, the detainee shall be provided a meal. Transporting officers shall make reasonable efforts to ensure detainee security and public safety during detainee meal and personal need activities.

903.9 WHEELCHAIR-BOUND DETAINEES

Physically disabled detainees who use a wheelchair to ambulate should be transported in a disabled-lift equipped vehicle.

- (a) When practical and appropriate, wheelchair-bound detainees should be cited and released in accordance with the Cite and Release Policy, or, when eligible, released from custody pursuant to Penal Code §849(b).
- (b) Employees should not remove a physically disabled person from his/her wheelchair for transport, unless it is necessary for his/her safety.

903.10 MENTALLY DISORDERED OR INJURED DETAINEES

Mentally disordered detainees shall be transported in accordance with the Crisis Intervention Policy.

If an illness, disability or injury incapacitates the detainee, transportation should be arranged with an ambulance.

903.11 NON-CAGE VEHICLE TRANSPORTATION

- (a) When necessary to transport a single detainee in a non-cage equipped common passenger vehicle, two officers shall participate in the following seating arrangement:
 - 1. Driver officer alone in the front seat area;
 - 2. Detainee secured in the right rear passenger seat; and,
 - 3. Passenger officer behind the driver in the left rear passenger seat.

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- (b) When necessary to transport two detainees in a non-cage equipped common passenger vehicle, two officers shall participate in the following seating arrangement:
 - 1. Driver officer alone in the front seat area;
 - 2. Detainees secured in the right rear and center rear passenger seats; and,
 - 3. Passenger officer behind the driver in the left rear passenger seat.

903.12 PROHIBITED TRANSPORTATION

Detainees shall not be transported to special events or activities (e.g., visiting an ill person, attending a funeral, attending the reading of a will, etc.).

903.13 ESCAPE DURING TRANSPORTATION

If a detainee escapes, or attempts an escape, during transportation within the City limits, the transporting officer shall immediately notify the Communication Center of his/her location and the incident circumstances.

If a detainee escapes, or attempts an escape, during transportation within another jurisdiction, the transporting officer(s) shall immediately notify and request assistance from the police agency where the escape occurred.

- (a) The transporting officer shall notify the Communication Center of his/her location and the incident circumstances as soon as practical.
- (b) The Communication Center shall ensure the Watch Commander, or if absent or unavailable, the senior on-duty patrol sergeant, is advised of the incident.

With due regard to officer safety, the transporting officer(s) shall make reasonable efforts to regain and/or maintain custody of the detainee(s) (Penal Code §§ 835a, 854 and 855).

The transporting officer(s) shall document the escape, or attempted escape, in accordance with established criminal investigation and reporting procedures (Penal Code § 836.6).

903.14 IN CUSTODY SERIOUS INJURY OR DEATH

Any serious injury to, or death of, a detainee during transportation shall be handled in accordance with protocols described in the Temporary Custody of Adults Policy.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Berkeley Police Department and that are promulgated and maintained by the Personnel and Training Bureau.

1000.2 POLICY

In accordance with applicable federal, state and local law, the Berkeley Police Department provides equal opportunities for applicants and employees, regardless of actual or perceived race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Professional Standards Division Captain should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Professional Standards Division Captain shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
 - 1. The personnel records of any applicant with prior peace officer experience in this state shall be requested from the appropriate law enforcement agency and reviewed prior to extending an offer of employment (Penal Code § 832.12).
 - 2. This includes review of prior law enforcement employment information maintained by POST (Penal Code § 13510.9).
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Computerized Voice Stress Analysis (CVSA) exam (when legally permissible) (Labor Code § 432.2)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Hiring authority review
- (k) Records of police misconduct

1000.4.1 VETERAN'S PREFERENCE

Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of

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the candidate's unsuitability to perform duties relevant to the operation of the Berkeley Police Department (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information shall also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

1000.5.2 STATE NOTICES

If information disclosed in a candidate's criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Professional Standards Division Captain shall not require candidates to provide passwords, account information or access to password-protected social media accounts (Labor Code § 980).

The Professional Standards Division Captain should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Professional Standards Division Captain should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall reference the Background Investigation Dimensions and include any findings of behaviors, traits, and/or attributes relevant to bias per the Bias Assessment Framework as described in the POST Background Investigation Manual. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file (11 CCR 1953).

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The background investigator shall document proof of verification of qualification for peace officer appointment on the Verification of Qualification for Peace Officer Appointment form and forward to the Support Services Division Captain for final review and submission to POST (11 CCR 1953).

1000.5.5 RECORDS RETENTION

The background report and all supporting documentation shall be maintained for a minimum of four years and in accordance with the established records retention schedule (Government Code § 12946; 11 CCR 1953).

1000.5.6 BACKGROUND INVESTIGATION UPDATE

A background investigation update may, at the discretion of the Chief of Police, be conducted in lieu of a complete new background investigation on a peace officer candidate who is reappointed within 180 days of voluntary separation from the Berkeley Police Department, or who is an interim police chief meeting the requirements contained in 11 CCR 1953(f).

1000.5.7 INVESTIGATOR TRAINING

Background investigators shall complete POST-certified background investigation training prior to conducting investigations (11 CCR 1953; 11 CCR 1959).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.6.1 DISQUALIFICATION FOR PAST MISCONDUCT

Notwithstanding section 1000.6 of this Policy, a candidate shall be immediately disqualified if:

- (a) The applicant has been the subject of a sustained finding against the applicant by any law enforcement agency or oversight agency, following an investigation and opportunity for administrative appeal by the applicant, that the applicant, while employed as a peace officer, engaged in serious misconduct, which includes but

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is not limited to the following: use of excessive force, racial bias, sexual assault, discrimination against any person or group based on race, gender, religion, nationality, or sexual orientation, or dishonesty directly relating to the reporting, investigation of misconduct by another peace officer or custodial officer, including, but not limited to, any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing of evidence; or

- (b) The applicant resigned or retired from their employment as a peace officer in any jurisdiction during the pendency of a disciplinary proceeding related to alleged serious misconduct by the applicant while they were employed as a peace officer, and the proceeding was suspended or terminated as a result of the applicant's resignation or retirement, until such a time that the applicant has been exonerated for the pending allegation.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; Penal Code § 13510.1; 11 CCR 1950 et seq.). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community. The California Commission on Peace Officer Standards and Training (POST) developed a Job Dimensions list, which is used as a professional standard in background investigations.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Personnel and Training Bureau should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by POST or required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.):

- (a) Free of any felony convictions
- (b) Be legally authorized to work in the United States under federal law
- (c) At least 21 years of age except as provided by Government Code § 1031.4
- (d) Fingerprinted for local, state, and national fingerprint check
- (e) Good moral character as determined by a thorough background investigation (11 CCR 1953)
- (f) High school graduate, passed the GED or other high school equivalency test and completed at least 60 college semester units or 90 college quarter units
- (g) Free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation which might adversely affect the exercise of police powers (11 CCR 1954; 11 CCR 1955)

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- (h) Free of hate group memberships, participation in hate group activities, or advocacy of public expressions of hate within the previous seven years, and since 18 years of age, as determined by a background investigation (Penal Code § 13681)
- (i) Candidates must also satisfy the POST selection requirements, including (11 CCR 1950 et seq.):
 1. Reading and writing ability assessment (11 CCR 1951)
 2. Oral interview to determine suitability for law enforcement service (11 CCR 1952)
- (j) POST certification that has not been revoked, denied, or voluntarily surrendered pursuant to Penal Code § 13510.8(f)
- (k) Not identified in the National Decertification Index of the International Association of Directors of Law Enforcement Standards and Training or similar federal government database that reflects revoked certification for misconduct or reflects misconduct that would result in a revoked certification in California.

In addition to the above minimum POST required standards, candidates may be subjected to additional standards established by the Department (Penal Code § 13510(d)).

1000.7.2 STANDARDS FOR DISPATCHER

Candidates shall satisfy the POST selection requirements, including (11 CCR 1956):

- (a) A verbal, reasoning, memory and perceptual abilities assessment (11 CCR 1957)
- (b) An oral communication assessment (11 CCR 1958)
- (c) A medical and psychological evaluation (11 CCR 1960)

Special, Temporary Duty or Specialized Duty Assignments - Application and Selection

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the application, evaluation and appointment of sworn and designated non-sworn employees to specialized assignments. The appointment shall be based on professional performance, ability, merit and departmental needs.

1002.2 POLICY

It is the policy of this department to fairly evaluate and select qualified personnel for special, temporary duty and specialized duty assignments, and effectively manage associated administrative processes.

The provisions of this policy shall not apply to captains and lieutenants, or to sergeants appointed to the Internal Affairs Bureau, who shall be assigned by the Chief of Police based on departmental needs.

Notwithstanding the procedures described in this policy, the Chief of Police shall have the authority to assign personnel in any manner deemed advisable for the best interest of the Department, including exception to eligibility criteria for, or the extension or reduction of the term of an assignment. Any aforementioned exceptions shall be communicated to the members of the Department and include the reason(s) when possible.

1002.3 DEFINITIONS

Extension of Assignment: The continuation of service in a special or temporary duty assignment, beyond the prescribed primary service term. Generally the extension shall be for a period of up to one year for officers and community service officers. However, the Traffic Bureau Motorcycle Officer and Crime Scene Unit Community Service Officer Identification Technician special assignments are eligible for two extensions of up to one year each. Supervisors are eligible for two extensions of up to one year each, or as otherwise authorized in this policy. Decisions to extend an employee in a special or temporary duty assignment shall be announced via bulletin notice.

Special Assignment: A duty assignment other than Patrol (for officers and sergeants) or the Jail (for community service officers and supervisors) that has a primary service term of three years.

Specialized Duty Assignment: An appointment to a specialized detail or team that provides “as needed” instructional, supervisory or operational services, and in which participation is additional to an employee’s primary duty assignment.

Temporary Duty Assignment: A duty assignment other than Patrol (for officers and sergeants) or the Jail (for community service officers and supervisors) that has a primary service term of one year.

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Special, Temporary Duty or Specialized Duty Assignments - Application and Selection

1002.4 ELIGIBILITY REQUIREMENTS

Unless otherwise prescribed within BPD policies, employees must have successfully completed at least one year of service with the Department in their job classification to be eligible for appointment to a special, temporary duty or specialized duty assignment.

- (a) Except for newly created special assignments, an employee who is in a special assignment, or who has completed a prior special assignment within the previous year, should not be considered for appointment to another special assignment.

1002.5 ADMINISTRATIVE MANAGEMENT / SELECTION

1002.5.1 DESIGNATION

Assignments shall be designated as special, temporary duty or specialized duty at the discretion of the Chief of Police.

1002.5.2 RESPONSIBILITY

The Personnel and Training Bureau shall be responsible for the administration of special, temporary duty and specialized duty assignments and the associated application processes.

1002.5.3 BULLETIN NOTICE

A bulletin notice announcing the opening of a special, temporary duty or specialized duty assignment shall be issued not less than fifteen calendar days prior to the closing date for application submission. The bulletin notice shall include information to help prospective candidates prepare for the interview. The information shall be provided to the Personnel and Training Bureau by the bureau lieutenant responsible for the open assignment.

1002.5.4 APPLICATION

To be considered a candidate for a particular position, employees shall submit a Special Assignment Application form to the Personnel and Training Bureau by the closing date indicated in the bulletin notice.

- (a) Applicants shall complete the required sections of the Special Assignment Application form detailing relevant specialized training, prior assignments and other pertinent background information.
- (b) Applicants may request to review their Special Assignment Application form prior to their interview.
- (c) If less than three applications are received for an assignment, the Chief of Police may reopen the application process by extending the form submission deadline.

After the closing date, a bulletin notice shall be issued listing all persons applying for the announced opening(s).

1002.5.5 APPLICATION ROUTING / RECOMMENDATIONS

The Personnel and Training Bureau shall route completed Special Assignment Application form(s) to the division captain(s) of the various candidates for supervisor and commanding officer comments.

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- (a) The candidate's present assignment supervisor and commanding officer shall provide input regarding the candidate's performance and qualification for the desired assignment, and then return the form without delay to the division captain.
- (b) The division captain shall ensure Special Assignment Application forms containing supervisor and command officer comments are returned to the Personnel and Training Bureau in a timely manner.

1002.5.6 APPLICATION REVIEW / INTERVIEW / FEEDBACK

The Personnel and Training Bureau shall route Special Assignment Application form(s) bearing supervisor and command officer comments to the division captain where the vacancy exists.

The division captain, or his/her designee, assisted by the bureau lieutenant and unit/detail supervisor where the vacancy exists, shall review the applications and interview all eligible candidates in a timely manner.

- (a) Upon the completion of each interview, the bureau lieutenant or unit/detail supervisor where a vacancy exists shall place career development comments and appropriate feedback on the individual application forms.
- (b) Applicants may also request a meeting with the bureau lieutenant, or unit/detail supervisor, for personal feedback on their performance, including areas of strength and areas for improvement.

1002.5.7 RECOMMENDATION / APPLICATION RETENTION

The division captain where the vacancy exists shall submit his/her recommendation(s) for the open assignment(s) to the Chief of Police as soon as practical following the conclusion of candidate interviews.

The division captain shall ensure the candidate's application is returned to the Personnel and Training Bureau.

- (a) The Personnel and Training Bureau shall maintain original applications in a secure file for one year. Applicants shall be able to view or request a copy of their application during this time period.

1002.6 EXTENSION OF ASSIGNMENT

An employee who desires an extension of his/her Special or Temporary Duty assignment shall request the extension via the chain of command to the division captain no less than four months prior to his/her scheduled rotation.

Approval consideration by the division captain for the request shall be based on the employee's overall work performance and the recommendations offered by the employee's chain of command.

1002.7 TRANSITIONAL TRAINING

It shall be the responsibility of the division captain(s) receiving the "new" employee to ensure appropriate transitional training is provided.

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Special, Temporary Duty or Specialized Duty Assignments - Application and Selection

Division captain(s) shall evaluate employees returning to Patrol or the Jail from special or temporary duty assignments, and arrange for any needed training to reacquaint the employee with current operational policies and procedures.

Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

1003.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents by the person(s) affected:

- The employee bargaining agreement (Memorandum of Understanding)
- This Policy Manual
- City rules and regulations covering personnel practices or working conditions

Grievances may be brought by an individual affected employee or by a group representative.

Specifically outside the category of grievance are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state, or local law as set forth in the Personnel Complaint Policy.

1003.2 PROCEDURE

Except as otherwise required under a collective bargaining agreement, if an employee believes that he or she has a grievance as defined above, then that employee shall observe the following procedure:

- (a) Attempt to resolve the issue through informal discussion with immediate supervisor.
- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Division Captain of the affected division or bureau.
- (c) If a successful resolution is not found with the Division Captain, the employee may request a meeting with the Chief of Police.
- (d) If the employee and the Chief of Police are unable to arrive at a mutual solution, then the employee shall proceed as follows:
 1. Submit in writing a written statement of the grievance and deliver one copy to the Chief of Police and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance (i.e., what are the facts of the case?).

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- (b) Allegation of the specific wrongful act and the harm done.
- (c) The specific policies, rules or regulations that were violated.
- (d) What remedy or goal is being sought by this grievance.
- (e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.
- (f) The Chief of Police will receive the grievance in writing. The Chief of Police and the City Manager will review and analyze the facts or allegations and respond to the employee within 14 calendar days. The response will be in writing, and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the City Manager is considered final.

1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Office of the Chief for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the City Manager's office to monitor the grievance process.

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

1004.2 POLICY

The Berkeley Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1004.3.1 RETALIATION PROHIBITED FOR REPORTING VIOLATIONS

An officer shall not be retaliated against for reporting a suspected violation of a law or regulation of another officer to a supervisor or other person in the Department who has the authority to investigate the violation (Government Code § 7286(b)).

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Professional Standards Division Captain.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

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- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority, or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of a person who has engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Bureau for investigation pursuant to the Personnel Complaints Policy.

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1004.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Support Services Division Captain shall ensure the display of a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1004.8 RECORDS RETENTION AND RELEASE

The Support Services Division Captain shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

Reporting of Employee Convictions

1005.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

The Professional Standards Division shall submit in a timely manner a notice to the Commission on Peace Officer Standards and Training (POST) of any appointment, termination, reinstatement, name change or status change regarding any peace officer, reserve peace officer, public safety dispatcher and records supervisor employed by this department (11 CCR 1003).

The Professional Standards Division shall submit in a timely manner a notice to POST of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

1005.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty, or nolo contendere plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

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1005.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member on his/her own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1005.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Employees shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm or ammunition as a part of the individual's employment. Relief from any domestic violence or other restriction shall also be pursued through the employee's own resources and on the employee's own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee's duties, the employee may be placed on administrative leave, reassigned, or disciplined. The Department may, but is not required to return an employee to any assignment, reinstate any employee, or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1006.3 SECTION TITLE

Intoxicant - Alcohol, a prescription drug, an illegal drug, or other substance that impairs a person's normal physical and mental capacity to act and reason.

Medical Review Officer (MRO) - A licensed physician designated by the City who shall conduct a validation review of any report associated with the drug analysis of blood or urine samples obtained pursuant to this policy.

Positive Test Result - An analysis report, evaluated and validated by a Medical Review Officer, indicating the presence of an intoxicant in a sample of blood or urine. The presence of any amount of alcohol shall be treated as a positive result.

1006.4 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed any amount of an alcoholic beverage, drug or medication, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section of this policy).

1006.4.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

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1006.4.2 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1006.5 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Alcohol may be consumed by employees in a controlled training environment, such as a training class/workshop on the administration of Field Sobriety Tests (FSTs). Controlled substances may be manipulated by employees for authorized training purposes.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.6 EMPLOYEE ASSISTANCE PROGRAM

There is a voluntary employee assistance program available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Peer Support Team, the Personnel and Training Bureau, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.7 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1006.8 REQUESTING SCREENING TESTS

The supervisor may request an employee submit to a screening test when the supervisor reasonably believes, based upon objective facts, that the employee is:

- (a) Under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) Under the influence of alcohol or drugs and the employee discharges a firearm, other than by accident, in the performance of his/her duties.

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- (c) Under the influence of alcohol or drugs during the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.
- (d) In possession of illegal drugs or controlled substances and reasonably believes that such possession is a violation of the law.

1006.8.1 SUPERVISOR RESPONSIBILITY

The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

If circumstances require, and when directed by competent authority, sworn employees shall surrender to the supervisor or command officer all weapons in their immediate possession.

A supervisor or command officer should designate an employee of equal or superior rank to the subject employee to remain in the immediate presence of the employee throughout the testing process.

1006.8.2 SCREENING TEST REFUSAL

An employee's refusal to cooperate, deliberate obstruction, delay, or failure to successfully complete testing authorized by this policy, including a refusal to sign consent or chain of custody forms, shall be considered a failure to obey an order from a superior officer, subject to disciplinary action, up to and including termination.

An employee may be subject to disciplinary action, up to and including termination, if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) Deliberately obstructs or delays completing the screening test.
- (c) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (d) Violates any provisions of this policy.

The disciplinary action for refusal will include the same penalty as if the employee had tested with a positive result.

1006.9 APPROVAL AND MANNER OF TESTING

The Chief of Police, or if unavailable, a division captain, must approve and order any alcohol and/or drug testing authorized by this policy.

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The Chief of Police, or his/her designee, not the subject employee, shall select the testing method based on the circumstances, which shall be either a blood draw administered by a licensed medical professional, or a two-part urine sample, with individual samples taken 30 minutes apart.

The testing procedure shall occur as soon as practical at a location and time designated by the Department.

The subject employee may consult with a legal or police association representative as long as the consultation does not unreasonably delay the testing.

1006.10 SAMPLES

- (a) Two samples shall be taken with one preserved for any potential additional testing. The employee may, at his/her expense, elect to have a third blood or urine specimen collected and forwarded by the City's testing service to another DHHS-certified laboratory for independent supplemental analysis.
- (b) The City will use licensed technicians to collect all samples. The City's current service for administrative drug and alcohol testing, On Site Health and Safety, has technicians available to respond within one hour, 24 hours per day, 7 days per week at (510) 245-2700. In addition, Preferred Alliance may also be contacted at (877) 272-5227 to request a technician be dispatched.
- (c) If the subject employee is being treated at a hospital or other medical facility, arrangements may be made for a blood draw or the collection of urine samples by that facility or by having On Site Health and Safety send a technician.
- (d) The samples should be delivered without delay to a Department of Health and Human Services (DHHS) certified laboratory designated by the City.

1006.11 ADMINISTRATIVE MANAGEMENT

The supervisor or command officer supervising the testing process shall forward all relevant information and documents to the Chief of Police via the chain of command in a manner that ensures confidentiality.

Employees directed to submit to testing authorized by this policy may be subject to temporary reassignment or paid administrative leave pending final disposition.

The Director of Human Resources, or his/her designee, is responsible for the receipt of specimen analysis results and coordination of Medical Review Officer (MRO) review.

1006.12 TEST RESULTS

- (a) Positive test results indicating only the presence of alcohol in a blood and/or urine sample shall not require an MRO review.
- (b) Positive test results associated with a drug-related analysis of blood and/or urine samples will be reviewed for validation by the MRO.
- (c) To evaluate whether or not the presence of a particular intoxicant found in the sample was caused by its lawful and appropriate usage, the MRO will contact the subject officer.

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1. The MRO may, with the express authorization of the subject employee, review relevant medical records and interview the subject employee.
- (d) A positive test result without satisfactory explanation to the MRO shall be considered a validated positive result.

1006.13 ADMINISTRATIVE REVIEW

Subsequent to the receipt of the specimen analysis and MRO review results from the Director of Human Resources, the Chief of Police will be responsible for ensuring timely administrative review and disposition.

- (a) An employee who has a positive test for alcohol and/or a validated positive test for a substance other than alcohol may be subject to disciplinary action.

Employees tested pursuant to this policy shall receive a copy of all available information, data and reports associated with the testing process and results.

Administrative alcohol and/or drug test results shall not be disclosed as part of a criminal investigation unless the employee has consented in writing or disclosure is required by law.

Nothing in this policy shall prevent a criminal investigator from requesting an employee voluntarily submit to an alcohol and/or drug test when the employee is the subject of the investigation.

Nothing in this policy shall prevent a criminal investigator from requiring an employee to submit to an alcohol and/or drug test when such testing is authorized by law based on probable cause.

1006.14 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.15 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) and the California Family Rights Act, and leave related to domestic violence, sexual assault, stalking or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

1007.2 POLICY

It is the policy of the Berkeley Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence (Labor Code § 246).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 REQUIRED NOTICES

The Professional Standards Division Captain shall ensure:

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- (a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.
- (b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
 - 1. Single or multiple uses of sick leave having an identifiable pattern (i.e., taken in conjunction with days off, holidays or vacation), or a questionable explanation provided by the employee, may be deemed abusive.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting the Personnel and Training Bureau as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the member's performance or ability to complete assigned duties; or
 - 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

1007.6 PHYSICIAN VERIFICATION - EMPLOYEE RESPONSIBILITIES

In order to ensure appropriate medical care, the supervisor may require the employee to submit a "physician verification" each time the employee is absent due to an apparent illness and/or injury.

- (a) A "physician verification" shall, at minimum, include the following information:
 - 1. The date and time the employee went to see the physician;
 - 2. A statement that a physician treated the employee, and that the physician determined that the employee was in fact ill and/or injured on the date of the absence;
 - 3. A return to work date; and,
 - 4. Whether or not the employee is able to fully perform his/her normal assigned duties.
- (b) A "physician verification" may also be required in cases of excessive absence due to injury or illness care for an employee's immediate family.

An employee required to submit a "physician verification" shall present it to his/her supervisor upon return to work, at the beginning of that day's duty shift.

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An employee's failure to provide a required "physician verification" may result in the modification of his/her attendance record from "Sick Leave" to "Unauthorized Leave Without Pay", and may result in disciplinary action.

1007.7 ATTENDANCE MONITORING

When a supervisor observes a single absence, or pattern of absences, that may be consistent with an abuse of sick leave, or the use of more than half of the employee's sick leave accrual for the preceding twelve month period, he/she shall review the associated absence report record(s) to evaluate the reason(s) provided for the absence(s) of concern.

The supervisor shall advise the subject employee of the specific absence(s) in question and circumstances which revealed the issue, and determine if there was a valid reason for the absence(s) of concern.

In the event an employee provides a reasonable explanation for unplanned and/or seemingly excessive uses of sick leave (e.g., an employee's care for him/herself or a family member regarding a serious medical condition), and where there is anticipation of a related future absence, the supervisor may recommend the employee apply for benefits provided by the Federal Family and Medical Leave Act (FMLA) and/or the City of Berkeley Employee Assistance Program (ref. City of Berkeley Administrative Regulation 2.4).

If the employee's explanation for the subject absence(s) reveals a violation of this policy, or is questionable or inadequate, the supervisor shall counsel the employee against abusive use of sick leave and admonish him/her regarding possible disciplinary action should future abuse occur.

The supervisor may also initiate a Performance Improvement Plan (PIP) as a mechanism to monitor an employee's attendance and use of sick leave.

The supervisor should inform the employee of their right to administrative representation at future progress report meetings, as any subsequent violation(s) of this policy could lead to discipline.

1007.7.1 FOLLOW-UP

Following the initial counseling meeting, the supervisor shall review the relevant attendance records with the employee every 30 days for a period of six months.

- (a) If an abuse of sick leave does not recur in the six month period following the initial counseling meeting, the supervisor shall inform the employee that his/her attendance will be reviewed quarterly for, at minimum, six months.
- (b) Attendance monitoring authorized by this policy, whether informal or as part of a PIP, will remain in effect no more than one year from the date of the initial counseling meeting, unless continued monitoring is necessary.

If during the six month monitoring period there is another incident of sick leave abuse, the supervisor shall document the matter as a formal personnel complaint and advise the employee:

1. If not already initiated, a PIP will be instituted and administrative monitoring will continue for a period of one year; and,

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2. The failure to correct substandard performance with regard to sick time abuse may result in disciplinary action as prescribed in the Personnel Complaints Policy.

Upon the conclusion of an attendance monitoring program, the supervisor shall inform the subject employee and advise him/her that their attendance will be routinely reviewed in accordance with this policy.

1007.8 ADMINISTRATIVE DOCUMENTATION

The supervisor shall provide a written summary, in memorandum form, of the initial counseling session, including any corrective action plan implemented, to the employee for their review.

- (a) The employee shall initial the supervisor's memorandum as acknowledgement that he/she reviewed its contents.
- (b) An employee who disagrees with the content of, or wishes to provide additional information to, the supervisor's memorandum may submit to the supervisor their own memorandum containing such information.

The supervisor will submit the reviewed and initialed summary memorandum, and all attachments, to the Division Captain via the chain of command.

In accordance with the Performance Appraisal Report Policy, the supervisor responsible for the completion of a PAR for an employee counseled and monitored for suspected or confirmed inappropriate use of sick leave shall include within the PAR a summary of the administrative review that identified the issue and outcome of the associated performance improvement process.

Communicable Diseases & Procedure for Blood Testing

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases, and a protocol for blood testing criminal defendant, arrestee, or certain sex crime suspects when that person's bodily fluid comes in contact with an employee or a crime victim. In these situations, blood samples may be: (a) voluntarily acquired from a criminal defendant or arrestee; (b) compelled from a criminal defendant by Court Order; or, (c) compelled from a criminal defendant or certain sex crime suspects by search warrant, under the protocol outlined here.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Berkeley Police Department.

Vector-borne disease - Disease that results from an infection transmitted to humans by blood-feeding arthropods, such as mosquitoes, ticks, and fleas, commonly include, but are not limited to, scabies, fleas, and bee stings.

1008.2 POLICY

The Berkeley Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 DISEASE INFECTION CONTROL OFFICER

The Chief of Police will assign a person as the Disease Infection Control Officer (DICO). The DICO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

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- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 - 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 - 2. Bloodborne pathogen mandates including (8 CCR 5193):
 - (a) Sharps injury log.
 - (b) Needleless systems and sharps injury protection.
 - 3. Airborne transmissible disease mandates including (8 CCR 5199):
 - (a) Engineering and work practice controls related to airborne transmissible diseases.
 - (b) Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.
 - 4. Collaborate with the City Safety Officers to ensure the prompt notification of the city health officer regarding member exposures (Penal Code § 7510).
 - 5. Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person that may have a communicable disease and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
 - 6. Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (f) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other department members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the Department website (Health and Safety Code § 1797.188).
- (g) Coordination with the Personnel and Training Bureau to provide required notices to members regarding COVID-19 exposures (Labor Code § 6409.6).

The DICO should also act as the liaison with the Division of Occupational Safety and Health (Cal/ OSHA) and may request voluntary compliance inspections. The DICO shall annually review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1008.4 EXPOSURE PREVENTION AND MITIGATION

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1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure. Members should utilize an antimicrobial, antiviral cleaner to cleanse any contaminated equipment.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

1008.5 POST EXPOSURE

The following is the procedure for the instance that blood sampling is required post exposure.

1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

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- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

- (a) Name of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, collection and cleaning of uniforms and exposed equipment, and notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy -1021).

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

1008.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193). Department members may also access Employee Assistance Plan (EAP) for a consultation.

1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is deemed appropriate by the employee or supervisor (8 CCR 5193). It is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

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- (a) Obtaining consent from the individual.
- (b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).
- (d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the DICO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The DICO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.5.6 VOLUNTARY TESTING PROCEDURES

In those cases where an employee or crime victim has come into contact with a criminal defendant or arrestee's bodily fluid, and the person will voluntarily submit to having his/her blood drawn, and/or voluntarily submits to a "Rapid HIV Test" (i.e., oral saliva swab), he/she may be transported to Alta Bates Hospital, Alameda County (Highland) Hospital, Alameda County's Public Health Department Laboratory (2901 Peralta 2nd Floor, Oakland, CA, ph#510-268-2700), or other authorized facility for these procedures.

- (a) If available, an on-call phlebotomist (e.g., nurse, certified medical technician, etc.) may be utilized to obtain blood samples.
- (b) If the person is held at another agency's detention facility, the blood sampling procedure may be accomplished at that location's medical facility upon approval of the facility's on-duty commanding officer or senior supervisor.
- (c) The "Rapid HIV Test" is a preliminary test for HIV only. Officers will request the person provide blood samples for confirmation analysis of a positive result.

Written consent to provide blood and saliva samples, and authorization for release of test results, shall be obtained from the person prior to initiating any medical procedure referenced in this voluntary testing procedure.

Bodily fluid samples shall be obtained from a person in a medically approved manner by trained and authorized medical personnel.

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- (a) Officers will advise the involved doctor, nurse or medical technician of the purpose for the blood draw so the proper sample vial (without preservative) will be used.

If the person consents to provide a blood and/or saliva sample, but refuses to release test results to the involved employee, medical personnel will be asked to obtain the samples and accomplish their analysis, but withhold the release of the test results until a Court Order is obtained.

Officers requesting additional blood samples from the person in furtherance of a criminal investigation (e.g., evidence of Blood-Alcohol Content relative to a driving-under-the-influence investigation) shall adhere to criminal investigation procedures established in other Policies and law.

1008.5.7 COMPELLED SAMPLE AND TESTING PROCEDURES

Legal Authority: The following statutes authorize compelled sampling and testing of persons for specified blood-borne pathogens:

- (a) Health and Safety Code §§121060 and 121065 provide for a court-ordered blood test for acquired immune deficiency syndrome (AIDS), AIDS-related conditions, or other communicable diseases in a defendant, charged in a criminal complaint and alleged to have interfered with public safety personnel, when there is probable cause to believe bodily fluids have been transmitted to a peace officer, fire fighter or other emergency medical personnel.
 1. The charges against the offender shall include applicable resisting/obstruction offenses (e.g., Penal Code §148).

(b) PC §1524.1 authorizes the issuance of a search warrant to obtain and test for HIV in blood and saliva samples of a criminally charged person, who after preliminary hearing is held to answer (pursuant to PC §872), and certain sex crime suspects who have been previously charged with certain sex crimes, upon the request of the crime victim who suffered bodily fluid exposure.

Availability as Evidence: Information gained through the testing of blood and/or saliva samples obtained pursuant to the referenced statutes cannot be used as evidence in a criminal proceeding.

Medical Information Confidentiality: The blood test results obtained under the Court Order procedure (HS §121060) are confidential, except as to the defendant, the employee, the employee's employing agency, officer, or entity, and the officer in charge of and chief medical officer at the facility holding the defendant. Violation of the medical confidentiality provisions of the referenced statutes may expose the responsible person(s) to civil and criminal penalty.

- (a) Blood test results obtained under the search warrant procedure (PC §1524.1) are subject to all applicable medical confidentiality provisions, but the victim may disclose the results as he or she deems necessary to protect his or her health or safety, and that of his or her family and sexual partner.

The involved employee and supervisor shall complete the exposure report and injury reports as required in Policy 1021.

Prior to applying for a Court Order, a reasonable effort shall be made to request the voluntary participation of the responsible person.

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1008.5.8 HS §§121060, 121065 COURT ORDER PROCEDURE-OFFICER EXPOSURE, APPLICATION VIA CITY ATTORNEY

Declaration By Involved Employee: To facilitate the City Attorney's application for a Court Order issued pursuant to HS §§121060 or 121065, the involved employee shall complete and sign a Declaration In Support Of Motion To Compel Defendant's Blood Test form.

- (a) The employee should include any special knowledge of the person's medical/physical condition relevant to the risk of exposure and in support of the application for a compelled blood test.

Department Command Notification: The supervisor of the involved employee shall route a copy of the Declaration and all relevant reports to the Patrol Division Captain, who will assign a Patrol Division Lieutenant to facilitate the court order petition process in concert with the City Attorney's Office.

City Attorney Notification: A Patrol Division Lieutenant shall promptly notify the City Attorney's Office whenever a court order will be required.

- (a) During regular weekday business hours, a Patrol Division Lieutenant shall contact the City Attorney's Office via telephone, and personally deliver or fax (510-981-6960) the Declaration and all relevant reports to the City Attorney.
- (b) During weekend or evening hours, a Patrol Division Lieutenant, or in his/her absence the senior Patrol Division Sergeant, shall fax a copy of the Declaration to the City Attorney's office to ensure rapid notice and assist the assigned Patrol Division Lieutenant in his/her responsibilities set forth in aforementioned paragraphs of this Policy.
- (c) When available, the following information should be forwarded to the City Attorney's office:
 1. Relevant Alameda County Superior Court (docket) case number(s).
 2. Name, address and telephone number of the person's defense attorney or public defender.
 3. Place of custody of person.
 4. Expected next place of custody of person or last known address.
 5. Expected release date of person.
 6. Time and place of next court date for person

1008.5.9 SERVICE OF COURT ORDER OBTAINED BY CITY ATTORNEY'S OFFICE

After obtaining the Court Order from the City Attorney's office, the assigned Patrol Division Lieutenant shall ensure it is delivered to the location where the blood and/or saliva sampling will be administered (i.e., jail, public health laboratory, local hospital, etc.)

- (a) If requested by the medical personnel conducting the procedure, the officer(s) assigned to oversee the blood test may sign a waiver form as witness to the subject's signature. If the compliant subject elects not to sign a waiver, the test should proceed as ordered by the Court.

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Officers may accomplish the service of a Court Order and acquisition of compelled blood and/or saliva samples from a compliant person at a medical or laboratory facility available to the place he/she is in-custody.

When the in-custody person does not comply with a Court Order to submit to having his/her blood drawn, he/she will be transported to a facility where the subject's restraint may be accomplished and samples safely obtained.

If the person is not in custody, the assigned Patrol Division Lieutenant shall make reasonable efforts to coordinate an appointment with the person at a location where the compelled blood and/or saliva samples may be obtained.

- (a) If the person does not cooperate, the Patrol Division Lieutenant shall notify the City Attorney to request enforcement of the Court Order through a bench warrant or contempt proceeding.

1008.5.10 PC §1524.1 SEARCH WARRANT PROCEDURE (CRIME VICTIM EXPOSURE, APPLICATION VIA DISTRICT ATTORNEY)

An employee or citizen who is victim of a crime and, during the commission of which, is exposed to the bodily fluids of the offender may request the prosecuting attorney of the District Attorney's Office petition the Court for a search warrant authorizing the sampling and testing of the defendant's blood and saliva for HIV.

- (a) (Should a police officer be a crime victim and a request for court-ordered blood sampling and testing is submitted to the District Attorney's Office, notification to and involvement by the City Attorney's Office as described in section 1008.5.8 of this Policy is not required.

An investigating officer who receives a request from a victim of a crime, including, but not limited to, specified sexual offenses (e.g., PC §§261,261.5, 262, 266b, 266c, 286, 288, or 288a), for HIV testing of a charged person shall document the request in the investigation report (e.g., incorporated in Disposition section.)

- (a) In the event the request for testing is not documented in the investigation report, the investigating officer or detective handling the follow-up investigation shall ensure the request is communicated to the District Attorney's Office.

Officers facilitating a voluntary blood sample process subsequent to request by a crime victim shall follow the procedures set forth in section 1008.5.6 of this Policy.

In the event the person refuses to participate, entirely or in part, in a voluntary blood sample procedure, the officer responsible for criminal investigative follow-up shall forward to the prosecuting District Attorney the victim's request for a Court Order to compel testing and/or release of analysis results pursuant to PC §1524.1.

- (a) The request for voluntary participation in the testing process and the subject's response shall be documented in the criminal investigation report.

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1008.5.11 SERVICE OF COURT ORDER OR SEARCH WARRANT OBTAINED BY DISTRICT ATTORNEY

Detective Bureau personnel responsible for the investigative follow-up of a criminal offense wherein a bodily fluid and possible blood-borne pathogen exposure occurred shall, as requested or necessary, assist the District Attorney's Office in their effort to serve a search warrant issued to obtain blood samples from a person located in our jail or jurisdiction.

1008.5.12 DISPOSITION OF BLOOD SAMPLES AND TEST RESULTS

Internal protocols of the medical facility or technician performing an extraction procedure may require they retain possession of blood samples for testing and to ensure confidentiality of medical information. If this occurs, employees shall report the retention of the samples to the assigned Patrol Division Lieutenant.

In the event an employee receives blood sample vials, he/she shall deliver the sample and completed testing requested form to the Alameda County Public Health Department Laboratory 2901 Peralta, 2nd Floor, Oakland, CA, ph#510-268-2700) during normal business hours.

If blood samples are received during non-business hours, the receiving employee shall store them at the Public Safety Building in accordance with General Order P-65 (Lexipol 801) and, via the chain of command, notify the assigned Patrol Division Lieutenant of their disposition.

The assigned Patrol Division Lieutenant shall ensure blood sample vials and completed testing request form stored at the Public Safety Building pursuant to this Order are delivered to the Alameda County Public Health Department Laboratory as soon as practical on the next business day.

Post-delivery of the blood sample to The Alameda County Public Health Lab, the following procedures shall be followed in order to obtain the lab results:

- (a) The Alameda County Public Health Lab will fax the results to the City's Occupational Medicine Provider (currently Agile Occupational Medical Center).
- (b) Personnel and Training will contact Occupational Medicine Provider and confirm receipt of the lab results.
- (c) Personnel and Training will provide the names of exposed employees to Occupational Medicine Provider.
- (d) Personnel and Training will provide exposed employees an Authorization for Medical appointment form.
- (e) The exposed employee will contact Occupational Medicine Provider and set up an appointment for analysis of the lab results.
- (f) Employees shall not contact the hospital, laboratory facility or medical technician involved in obtaining and/or testing blood samples for the results of analysis.
- (g) This Policy does not prohibit the assigned Patrol Division Lieutenant, or his/her designee, or the officer responsible for criminal investigative follow-up in instances of crime victim requests for blood testing pursuant to PC §1524.1, from making a

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contact intended to determine the status of the analysis process and/or notification to an effected employee.

1008.6 EMPLOYEE EXPOSURE, RECORDS FOR INJURY REPORT PACKAGE

In the instance of employee exposure, the Patrol Division Captain shall ensure copies of the Court Order, Search Warrant, voluntary consent form(s), testing request forms and relevant incident documentation are routed to the Administrative Division Captain for inclusion with the injury report package.

1008.7 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.8 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

1008.9 APPENDIXES

- Employee Exposure Form [See attachment: Exposure Incident Report.pdf](#)
- Consent for Blood borne Pathogen Test [See attachment: CONSENT TO BLOODBORNE PATHOGEN TEST BLOOD.pdf](#)
- COB Injury-Attachment A- Employee Injury Form [See attachment: AR2-7 Employee report 27.pdf](#)
- COB Injury-Attachment B-DWC Form [See attachment: AR2-7 DWC-1 29.pdf](#)
- COB Injury-Attachment C-Treatment Form [See attachment: AR2-7 medical status 33.pdf](#)
- COB Injury-Attachment F-Supervisor's Report [See attachment: AR2-7 supervisor report 39.pdf](#)
- COB Injury-Attachment G-Supervisor's Quick Reference Sheet [See attachment: AR2-7 supervisor checklist 43.pdf](#)
- COB Blood Test Declaration [See attachment: Blood Test Declaration.pdf](#)
- ACPH Lab Testing Request Form [See attachment: ACPH Lab Pre-Populated.pdf](#)

Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Berkeley Police Department facilities, buildings or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Berkeley Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5).

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Berkeley Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities, buildings or vehicles.

1009.4 ADDITIONAL PROHIBITIONS

No person shall use tobacco products within 20 feet of a main entrance, exit or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University and California community colleges, whether present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

1009.4.1 NOTICE

The Chief of Police or the authorized designee should ensure that proper signage is posted at each entrance to the Department facility (Labor Code § 6404.5).

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Berkeley Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Berkeley Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Internal Complaint - A complaint initiated by a Police Department employee against another Police Department employee.

Formal Complaint - A matter in which a supervisor determines that further action is warranted. Such complaints shall be referred to the Internal Affairs Bureau.

External Complaint - A complaint received by any other source.

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

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- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1010.3.3 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.3.4 AVAILABILITY OF WRITTEN PROCEDURES

The Department shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

1010.4 PROHIBITED CONTENT

Employees involved in an Internal Affairs investigation or Police Accountability Board investigation shall not contact complainants or witnesses regarding the complaint. Employees may make contact with complainants or witnesses when necessary in the course of normal police business, conducting investigations or responding to calls for service.

1010.5 INTERNAL AFFAIRS BUREAU (IAB)

The Internal Affairs Bureau (IAB) consists of two investigative sergeants who report directly to the Chief of Police. Their responsibilities include:

- (a) Investigating all externally received complaints alleging employee misconduct.
- (b) Investigating internally initiated complaints of misconduct as may be assigned by the Chief of Police.
- (c) Preparing investigations and reports on inquiries into employee conduct as may be required by the Chief of Police.
- (d) Preparing letters, documents and memoranda associated with the disciplinary process in complaint matters.
- (e) Preparing letters and correspondence on other matters as may be required by the Chief of Police.
- (f) Maintaining liaison with the District Attorney's office during investigations involving alleged criminal conduct on the part of an employee.
 - 1. Coordinating the Department's Complaint Review Board process
 - 2. Assisting the City Attorney's Office with the investigation of civil claims against BPD and/or its employees

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3. Assisting the City Attorney's Office in the preparation and presentation of Pitchess Motions
4. Acting as liaison with the City Attorney, the Police Accountability Board and legal defense attorneys
5. Advising the Chief of Police on matters relating to discipline, liability and training issues

1010.6 INTERNAL COMPLAINTS

An internal complaint may be initiated by any employee of the Police Department to his or her sworn or non-sworn supervisor or, in the absence of a supervisor, to his/her commanding officer or to a sergeant from IAB. Complaints will be documented in writing either by the employee making the complaint or by the supervisor or command officer receiving the complaint.

- (a) The complaint shall document the alleged violation(s) of Department rules, regulations, orders, policies or procedures.
- (b) The complaint shall also include an explanation of the circumstances surrounding the alleged violation(s).

1010.6.1 CONFIDENTIALITY

Employees may make complaints confidentially and the matter shall be investigated without disclosure of the complainant's identity unless disclosure is necessary to provide the subject employee with his/her procedural due process rights or disclosure is required by law.

1010.6.2 TIMELINE

Once an employee is made aware of the alleged violation(s), an internal complaint should be made within 30 days. Questions as to the acceptability of a complaint shall be resolved by the Chief of Police.

The Chief of Police and the captain of the division to which the subject employee(s) is assigned shall be notified of the allegation(s) as soon as possible.

1010.6.3 INVESTIGATION WITHIN THE DIVISION

Primary responsibility for the investigation of an internal complaint shall rest with the captain of the division to which the subject employee is assigned.

- (a) Investigations handled within the involved division shall be conducted in a complete and thorough manner. The investigation shall be forwarded directly to the Chief of Police who may consult with the appropriate division captain(s) prior to making a disposition.
- (b) If the division captain feels that the investigation should not be conducted within the division, a request may be made to the Chief of Police that the matter be investigated by IAB.

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1010.6.4 INVESTIGATION BY INTERNAL AFFAIRS

If the internal complaint involves any of the following circumstances, the division captain shall make a request to the Chief of Police that the matter be investigated by IAB.

- (a) When the complaint involves employees assigned to different divisions and/or the alleged act(s) of misconduct encompasses more than one division.
- (b) When the complaint involves serious allegations, including but not limited to the following:
 - 1. Dishonesty.
 - 2. Any act which may constitute the commission of a misdemeanor or felony crime.
 - 3. Improper use of force.
 - 4. Employee(s) under the influence of intoxicants.
 - 5. Any discrimination or harassment on the basis of sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, military and veteran status, and any other classifications protected by state or federal law.

1010.6.5 COMPLETED INVESTIGATION

When an internal complaint has been investigated by IAB, the completed investigation shall be forwarded directly to the Chief of Police who may consult with the appropriate division captain(s) prior to making a disposition.

- (a) The subject employee shall be advised of the disposition to the complaint by the Chief of Police.
- (b) The complaining employee shall be advised of the disposition to the complaint by his/her division captain.

1010.6.6 PERSONAL RELATIONSHIPS

No supervisor or command officer shall conduct a complaint or administrative investigation of a subject employee who is a “near relative,” as defined in City of Berkeley Administrative Regulation 2.12, or when the investigator and the subject employee have a personal relationship that could compromise objectivity.

When there is a question regarding what constitutes a “personal relationship that could compromise objectivity,” the investigator shall inform his/her commanding officer or the Chief of Police of any such relationship, and the Chief shall determine if the investigation should be reassigned.

The City’s 2016 Administrative Regulation 2.12 defines “near relative” as an individual’s spouse, parent, sibling, child, grandparent, aunt, uncle, niece, nephew, mother-in-law, father in law, sister in law, brother in law, son in law, daughter in law, stepparent, stepsibling, stepchild, grandchild, dependent or domestic partner or immediate family members of a domestic partner.

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1010.7 EXTERNAL COMPLAINTS

1010.7.1 MAKING A COMPLAINT DURING BUSINESS HOURS

A person making a complaint in person or by telephone during business hours shall be referred directly to IAB.

- (a) A brochure is available to provide citizens with a description of the complaint investigation procedure. A supply of these brochures will be maintained in IAB and at the front counter of the Police Department to be available to citizens upon request.

1010.7.2 MAKING A COMPLAINT DURING NON-BUSINESS HOURS

When IAB is closed or its personnel are unavailable, individuals making a complaint in person or by telephone shall be interviewed by the Operations Division Watch Commander.

- (a) If the Watch Commander is not available, the complaint shall be referred to an appropriate sergeant or supervisor.
- (b) Complainants shall not be told to return or call back during IAB business hours to make their complaint.

An IAB "Complaint Investigation" form shall be completed by the supervisor or command officer receiving the complaint. If possible, the complainant should write a brief statement describing the complaint incident on the reverse side of the form. If for any reason that cannot be done, the supervisor or command officer receiving the complaint shall write or type the narrative account for the complainant. When possible, the complainant should sign the form. The completed complaint form shall be forwarded directly to IAB.

1010.7.3 COMPLAINTS TO THE POLICE ACCOUNTABILITY BOARD

Complaints made to the Police Accountability Board shall also be investigated by IAB as "external complaints."

- (a) As directed by the City Manager, the requirement to testify before the Police Accountability Board shall not apply to non-sworn Parking personnel affiliated with the Investigations Division.
 - 1. Personnel falling within the provisions of this exempted classification, however, shall fully cooperate with all aspects of external/internal personnel complaint investigations conducted by IAB and/or other designated Departmental staff.

1010.7.4 TIMELINE

An external complaint should be made within thirty days of the date of the incident upon which the complaint is based unless the complainant, for reasons beyond his/her control, is unable to do so (i.e., illness, injury, out of the immediate area, etc.). The decision as to the acceptability of a complaint shall be made by the Chief of Police.

- (a) Complaints filed with the Police Accountability Board beyond the thirty day limit and accepted for late filing by that body will be accepted for investigation by IAB.

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1010.7.5 INTERNAL AFFAIRS

IAB will advise the Chief of Police, on a weekly basis, of all external complaints received, providing an update as to the status of each as it progresses through the investigative process towards disposition. However, the Chief of Police will be immediately notified of the receipt of external complaints of a sensitive or urgent nature.

1010.7.6 THE BOARD OF REVIEW

Following the investigation of each external complaint by a member of IAB (pertains only to sworn members), a Board of Review may be convened by the Chief of Police for the purpose of reviewing and making findings on the complaint (see the Review Boards Policy).

1010.8 EMPLOYEE RESPONSIBILITIES

When an employee, who is not a supervisor, becomes aware of or observes what he/she believes to be possible misconduct by another Department employee, he/she shall, by the end of the employee's current shift or, if off duty, within 24 hours, notify a supervisor, or in the absence of a supervisor, a command officer or IAB personnel. However, serious allegations, including but not limited to those listed below, shall be reported immediately.

- (a) Dishonesty.
- (b) Any act which may constitute the commission of a misdemeanor or felony crime.
- (c) Improper use of force.
- (d) Employee(s) under the influence of intoxicants.
- (e) Any discrimination or harassment on the basis of sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, military and veteran status, and any other classifications protected by state or federal law.

If required by the supervisor, command officer or IAB, a written report documenting the alleged misconduct shall be made by the reporting employee initiating the complaint.

1010.9 SUPERVISOR RESPONSIBILITIES

A supervisor or command officer with knowledge of, or who is made aware of alleged acts of misconduct, shall when practicable, take appropriate corrective action. A supervisor shall also immediately notify their command officer or the Duty Command Officer, who shall give direction as to the proper procedure for documenting the complaint. Generally, the procedures will follow the guidelines listed in this policy relating to either external or internal complaints.

When the alleged act of misconduct is of a nature that the integrity of the investigation might be jeopardized by reducing the allegations to writing, the concerned Supervisor shall report orally to their command officer, or if he/she is unavailable, to the on-call Duty Command Officer who will notify the Chief of Police.

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1010.10 DOCUMENTATION

Supervisors shall ensure that all formal complaints are documented on a complaint form.

1010.11 INTERNAL AFFAIRS ADMINISTRATIVE INVESTIGATIONS

- (a) Complainants will be notified in writing that their complaint has been received and will be investigated.
- (b) Allegations of misconduct made by complainants will be attached to the complaint as the initial basis for receipt and investigation of the complaint. The complainant shall be provided with a copy of his or her statement, if requested.
- (c) Employees who are designated as "subject" employees will be notified in writing as to the nature of the allegations made against them and their rights and responsibilities relative to the investigation.
- (d) To ensure that all possible allegations of apparent misconduct are brought forth and investigated, and that individual employee's rights to due process are protected, obvious or apparent violations of Departmental rules, regulations, orders, policies, procedures, directives and/or training guidelines noted by IAB during the investigation will be added to the complaint.

1010.11.1 ADMINISTRATIVE INVESTIGATION PROCEDURES

The following applies to members covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3303):

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated.
- (b) Unless waived by the member, interviews of an accused member shall be at the Berkeley Police Department or other reasonable and appropriate place.
- (c) No more than two interviewers should ask questions of an accused member.
- (d) Prior to any interview, a member shall be informed of the nature of the investigation, the name, rank and command of the officer in charge of the investigation, the interviewing officers and all other persons to be present during the interview.
- (e) All interviews shall be for a reasonable period and the member's personal needs should be accommodated.
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Lybarger* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable

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steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview.
 - (i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 - (j) All members shall provide complete and truthful responses to questions posed during interviews.
 - (k) No member may be requested or compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307). This shall not preclude IAB from administering such tests at the request of a "subject" member, following approval by the Chief of Police.
 - (l) Members may be photographed for purposes of a complaint investigation. This is to include photographing for purposes of formation/presentation of a photo line-up by Internal Affairs investigators.
 - (m) Members shall not be required to stand in a physical line-up for the purpose of complaint investigations.

No investigation shall be undertaken against any officer solely because the officer has been placed on a prosecutor's *Brady* list or the name of the officer may otherwise be subject to disclosure pursuant to *Brady v. Maryland*. However, an investigation may be based on the underlying acts or omissions for which the officer has been placed on a *Brady* list or may otherwise be subject to disclosure pursuant to *Brady v. Maryland* (Government Code § 3305.5).

1010.11.2 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Summary - Provide a brief summary of the facts giving rise to the investigation.

Allegations - List the allegations separately, including applicable policy sections.

Statements - Comprehensive summaries of member and witness statements.

Investigator Notes - Other evidence related to the complaint should be detailed in this section.

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Attachments - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.11.3 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - A final determination by an investigating agency, commission, board, hearing officer, or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Government Code § 3304 and Government Code § 3304.5 that the actions of an officer were found to violate law or department policy (Penal Code § 832.8).

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.11.4 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation. Investigators or supervisor assigned to investigate these complaints should be mindful that the investigation, Board of Review, the Chief's initial decision, and employee notification should be completed within 240 days from the date of discovery by an individual authorized to initiate an investigation (BPA/COB MOU#37.4).

In the event that an investigation and subsequent processes cannot be completed within 240 days of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1.

1010.11.5 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.12 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

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Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Lockers and storage spaces may only be administratively searched in the member's presence, with the member's consent, with a valid search warrant or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

1010.12.1 DISCLOSURE OF FINANCIAL INFORMATION

Subject employees shall not be required to submit financial disclosure statements or other items of personal property records in connection with complaint investigations.

1010.13 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to paid administrative leave. Absent an emergency, the City Manager's authorization is needed to place an employee on administrative leave. If unable to contact the City Manager, and it's an emergency, the City Manager shall be notified as soon as practicable.

Unless otherwise directed or authorized, any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall refrain from engaging in work-related activity and/or exercising authority associated with his/her office.
- (c) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (d) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation.
- (e) Shall be required to report to his/her division captain every duty day for instructions.
- (f) Should remain at home during his/her assigned duty hours.

1010.14 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be advised of his/her constitutional rights (Government Code § 3303(h)). The member should not be administratively ordered to provide any information in the criminal investigation.

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The Berkeley Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.15 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a pre-disciplinary procedural due process hearing (*Skelly*) by providing written notice of the charges, proposed action and reasons for the proposed action. Written notice shall be provided within 240 days (this time parameter only applies to sworn personnel) from the date of discovery of the misconduct (Government Code § 3304(d)). The Chief of Police shall also provide the member with:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation may be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1010.16 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or his/her authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint (Penal Code § 832.7(e)).

1010.17 NOTICE REQUIREMENTS

The disposition of any civilian's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed (Penal Code § 832.7(f)).

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1010.18 DISCIPLINE

If the finding of a complaint is "Sustained," or "Preventable" a disciplinary disposition must be selected. Disciplinary actions that may be selected include:

- (a) Written Advice.
- (b) Written Reprimand.
- (c) Suspension (including forfeiture of compensatory or vacation time).
- (d) Dismissal.
- (e) Dismissal with criminal charges pending.

These dispositions are not all inclusive and may be modified or expanded upon at the discretion of the Chief of Police.

1010.19 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.20 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.21 TERMINATIONS

When an employee terminates employment with the Department, his/her personnel complaint records shall be retained in accordance with the records management timetable set by the Department.

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- (a) If an investigation of officer conduct results in a suspension or termination, the officer shall receive a statement citing the reason for suspension or termination and the effective date(s) as provided for by Skellyv. State Personnel Board (1975) 15 Cal.3d 194.
1. If the misconduct results in termination, the employee should be referred to the following agencies for information concerning the status of fringe and retirement benefits:
- Public Employees' Retirement System: City Auditor
 - Medical and Dental Benefits: Human Resources
 - Supplemental Retirement Income Program: Finance
- (b) The City of Berkeley Employee Transaction Form shall be completed by designated administrative staff and shall describe the specific reason for the suspension or termination. A copy of this form shall be provided to the employee.

1010.22 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding and/or personnel rules.

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that an officer has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

1010.23 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary officer subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief of Police or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief of Police shall be final.

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1010.24 POLICY COMPLAINTS

Policy complaints are generally received as a result of external complaints, Police Accountability Board complaints, or findings made by the Police Department's Board of Review (e.g., when an officer followed an existing policy that is in need of revision). These complaints will be investigated by either IAB or a designated command officer, as directed by the Chief of Police.

1010.25 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.26 ANNUAL REPORTS

IAB is responsible for ensuring an annual report is completed. The report will provide statistical summaries which include the type and number of complaints received and investigated. The report should also compare statistics from previous years.

1010.27 TRAINING NEEDS

IAB is responsible for identifying areas of disciplinary concern where remedial/refresher training may be beneficial to one or more employees. After discussing the perceived training need with the Chief of Police and gaining his/her concurrence, IAB will work with the Personnel and Training Sergeant to devise an appropriate training course to address the problem(s).

1010.28 REQUIRED REPORTING TO POST

The Chief of Police or the authorized designee shall notify POST on the appropriate POST form within 10 days of certain officer personnel events, including but not limited to (Penal Code § 13510.9):

- (a) Termination or separation from employment or appointment. Separation from employment or appointment includes any involuntary termination, resignation, or retirement.
 1. A POST affidavit-of-separation form shall be executed and maintained by the Department and submitted to POST as required by Penal Code § 13510.9 and 11 CCR 1003.
- (b) Events that could affect an officer's POST certification, such as:
 1. Complaints, charges, or allegations of misconduct
 2. Findings of civilian review boards
 3. Final dispositions of any investigations
 4. Civil judgments or court findings based on conduct, or settlement of a civil claim against an officer or the Berkeley Police Department based on allegations of conduct by an officer

The Chief of Police or the authorized designee shall be responsible for providing POST access to or duplication of investigation documentation (e.g., physical or documentary evidence, witness

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statements, analysis, conclusions) for up to two years after reporting of the disposition of an investigation (Penal Code § 13510.9).

Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1011.2 POLICY

It is the policy of the Berkeley Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Members are required to wear seatbelts in all routine situations, with the following exceptions:

- Unusual situations where wearing a seat belt would endanger the member or the public, e.g. while evacuating members of the public in an emergency situation. Seatbelts shall be utilized as soon as practical when in the member's judgment it is safe to do so; or
- Where, based on specific facts, in the member's judgment, an exigency exists or may exist as they approach the location of call where the member reasonably believes they may need to take immediate enforcement or evasive action which could be hindered by a seatbelt.

Members must be prepared to justify any deviation from this requirement.

1011.4 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363). A vehicle without a cage should be used when feasible.

1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

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Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Berkeley Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE OF BODY ARMOR

The Personnel and Training Sergeant shall ensure that body armor is issued to all officers when the officer begins service at the Berkeley Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Personnel and Training Sergeant shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1012.3.1 USE OF BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.
- (e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1012.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation.

1012.4 PERSONNEL AND TRAINING SERGEANT RESPONSIBILITIES

The Personnel and Training Sergeant should:

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- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1013.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history, or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions, and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently retained.
- (e) Discipline records, including copies of sustained personnel complaints (see the Personnel Complaints Policy).
 - (a) Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least four years (Government Code § 12946).
 - (b) Disciplinary action resulting from a sustained civilian's complaint involving misconduct shall be maintained pursuant to the established records retention schedule and at least 15 years (Penal Code § 832.5).
 - (c) A civilian's complaint involving misconduct that was not sustained shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).
 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).
 2. Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).

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3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the member should sign or initial the noted refusal. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).
- (g) Commendations and awards.
 - (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1013.4 SUPERVISOR FILE

Supervisor files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

1013.5 TRAINING FILE

An individual training file shall be maintained by the Personnel and Training Sergeant for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically.

- (a) The involved member is responsible for providing the Personnel and Training Sergeant or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Personnel and Training Sergeant or supervisor shall ensure that copies of such training records are placed in the member's training file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Bureau in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs Bureau supervisor.

Internal Affairs files shall contain discipline records, including copies of sustained personnel complaints.

1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least five years (Government Code § 26202; Government Code § 34090).

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2. Disciplinary action resulting from a sustained civilian's complaint shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the member's internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

Investigation files arising out of sustained civilian's complaints involving misconduct shall be maintained pursuant to the established records retention schedule and for a period of at least 15 years. Investigations that resulted in other than a sustained finding may not be used by the Department to adversely affect an employee's career (Penal Code § 832.5).

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least four years (Government Code § 12946).

Investigation files arising out of a civilian complaint involving misconduct that was not sustained shall be maintained pursuant to the established records retention schedule and for at least five years (Penal Code § 832.5).

1013.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

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Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1013.8.1 RELEASE OF PEACE OFFICER RECORDS RELATING TO HATE COMPLAINTS

Records relating to an officer for an investigation of a hate complaint described in Penal Code § 13682 with a sustained finding that the officer engaged in membership in a hate group, participated in a hate group activity, or advocacy of public expressions of hate are not confidential and shall be made available for public inspection through a public records request (Penal Code § 13683).

Records disclosed may be redacted as provided in Penal Code § 13683.

1013.8.2 RELEASE OF LAW ENFORCEMENT GANG INFORMATION

Information relating to the termination of an officer from this department for participation in a law enforcement gang shall be disclosed to another law enforcement agency that is conducting a pre-employment background investigation except where specifically prohibited by law (Penal Code § 13670).

1013.9 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1013.10 RELEASE OF PERSONNEL INFORMATION

Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146e).

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

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1013.11 MEMBERS' ACCESS TO THEIR PERSONNEL RECORDS

Any member may request access to the member's own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from the member's personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing, or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for department planning purposes.
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.12 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

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- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1013.13 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF OFFICERS

Personnel records and records related to certain incidents, complaints, and investigations of officers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Bureau supervisor in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(3):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.
- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, whether the officer's action was consistent with law and department policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(8) or other law, the following records (hereinafter qualifying records) shall be made available for public inspection no later than 45 days from the date of a request (Penal Code § 832.7(b)(1)):

- (a) Records relating to the report, investigation, or findings of:
 1. The discharge of a firearm at another person by an officer.
 2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by an officer.

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3. A sustained finding involving a complaint that alleges unreasonable or excessive force.
 4. A sustained finding that an officer failed to intervene against another officer using force that is clearly unreasonable or excessive.
- (b) Records relating to an incident where a sustained finding was made by the Department or oversight agency regarding:
1. An officer engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
 2. Dishonesty of an officer relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another officer, including but not limited to any false statements, filing false reports, destruction, falsifying, or concealing of evidence, or perjury.
 3. An officer engaged in conduct including but not limited to verbal statements, writings, online posts, recordings, and gestures involving prejudice or discrimination against a person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
 4. An officer made an unlawful arrest or conducted an unlawful search.

Qualifying records will be made available regardless of whether the officer resigns before the Department or an oversight agency concludes its investigation (Penal Code § 832.7(b)(3)).

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(4)).

When an investigation involves multiple officers, the Department shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an officer unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(5). However, factual information about the action of the officer during an incident or the statements of an officer shall be released if the statements are relevant to a finding of the qualified allegation against another officer that is subject to release (Penal Code § 832.7(b)(5)).

1013.13.1 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of qualifying records, the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

- (a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.
- (b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that

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disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.

1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:
 - (a) When the criminal proceeding is against someone other than an officer and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Department must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about misconduct or use of force by officers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 7923.000, the Department may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(8)).

1013.13.2 DELAY OF RELEASE

Unless otherwise directed by the Chief of Police, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of qualifying records due to any of the following conditions (Penal Code § 832.7):

- (a) Active criminal investigations
 1. Disclosure may be delayed 60 days from the date the misconduct or use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.
 2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against an officer or against someone other than an officer who engaged in misconduct or used the force.
- (b) Filed criminal charges
 1. When charges are filed related to an incident in which misconduct occurred or force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.
- (c) Administrative investigations
 1. Disclosure may be delayed until:
 - (a) There is a determination from the investigation whether the misconduct or use of force violated law or department policy, but no longer than 180 days after the date of the department's discovery of the misconduct or use of force or allegation of misconduct or use of force

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1013.13.3 REDACTION

The Custodian of Records, in consultation with the Chief of Police or authorized designee, shall redact the following portions of qualifying records made available for release (Penal Code § 832.7(b)(6)):

- (a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of officers
- (b) Information that would compromise the anonymity of whistleblowers, complainants, victims, and witnesses
- (c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about possible misconduct and use of force
- (d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the officer or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(7)).

Commendations

1014.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Berkeley Police Department and individuals from the community.

1014.2 POLICY

It is the policy of the Berkeley Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations.

1014.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1014.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1014.5 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:
 1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the member submitting the documentation.

1014.6 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act

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2. For individuals from the community - name, address, telephone number
 - (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
 - (c) The signature of the person submitting the documentation.

1014.7 DEPARTMENT ROUTING

Commendations shall be forwarded through the chain of command. The Chief will return the commendation to the Professional Standards Division for routing and entry into the employee's personnel file.

When appropriate or directed, the Professional Standards Division shall forward copies of commendations to the following:

- (a) City Manager
- (b) Berkeley Police Association
- (c) Police Review Commission

If deemed appropriate, a communication of acknowledgment will be prepared and sent to the originator of an external commendation.

Fitness for Duty

1015.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1015.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive and capable of performing his/her assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1015.3 SUPERVISOR RESPONSIBILITIES

A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

In conjunction with the Watch Commander or employee's available Division Captain, a determination should be made as to whether or not the employee should be temporarily relieved from his/her duties.

The Chief of Police shall be promptly notified in the event that any employee is temporarily relieved from duty.

1015.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off in order to obtain medical treatment or other reasonable rest period.

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1015.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a division captain, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy and, if appropriate,
- (b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1015.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever there is reasonable cause to indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Personnel and Training Bureau to determine the level of the employee's fitness for duty (see also COB/BPA MOU 53.1). The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1015.7 LIMITATION ON HOURS WORKED

Absent emergency operations members should not work more than:

- 16 hours in one day (24 hour) period or

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- 30 hours in any 2 day (48 hour) period or
- 84 hours in any 7 day (168 hour) period or
- 7 consecutive days in a row

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1015.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

Meal Periods and Breaks

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for meal periods and breaks during an employee's shift.

1016.1.1 MEAL PERIODS

Sworn employees shall remain on duty and subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Officers on patrol shall request clearance from the Communications Center prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

The time spent for the meal period shall not exceed the authorized time allowed.

1016.2 SPORTSCARE

Employees may, upon clearance by the on-duty supervisor, extend their lunch period by no more than thirty minutes in order to work out. Employees availing themselves of this opportunity will limit their workout within the Berkeley City limits and remain available and reachable by telephone during the entire period in the event of a specific need (COB/BPA MOU Section 18.3).

Lactation Break Policy

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (29 USC § 207 and Labor Code §§ 1030-1032).

1017.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207 and Labor Code § 1030).

1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify the Communications Center or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1017.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207 and Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

1017.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

Payroll Record Procedures

1018.1 PURPOSE AND SCOPE

Payroll records are submitted to the Payroll Clerk on a daily basis (for patrol teams) and a weekly basis (for bureaus and details outside of patrol) for the payment of wages.

1018.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

1018.1.2 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis, usually on Friday with certain exceptions such as holidays. Payroll records shall be completed and submitted to the Payroll Clerk no later than 1400 hrs on the payroll closing day, usually on the Monday after the end of the pay period, unless specified otherwise.

Overtime Compensation Requests

1019.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit an Extraordinary Duty Report as soon as practical after overtime is worked.

1019.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time (aka "comp time") in lieu of receiving overtime payment.

1019.2 TYPES OF OVERTIME AND COMPENSATION

Time spent in a pay status but not actually worked (e.g., sick leave, vacation leave, comp time, holiday leave, etc.) shall be considered "time worked" in computing the basic forty hour week. However, employees shall be eligible to work in an overtime capacity while actually on such absence, but only in accordance with the provisions of the current MOU between the City of Berkeley and the employee's working group.

When a City recognized holiday falls within the workweek, the employee's basic workweek is reduced by eight hours for each holiday.

If an employee commences or terminates employment with the City within the workweek or is on suspension or leave of absence without pay during the workweek, the employee is not eligible for overtime benefits until hours worked exceed forty hours during that week.

With the exception of court overtime situations, an employee's name and overtime worked shall be reflected on a time sheet.

Unless specifically stated otherwise, all overtime is awarded at time and a half.

- (a) Non-sworn personnel receive double time after 12 hours in any 24-hour period.

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- (b) Sworn personnel receive holiday overtime at the straight time rate;
- (c) Non-sworn personnel receive double time for Christmas and Thanksgiving.
- (d) An explosives technician shall receive double time for time spent (from call to completion) in dealing with explosives, whether on or off duty.
- (e) Special Response Team members shall receive an additional 5% pay when involved in an active SRT incident, either on or off duty.
- (f) Field Training Officers shall receive an additional 10% differential when actually working as a Field Training Officer.
- (g) The Field Training Program Sergeant shall receive a 5% salary differential while occupying that position.
- (h) The Homicide Sergeant shall receive a 4% salary differential. Homicide detectives shall receive a 3% salary differential.

Those holding the classification of Captain are excluded from overtime benefits.

1019.3 REQUEST FOR OVERTIME COMPENSATION

1019.3.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the Extraordinary Duty Reports immediately after working the overtime and turn them in to their immediate supervisor or the Watch Commander. Employees submitting Extraordinary Duty Reports for on-call pay when off duty shall submit the forms to their supervisor the first day after returning for work.

1019.3.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After approval, the Extraordinary Duty Report shall be forwarded to the employee's Division Captain for final approval.

1019.3.3 DIVISION CAPTAIN RESPONSIBILITY

The Division Captain, after approving payment, shall then forward the report to the Payroll Clerk for review.

1019.4 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid, (e.g., four hours for Court). The supervisor will enter the actual time worked.

1019.4.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

TIME WORKED

INDICATE ON CARD

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1 to 15 minutes	.25
16 to 30 minutes	.50
31 to 45 minutes	.75
46 to 60 minutes	1 hour

1019.4.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the Extraordinary Duty Report.

1019.5 RECOVERY / COMPENSATORY OVERTIME (COMP TIME)

Recovery / Compensatory overtime (comp time) is overtime credited with time rather than pay.

To obtain comp time credit the employee shall promptly submit a completed Extraordinary Duty Report for approval by both the employee's supervisor and commanding officer.

It is City and Police Department policy that employees not be permitted to accumulate excessive comp time.

- (a) Sworn employees are allowed to accrue up to 120 hours of comp time.
- (b) Non-sworn employees are allowed to accrue up to 90 hours of comp time.

Employees may be allowed comp time off only when that amount of time has been previously accumulated.

An employee who wishes to use accumulated comp time shall make such request on an Absence Report submitted to his/her supervisor, who shall determine if the absence would hinder the unit's operation and either approve or deny the request. Within the Operations Division, the final decision rests with the Patrol Staffing Lieutenant.

1019.6 OVERTIME / SHIFT EXTENSION

Overtime shall be defined as time worked by an employee in excess of 40 hours per week. For paid overtime to be credited, an employee is required to submit an Extraordinary Duty Report immediately following the overtime assignment.

An Extraordinary Duty Report requires approval from the employee's supervisor and commanding officer, both of whom must check the report for accuracy, ensuring that the "reason" and the paid overtime budget designations are properly stated.

- (a) Completed Extraordinary Duty Reports must be routed to the Division Captain for final approval.
- (b) Completed reports must be routed to the Payroll Clerk no later than 1400 hours on the Monday before the payday in order to be included in that pay period.

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1019.7 HOLIDAY OVERTIME

Holiday overtime is earned in lieu of taking the time off during the same week of a holiday or when an employee works any part of a recognized City of Berkeley holiday or has that day as a regularly scheduled day off.

Holiday overtime is awarded at time for time for sworn employees; for non-sworn employees it is awarded at time and a half, however on Thanksgiving and Christmas it is awarded at double time.

Holiday overtime may be received as either paid overtime or compensatory overtime (if the maximum accrual of compensatory overtime has not been reached).

- (a) Sworn employees have the option of either pay or compensatory overtime.
- (b) Non-sworn employees require Division Captain approval for compensatory overtime.

In lieu of pay or comp time, an employee may be allowed an alternative day off during the same calendar week as the holiday with supervisor approval.

When a holiday occurs during an employee's vacation leave, the holiday shall not be charged as vacation leave and the employee's leave may be extended accordingly, with supervisor approval.

The choice of comp time or holiday pay shall be computed by the Payroll Clerk from information provided on the timesheets.

1019.8 COURT OVERTIME

Court overtime is defined as that overtime worked in connection with an assigned appearance before any criminal or civil court, Police Review Commission meeting or Board of Inquiry, BPD Board of Review, and any other specially approved appearance on behalf of another City department or commission.

Unless otherwise approved by a Commanding Officer, all court overtime shall be paid.

A sworn employee who makes an off-duty court appearance shall receive a minimum of four hours overtime unless his or her scheduled duty reporting time, regular shift or overtime shift is less than four hours after the scheduled court appearance in which case the employee will receive overtime in the lesser amount.

Non-sworn employees shall receive a minimum of three hours overtime unless their scheduled duty reporting time is less than three hours after the scheduled court appearance in which case the non-sworn employee will receive overtime in the lesser amount.

Overtime spent conferring with the prosecuting attorney will be considered as court overtime and part of the court session only if the employee's presence is required in court shortly after the conference.

For off duty, out of town court appearances, travel constitutes court overtime and is determined by the round trip time from the Public Safety Building.

An employee required to attend two or more court sessions on the same day is eligible for overtime compensation during the period between the sessions if subpoenaed on his/her day off (limited to

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a maximum of two hours between each session) but is not eligible for session break compensation if court appearance falls on a regular duty day.

To receive court overtime credit an employee shall submit an Extraordinary Duty Report.

- (a) The subpoena should be attached and case number indicated if either or both are available.
- (b) The overtime report is to be completed by the employee and should specify the amount of time required for "testifying/conferring" or "time waiting" or indicate that they were "not needed".
- (c) The employee's supervisor shall review the report for accuracy and complete the lower boxed area, indicating the court paid overtime budget code, the activity code and the proper project designation.

1019.9 COURT OVERTIME - TELEPHONE STANDBY

- (a) Sworn employees who are placed on telephone standby for court will be given comp time (in accordance with the current MOU between the City of Berkeley and the Berkeley Police Association) as follows:
 - 1. Duty Day: One-hour minimum comp time and hour for hour thereafter.
 - 2. Day Off: Two-hour minimum comp time and hour for hour thereafter.
- (b) To receive compensatory overtime credit for telephone standby an officer shall submit an Extraordinary Duty Report.
 - 1. The subpoena should be attached and case number indicated if either or both are available.
 - 2. The report is to be completed by the officer and shall specify the case number and the name of the Deputy District Attorney placing him/her on telephone standby.

1019.10 TRAINING OVERTIME

Training overtime is earned when an employee is assigned to attend a class, conference or seminar during off duty hours. Training overtime shall be reported on an Extraordinary Duty Report. To receive credit for the time spent training, a Training Time Credit Record shall be completed and routed to Personnel and Training.

Employees attending schools or classes away from the PSB will normally be credited with an eight hour day even though the number of hours may vary due to the nature of the instruction, see also the Attendance at Conferences and Meetings Policy.

1019.11 EMERGENCY / EMERGENCY ON-CALL OVERTIME

An employee shall be paid or given comp time off for being placed on emergency on-call status as follows:

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- (a) An employee who is placed on emergency on-call status on his or her regularly scheduled work day shall be paid for a minimum of one hour and at a one quarter ($\frac{1}{4}$) time rate.
- (b) An employee who is placed on emergency on-call status on his or her regularly scheduled day off shall be paid for a minimum of two hours and at a one quarter ($\frac{1}{4}$) time rate.
- (c) Emergency Overtime - An employee is guaranteed at least three hours overtime when called to emergency overtime duty from his or her residence. If the employee's regular reporting time is less distant than the guaranteed overtime the employee will receive overtime in that lesser amount.

Outside Employment

1020.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1020.1.1 DEFINITIONS

Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

1020.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval from the City Manager. Failure to obtain prior written approval for outside employment or engaging in outside employment is prohibited by this policy and may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete a [Request to Engage in Outside Employment](#) Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police and the City Manager.

If approved, the employee will be provided with a copy of the approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved. Any employee seeking to renew a permit shall submit a new Request to Engage in Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).

1020.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Request to Engage in Outside Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the City Manager.

If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

1020.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

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- (a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his or her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit
- (b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline
- (c) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subject to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status

1020.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Request to Engage in Outside Employment Application submitted by an employee seeking to engage in any activity which:

- (a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department
- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient

1020.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Consistent with the provisions of Penal Code § 70, and because it would further create a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

1020.3.2 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the division captain, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other

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assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1020.4 DEPARTMENT RESOURCES

Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1020.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest (Government Code § 3308; Government Code § 1126). Prior to providing written approval for an outside employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to the Revocation/Suspension of Outside Employment Permits section of this policy.

1020.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1020.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work

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permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Berkeley Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

Occupational Disease and Work-Related Injury Reporting

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health incidents, and work-related injuries.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, or mental health issue arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1021.2 POLICY

The Berkeley Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

1021.3 RESPONSIBILITIES

1021.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but in all incidents within 24 hours, to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35).

1021.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury shall ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded to the Personnel & Training Bureau via the injured employee's chain of command promptly. If this cannot be accomplished within 24 hours, the supervisor shall route original copies directly to the Personnel & Training Bureau and route copies to the employee's chain of command. Any related city-wide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification policy applies and take additional action as required.

1021.3.3 DIVISION CAPTAIN RESPONSIBILITIES

The division captain who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City's risk management entity, and the Professional Standards Division Captain to ensure any required Division of Occupational Health

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and Safety Administration (Cal/OSHA) shall be within 24 hours of an employee being admitted into any hospital as a result of a work-related injury. Employee treatment occurring at a hospital facility without admittance does not require (Cal/OSHA) notification.

1021.3.4 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or their designee shall review and forward copies of the report to the Personnel and Training Bureau. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1021.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Captain through the chain of command.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1021.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible. The employee's supervisor shall forward the report to the Personnel & Training Bureau through their chain of command.

1021.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

1021.6 PROCEDURES FOR OBTAINING MEDICAL TREATMENT

1021.6.1 GENERAL

(a) For a major injury:

1. During business & non-business hours: The member may choose to go to Highland Hospital, Alta Bates Hospital or the member's pre-designated physician* (i.e. Kaiser ER).

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- (b) For a minor injury, including an exposure:
 - 1. During business hours: The member may choose to go to Concentra Medical Center or the member's pre-designated physician* (i.e. Kaiser appt, Urgent Care or ER).
 - 2. During non-business hours: The member may choose to go to Alta Bates Hospital or the member's pre-designated physician* (i.e. Kaiser Urgent Care or ER).

1021.6.2 SUPERVISOR PROCEDURES

- (a) Complete the "Supervisor's Investigation" report
- (b) Complete section 2 of the "Work Status" slip to authorize treatment for the member
- (c) Furnish the member with the Department of Worker's Compensation form (DWC-1) (even if treatment is not sought, the form needs to be provided)
- (d) Provide a copy of the "Supervisor's Investigation" report to the member's Chain of Command
- (e) ** For an Exposure ** If applicable, complete the State's "Report of Potential HIV Exposure to Law Enforcement Employees" form and the City's "Exposure Incident Report Form".
- (f) Deliver all original forms to the Personnel and Training Bureau via the respective Chain of Command

1021.6.3 MEMBER PROCEDURES

- (a) Complete the Employee Injury Report (even if treatment is not sought)
- (b) Bring the "Work Status" slip with you to the initial physician for completion (on subsequent visits you will also need to obtain a Work Status slip but this will be provided by the physician)
- (c) Complete the Department of Worker's Compensation form (DWC-1) (if treatment is sought)
- (d) Deliver all original forms to your supervisor for review and routing to the Personnel and Training Bureau

* A Pre-Designated Physician Form must be completed and approved prior to the member being treated. The form is located on the City's Intranet via the Human Resources link and there are hard copies in the Professional Standards Division

1021.7 RECORD KEEPING

The City of Berkeley shall establish and maintain an accurate medical record for each employee with occupational exposure. The city shall ensure that all employee medical records required by this section are kept confidential (Section 5199 of Title 8, California Code of Regulations).

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

Employees shall maintain their personal hygiene and appearance in order to project a professional image appropriate for this department and for their assignment.

1022.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1022.2.1 HAIR

Hairstyles of all members shall be clean, well-groomed and professional in appearance.

1022.2.2 FACIAL HAIR

Facial hair shall be clean, well-groomed and professional in appearance.

1022.2.3 JEWELRY AND ACCESSORIES

No jewelry, pins or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

1022.3 TATTOOS

At no time while on-duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos or body art include, but are not limited to, those which depict racial, sexual, discriminatory, gang related or obscene graphics or language.

1022.4 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

Uniform Regulations

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a general overview of the Berkeley Police Department's uniform regulations and to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the Uniform and Equipment Specifications manual as well as the following associated policies:

- Department Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Professional Standards Bureau. The manual contains a more detailed description of BPD's uniform regulations and should be consulted regarding authorized equipment and uniform specifications.

The Berkeley Police Department will provide a uniform allowance to all uniformed employees in the frequency agreed upon in the respective employee group's collective bargaining agreement.

1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's Uniform and Equipment Specifications manual which is maintained separately from this policy.
- (e) All supervisors will perform periodic visual inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court or at other official department functions or events.
- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.

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- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

1023.3 UNIFORM CLASSES

1023.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

- (a) Class A jacket
- (b) Class A hat
- (c) Long sleeve shirt with tie
- (d) Polished shoes
- (e) Boots with pointed toes are not permitted.

1023.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required
- (b) A white, navy blue or black crew neck t-shirt must be worn with the uniform
- (c) All shirt buttons must remain buttoned except for the last button at the neck
- (d) Polished shoes
- (e) Unpolished shoes (approved and all black)
- (f) Boots with pointed toes are not permitted

1023.3.3 CLASS C UNIFORM

The Class C uniform has been established to allow field personnel a more comfortable option than the Class B uniform. The Class C uniform will consist of the same garments and equipment as the Class B uniform with the exception that the material will differ, the pants will have cargo pockets and the name and badge will be embroidered. See the Uniform and Equipment Specifications manual for a more detail.

1023.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as the Special Response Team, Motor Officers and other specialized assignments.

1023.3.5 RAIN GEAR

The Uniform and Equipment Specifications manual lists the authorized uniform jacket and rain gear.

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1023.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes, stars, etc. - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
- (c) The regulation nameplate shall be worn at all times while in uniform. The nameplate shall display the employee's first name initial and last name. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket. An authorized embroidered nameplate may be worn in the same manner, but shall only display the employee's first initial and last name.
- (d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Ancillary Assignment Insignias - Ancillary assignment insignias, (SRT, CIT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) Flag Pin - A flag pin may be worn, centered above the nameplate.
- (g) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (h) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1023.4.1 MOURNING BADGE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1023.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

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- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear slacks, shirts, blouses, dresses or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
 - 1. A t-shirt alone
 - 2. Open toed sandals or flip-flops
 - 3. Swimsuits, tube tops, or halter-tops
 - 4. Spandex type pants or see-through clothing
 - 5. Distasteful printed slogans, buttons or pins
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Berkeley Police Department or the morale of the employees.

1023.6 POLITICAL ACTIVITIES, ENDORSEMENTS AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Berkeley Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Berkeley Police Department to do any of the following (Government Code §§ 3206 and 3302):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast or any website.

1023.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

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- (c) Replacement of items listed in this order as optional shall be done as follows:
1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

1023.7.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Berkeley Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

If a badge is issued by the Department, the retiree shall be instructed that any such badge will remain the property of the Berkeley Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1023.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Berkeley Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or his/her designee.

Berkeley Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or his/her designee.

Police Aide Program

1024.1 PURPOSE AND SCOPE

Police aides perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement. The purpose of this policy is to provide a brief outline of their duties and requirements.

1024.2 EDUCATION REQUIREMENTS

Police aides are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Police aides shall complete six semester units (or the equivalent) of college course work per semester. A copy of school grades must be submitted to the Program Coordinator upon completion of the school semester or quarter.

1024.3 PROGRAM COORDINATOR

The Personnel and Training Sergeant will serve as the Program Coordinator. This supervisor will be responsible for tracking the educational and job performance of police aides as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all police aides and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

1024.3.1 PROGRAM ADVISORS

The Personnel and Training Sergeant may select individual officers to serve as advisors for the Police Aide Program. These officers will serve as mentors for each police aide.

1024.4 ORIENTATION AND TRAINING

Newly hired police aides will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Police Aide Training Manual. Training sessions will be scheduled as needed to train police aides for as many assignments as possible. In addition to job-specific training, information will be offered to prepare police aides to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers.

1024.5 POLICE AIDE UNIFORMS

Each police aide will be provided two uniforms meeting the specifications described in the Uniform Equipment and Specifications Manual.

1024.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each police aide. Department needs and concerns will take precedence over individual considerations with the final decision resting with the Personnel and Training Sergeant.

In general, more senior police aides will be assigned to positions requiring more technical skill or responsibility, as well as serving to train police aides for new assignments or those newly hired.

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Police Aide Program

1024.7 RIDE-ALONG OR SIT-ALONG PROCEDURES

All police aides are authorized to participate in the Ride-Along/ Sit-Along Program as approved by their immediate supervisor and the appropriate Watch Commander. Police aides shall wear their uniform while participating on a ride-along.

1024.8 PERFORMANCE EVALUATIONS

Performance evaluations for all police aides shall be completed bi-monthly during their first six months of employment. After 6 months, police aides will be evaluated on a yearly basis to assess their current job performance and their potential in a future career in law enforcement.

Nepotism and Conflicting Relationships

1025.1 PURPOSE AND SCOPE

It is the policy of the Berkeley Police Department to avoid nepotism in its hiring and promotion actions and to ensure that merit is the basis for employee selection. When BPD employees are related, as specified below, such persons shall not have the same immediate supervisor or have supervisory relationships, except if approved in writing by the City Manager.

No individual shall be excluded from the competitive examination process by virtue of his or her relationship as described below.

No person shall be appointed, promoted, demoted, flexibly placed, or transferred to any position, whether exempt, permanent, provisional, acting, part-time, seasonal or temporary, in any division of any department of the City or to a department without divisions, where such person's near relative already holds a position which would create a supervisory relationship as described herein.

No employee shall interview, recommend or in any way be involved in the selection or disciplinary process of an employee's near relative.

1025.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Department employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Near Relative - An employee's spouse, parent, sibling, child, grandparent, aunt, uncle, niece, nephew, mother in law, father in law, sister in law, brother in law, son in law, daughter in law, stepparent, stepsibling, stepchild, grandchild, dependent or domestic partner or immediate family members of domestic partner.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

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Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1025.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940):

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed.
- (d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender or who engages in serious violations of state or federal laws.

1025.2.1 EMPLOYEE RESPONSIBILITY

City employees shall submit the "Near Relative Notification" form to Human Resources within 30 days of becoming a near relative to another city employee, see COB Admin Regulation 2.12 for further.

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Nepotism and Conflicting Relationships

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninformed, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninformed, immediate supervisor. In the event that no uninformed supervisor is immediately available, the employee shall promptly notify dispatch to have another uninformed employee either relieve the involved employee or minimally remain present to witness the action.

1025.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

1025.3 EXCEPTIONS TO POLICY

The City Manager may authorize exceptions to this policy whenever the City Manager determines that the best interests of the City so require. If an exception is granted, it shall be in writing and a copy placed in the employees personnel file.

Department Badges

1026.1 PURPOSE AND SCOPE

The Berkeley Police Department badge and uniform patch as well as the likeness of these items and the name of the Berkeley Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1026.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1026.2.1 FLAT BADGE

Sworn officers may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within the Berkeley Police Department.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- (c) An honorably retired officer may keep his/her flat badge upon retirement.
- (d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1026.2.2 NON-SWORN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Enforcement Officer, Dispatcher).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1026.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

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Department Badges

Retirees may also purchase or be given (either by the Department or Association) an “Honorably Retired” badge to be carried or kept as memorabilia.

1026.2.4 PROMOTIONS

Upon promotion to another rank, employees may purchase his/her previously assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

1026.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1026.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Berkeley Police Department.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

Temporary Modified-Duty Assignments

1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1027.2 POLICY

Subject to operational considerations, the Berkeley Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1027.3 ASSIGNMENTS FOR TEMPORARILY DISABLED EMPLOYEES

Employees on Workers' Compensation Leave: The City may assign any employee on Workers' Compensation leave who is medically released to return to modified duty when feasible, to such work within the Police Department which is consistent with medical limitations as determined by the attending physician and the employee's skills and abilities at no reduction in the employee's regular rate of pay. Prior to changing the shift of a member who is medically released to return to work on modified duty, the Department shall make a reasonable and good faith effort to accommodate the member's personal/family scheduling for the duration of the period on modified duty. However, if the Department is not able to accommodate the member's personal/family scheduling for the period of the modified duty the Department is not precluded from changing the member's shift.

1027.4 NON-INDUSTRIAL INJURIES

The City may accommodate an employee disabled with a non-industrial disability by providing a modified work assignment. The City will periodically review such modified assignments in order to determine whether such assignments continue to meet the needs of the City.

The modified assignment may be in that employee's classification. To be eligible for such a modified assignment, the employee must initially, and subsequently at the request of the City, provide the Human Resources Department with a medical statement from his or her attending physician that clearly states the medical limitations and abilities of the employee and estimates when the employee will be able to return to a regular assignment. If modification of that assignment within that employee's classification does not serve the best interests of the City, other classifications may be considered, subject to the approval of the Director of Human Resources. Compensation will be provided at the level of the classification in which the temporarily disabled employee works during the disability. The employee must meet standards of satisfactory performance for the duration of the work assignment.

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Temporary Modified-Duty Assignments

1027.5 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Berkeley Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1027.6 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should contact their supervisor, who will make notifications via the chain of command.

The division captain will make a recommendation to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Personnel and Training Bureau or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the division captain, with notice to the Chief of Police.

1027.7 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the division captain.

1027.7.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

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- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Submitting a written status report via the chain of command to the division captain after every medical appointment.

1027.7.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the division captain of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the division captain and ensuring that the required documentation facilitating a return to temporary/modified or full duty is received from the employee and provided to the Personnel and Training Bureau within 24 hours of receipt.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1027.8 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1027.9 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1027.9.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1027.10 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification,

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training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Conference, Meeting and Training Attendance

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to define the procedures to be followed when requesting permission to attend both local and non-local conferences, meetings and training.

1028.2 POLICY

Attendance at such events by department personnel shall conform to the policies contained in the City of Berkeley Administrative Regulation No. 3.9, "Attendance and Payment of Expenses Associated with Conferences, Meetings, Seminars, Trainings, and Workshops" and the related procedures outlined in this policy.

1028.3 DEFINITIONS AND EXAMPLES

1028.3.1 CONFERENCE

A conference, generally, is a gathering of persons associated with a professional membership or support organization for discussing matters of common concern, which may include presentations, programs and exhibits related to municipal government and/or related functions. These include but are not limited to:

- (a) California Peace Officers' Association
- (b) California Police Chiefs' Association
- (c) California Association of Hostage Negotiators
- (d) National Tactical Officers' Association
- (e) International Association of Chiefs of Police

Not included are:

- (a) Legislative hearings
- (b) Law enforcement meetings called by the Attorney General
- (c) Any assemblage where an officer's presence is required as a matter of law
- (d) Travel required to conduct investigations or return prisoners

1028.3.2 MEETING

A meeting, generally, is a gathering of individuals to discuss matters pertaining to city business.

1028.3.3 TRAINING

Training includes seminars and sessions designed to provide information or to upgrade skills which pertain directly to city-related services.

1028.4 LOCATION

Conferences, meetings and training sessions (hereinafter "events") are classified according to their location:

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- (a) "Local" describes events in proximity to the Berkeley Police Department, where total travel and meeting time can be accomplished within one day.
- (b) "Non-local" describes events where the distance or duration requires overnight travel, or attendance is for more than one day regardless of the distance traveled.

1028.5 THE CITY OF BERKELEY'S ADMINISTRATIVE REGULATION

Attendance shall conform to the City of Berkeley Administrative Regulation No. 3.9, "Attendance and Payment of Expenses Associated with Conferences, Meetings, Seminars, Trainings, and Workshops", which may be amended or superseded by further directives.

- (a) Travel to an event, if it would require more than four hours of driving time round-trip will, whenever possible be by air.
- (b) All other methods of travel shall conform to those described in the COB Administrative Regulation.

1028.6 OUTSIDE TRAINING REQUESTS

An employee desiring to attend a local event wherein there is an expenditure (i.e., meals, tuition or registration), or any non-local event, shall at the earliest possible time, submit a written request to the employee's commanding officer via an "Outside Training Request" form.

All training requests need to be approved first through the appropriate staffing Lieutenant. Those assigned to attend training during their regular duty shift shall attend in an on-duty status. Employees shall not flex or adjust their schedule in order to receive overtime or compensatory time.

If approved, the division captain shall forward the request to the Personnel and Training Bureau, indicating whether funds have been budgeted or are available.

Personnel and Training will prepare and submit the "Attendance and Travel Request" form to the Chief of Police for review. If approved, it will be forwarded to the Budget Officer in the City Manager's Office for final review.

- (a) Personnel and Training ensures appropriate notifications are made to the officer and his/her commanding officer(s) regarding status of the training class.

1028.7 TRAVEL TIME

Section 29 C.F.R. 785.39 of The Fair Labor Standards Act (FLSA), provides that travel time is compensable work time when it occurs during the employee's regular working hours. Under this regulation, compensable travel time includes travel time that occurs during the employee's normal working hours on nonworking days.

When attending an approved conference/training, "travel time to" will be compensable from the time the employee leaves the PSB or their residence to the time they arrive at their destination (i.e. hotel, class). On the return, "travel time from" will be compensable from the time the employee leaves the conference/training to the time they arrive at the PSB or their residence.

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When attending an approved conference or training, the time given for lunch is not compensable. Participation in social gatherings or meetings that are not required for the completion of the conference/training are not compensable.

For auditing purposes, when completing the "Training Time Credit Record", the time spent traveling needs to be documented separately from the "times attended". Therefore this travel time needs to be hand-written onto the Training Time Credit Record.

1028.8 MILEAGE

Mileage should be calculated by the distance from either the PSB or your residence to the event, whichever is less (i.e. for a class in Sacramento, mileage from the employee's house in Vacaville would be used because it is closer to Sacramento than Berkeley). The number of miles will be multiplied by the daily mileage rate (determined by the IRS, see COB Admin Regulation 7.2 - Use of Private Vehicles). Mileage should be documented on the "Mileage Reimbursement" form.

1028.9 CLASS COMPLETION

Class time missed as a result of an excused or unexcused absence shall be made up with the instructor's approval, prior to receiving a certificate of completion.

1028.10 DOCUMENTATION

All employees attending outside department sponsored training, shall complete and submit a [Training Time Credit Report, Statement of Expense Form](#) and/or a [Mileage Reimbursement Form](#) and any received certificates to the Personnel and Training Bureau within five days of the completion of training. The Training Sergeant shall route the forms to the Personnel and Training Bureau's Assistant Management Analyst (AMA) to log the training credit and, if applicable, reimburse the employee, per COB Administrative Regulation 3.4 and POST requirements.

Employee Speech, Expression and Social Networking

1029.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1029.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1029.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Berkeley Police Department will carefully balance the individual employee's rights against the Department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1029.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Berkeley Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

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- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1029.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Berkeley Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Berkeley Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Berkeley Police Department or its employees. Examples may include:
 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Berkeley Police Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Berkeley Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

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Employee Speech, Expression and Social Networking

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - 2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees should take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1029.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Berkeley Police Department or identify themselves in any way that could be reasonably perceived as representing the Berkeley Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Government Code § 3206; Government Code § 3302):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or officer associations), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Berkeley Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

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1029.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department. This includes the department e-mail system, computer network or any information placed into storage on any department system or device.

It also includes records of all key strokes or web-browsing history made at any department computer or over any department network.

The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through a department computer or network. However, the Department may not require an employee to disclose a personal user name or password or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work related misconduct (Labor Code § 980).

1029.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1029.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

The Safety Committee

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Berkeley Police Department, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1030.2 POLICY

The Berkeley Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain a Safety Committee which will evaluate tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1030.3 SAFETY COMMITTEE

The Safety Committee will be comprised of members from every division and will fall under the direction of the Professional Standards Division Captain or their designee. The Safety Committee Chair will be responsible for the following:

- (a) Conducting regularly scheduled safety meetings.
- (b) Posting or distributing safety information, as necessary.
- (c) Providing a system for members to anonymously inform management about workplace hazards.
- (d) Preparing and maintaining a written record of safety and health committee meetings.
- (e) Reviewing the results of periodic scheduled inspections.
- (f) Reviewing investigations of accidents and exposures.
- (g) Making suggestions to command staff for the prevention of future incidents.
- (h) Reviewing investigations of alleged hazardous conditions.
- (i) Submitting recommendations to assist in the evaluation of member safety suggestions.
- (j) Assessing the effectiveness of efforts made by the Department to meet relevant standards.
- (k) Establishing a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR § 342).

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The Safety Committee

1030.4 PROFESSIONAL STANDARDS DIVISION CAPTAIN RESPONSIBILITIES

The responsibilities of the Professional Standards Division Captain, or their designee, include, but are not limited to:

- (a) Managing a plan to reduce the incidence of member illness and injury.
- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
 1. Informing members of the illness and injury prevention guidelines.
 2. Recognizing members who perform safe work practices.
 3. Ensuring that the member evaluation process includes member safety performance.
 4. Ensuring department compliance to meet standards regarding the following:
 - i. Respiratory protection (8 CCR § 5144)
 - ii. Bloodborne pathogens (8 CCR § 5193)
 - iii. Aerosol transmissible diseases (8 CCR § 5199)
 - iv. Heat illness (8 CCR § 3395)
 - v. Emergency Action Plan (8 CCR § 3220)
 - vi. Fire Prevention Plan (8 CCR § 3221)
- (e) Making available the City of Berkeley Employee Safety Suggestion form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available the Summary of Employee Injuries Report, which documents individual incidents or accidents.
- (g) Conducting and documenting a regular review of the illness and injury prevention plan.

1030.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

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- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Professional Standards Division Captain.
- (e) Notifying the Professional Standards Division Captain when:
 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 2. New, previously unidentified hazards are recognized.
 3. Occupational illnesses and injuries occur.
 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 5. Workplace conditions warrant an inspection.

1030.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary personal protection equipment.

All significant actions taken and dates they are completed shall be documented via memo from the respective supervisor and should be forwarded to the Professional Standards Captain via the chain of command.

The Professional Standards Division Captain will take appropriate action to ensure the Safety Committee addresses potential hazards upon such notification.

1030.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards.

The Professional Standards Division Captain shall ensure that the appropriate documentation is completed for each inspection.

1030.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete a Defective

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Condition form if an unsafe condition cannot be immediately corrected, see also the Personal Protective Equipment and Vehicle Maintenance Policies.

1030.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1030.9 TRAINING

The Professional Standards Division Captain should work with the Personnel and Training Sergeant to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1030.9.1 TRAINING TOPICS

The Personnel and Training Sergeant shall ensure that training includes:

- (a) Use of appropriate clothing, including footwear and PPE.
- (b) Use of respiratory equipment.

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- (c) Provisions for medical services and first aid.
- (d) Handling of bloodborne pathogens and other biological hazards.
- (e) Prevention of heat and cold stress.
- (f) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (g) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (h) Back exercises/stretchers and proper lifting techniques.
- (i) Other job-specific safety concerns.

1030.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

Line-of-Duty Deaths

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Berkeley Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are seriously injured in the line of duty.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1031.2 POLICY

It is the policy of the Berkeley Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1031.3 ON-DUTY DEATH / SERIOUS INJURY PACKET

Each employee will receive a packet titled "On-Duty Death/Serious Injury." The information provided by the employee is completed voluntarily and confidential. No one is under any obligation to fill out the form.

Once the initial information packet is received, it will be stored in a secure location in the Professional Standards Division. The packet will be available for updating at any time for the employee, but should be made available for updating during the employee's annual performance appraisal by the employee's supervisor. Once completed, the packet shall be returned to the Professional Standards Division.

1031.4 MEMBER RESPONSIBILITY

After a line of duty death, members must allow sufficient time for proper notifications to be made to the family and loved ones of the decedent. No member shall notify the decedent's family members or loved ones of the death unless directed to do so by the Watch Commander. No member shall make notifications upon social media of the line-of-duty death. Members must allow time for

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Command Staff to determine and respect the wishes of the decedent in regards to the notification of his/her family members and loved ones.

1031.5 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and the Communications Center.
 - 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Watch Commander or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.
- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1031.6 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.

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- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.
- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Berkeley Police Department members may be apprised that survivor notifications are complete.

1031.6.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

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1031.7 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1031.8 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Peer Support / Critical Incident Stress Management (CISM) coordinator.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1031.8.1 DEPARTMENT LIAISON

The Department Liaison should be a Division Captain or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

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- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that department members are reminded of appropriate information—sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1031.8.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 - 1. The survivors and others whose presence is requested by the survivors.
 - 2. Department members and friends of the deceased member.
 - 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Berkeley Police Department members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.

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- (g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1031.8.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Division Captain. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 - 1. Items should not be delivered to the survivors until they are ready to receive the items.
 - 2. Items not retained as evidence should be delivered in a clean, unmarked box.

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3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.
- (h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1031.8.4 PEER SUPPORT / CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members

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and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:
 1. Members involved in the incident.
 2. Members who witnessed the incident.
 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.
- (c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1031.8.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 2. Bagpipers/bugler
 3. Uniform for burial
 4. Flag presentation
 5. Last radio call

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- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1031.8.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Berkeley Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Mutual Aid and Outside Agency Assistance Policy.

1031.8.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 - 1. Public Safety Officers' Benefits (PSOB) Programs.
 - 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 - 3. Social Security Administration.
 - 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 - 1. Education benefits (Education Code § 68120)
 - 2. Health benefits (Labor Code § 4856)
 - 3. Worker's compensation death benefit (Labor Code § 4702)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

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- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1031.8.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
 - 1. Paying survivors' travel costs if authorized.
 - 2. Transportation costs for the deceased.
 - 3. Funeral and memorial costs.
 - 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1031.9 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that department members are instructed to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
 - 1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 - 2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.

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- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 - 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1031.10 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1031.11 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

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1031.12 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

1031.13 ADDITIONAL RESOURCES

The Alameda County Law Enforcement Funeral Protocol, if needed can provide further guidance in the proper protocols associated with the funeral service.

The Critical Incident Stress Management (CISM) and Peer Support Program

1032.1 PURPOSE AND SCOPE

The Berkeley Police Department places the greatest possible value and emphasis upon the welfare of its members and recognizes public safety employees face situations which may create significant distress. The Berkeley Police Department's Critical Incident Stress Management (CISM) and Peer Support Program is designed to provide confidential emotional support during and after times of personal or professional crisis to members who express a need for assistance, or for whom supervisory staff feel could benefit from program involvement. The CISM and Peer Support Program shall promote trust, allow anonymity, and preserve confidentiality for all members utilizing the program.

1032.2 POLICY

It is the policy of the Berkeley Police Department to provide peer and psychological support for members involved in critical incidents, on or off duty. This will be accomplished through the use of the CISM and Peer Support Program.

1032.3 CRITICAL INCIDENT DEFINED

A critical incident is defined as any event that has a stressful impact which is sufficient enough to overwhelm the usually effective coping skills of an individual. An event is considered a critical incident based on an individual's unique, internal reaction to the event, not necessarily the external appearance or apparent magnitude of the event. A critical incident is not necessarily a life-threatening event. Common incidents that pose an increased potential for trauma include, but are not limited to:

- (a) Shootings
- (b) An actual or perceived threat to one's life or of grievous physical harm
- (c) Suicide or attempted suicide by a colleague
- (d) Serious injury inflicted on, or death of, a colleague
- (e) Serious injury or death of a non-member, especially a child
- (f) Cruelty/abuse to a child
- (g) Death or injury of a person resulting from duty operations
- (h) Perceived "failure" during a tragic/traumatic event
- (i) Large scale or prolonged disaster
- (j) Events with high media exposure
- (k) Any event that may have private or personal emotional significance to a member, particularly when the event is characterized by: relative surprise; intense negative emotion; and perceived helplessness.

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The Critical Incident Stress Management (CISM) and Peer Support Program

1032.4 CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

CISM is a crisis intervention program used to support employees involved in a critical incident. It is a formal, highly structured, and professionally recognized process for helping those involved in a critical incident to share their experiences, vent emotions, and learn about stress reactions and symptoms. The CISM program is facilitated by the Peer Support Team.

CISM encompasses the following components:

- (a) Critical Incident Stress Debriefing (CISD): A structured group discussion of thoughts and reactions resulting from the incident. Discussion of typical stress-related symptoms will also be included. It is designed to mitigate acute symptoms, assess the need for follow-up, and accelerate the normal recovery processes to provide, if possible, a sense of post-crisis psychological closure.
- (b) Defusing: A voluntary individual or group meeting held shortly after a critical incident aimed to educate, inform and assess the needs of the employees exposed to the incident. It is a brief process that, in most cases, is considered sufficient to assist the employee in coping with the aftermath. The defusing may be used to determine the need for a CISD and/or other services.
- (c) Rest Information Transition Services (RITS) {formerly known as “Demobilization”}: The CISM intervention used during a major catastrophe in which large numbers of persons must be moved from a scene with the possibility of having to return to the scene for additional work. (i.e. natural disaster; major transportation accidents) RITS occur immediately after a member is removed from a scene and provides only the basic needs necessary at that point, such as food, water, rest and informational handouts regarding recuperation.
- (d) Peer/Individual Debriefing: A discussion between the affected employee and a Peer Support Team Member designed to help mitigate symptoms of stressful events and/or to make referrals as needed.
- (e) Peer Support: A process by which trained personnel provide emotional support and referrals to a colleague during a crisis or when they are under stress. Generally, peer support is sought by the employee in need or suggested by the employee's peer(s) or supervisor. Peer Support does not replace the need for structured group intervention following trauma.

All CISM components are intended to mitigate symptoms, assess the need for follow up and accelerate the normal recovery process.

1032.5 PEER SUPPORT TEAM COMPOSITION

The Peer Support Team is a formally established and CISM trained group of peers and mental health professionals capable of providing one-on-one support, referrals, assistance with stress awareness and reduction, along with guidance during defusings and debriefings.

The Peer Support Team is comprised of the following members:

- Professional Standards Division Captain: The Professional Standards Division Captain shall be responsible for the Peer Support Program budget, choosing the Peer Support Team Liaison and assisting the Liaison with the Program as needed. Peer

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Support Team Liaison: The Liaison will be responsible for management oversight of the team and serves as the intermediary between Command Staff and the Peer Support Team. The Liaison is generally someone at the rank of Lieutenant and should have sufficient autonomy and authority to provide for responsibilities such as authorization of overtime across multiple work groups or teams, and ability to access sensitive information regarding incidents or involving personnel.

- Peer Support Team Coordinator: The Coordinator will be responsible for the day to day operations of the team, providing both direct and indirect supervision of team members during their tenure on the peer team. The Coordinator will generally be someone at the rank of Sergeant and should have strong organizational and leadership skills. Based on Departmental need, there may be more than one coordinator.
- Peer Support Team Member: A Peer Support Team Member shall be an employee who, by virtue of prior experience, training, or interest, has expressed a desire and has been selected to provide support for employees of the Berkeley Police Department. Team Members shall be nominated from Department personnel at large. Team Members should consist of officers of several ranks, if possible, as well as civilian staff such as Community Service Officers, Parking Enforcement Officers and Public Safety Dispatchers.
- Peer Support Advisory Committee and Members: A Peer Support Team Advisor shall be an employee who attends team meetings and provides advice regarding the Team's function and direction.
- Peer Support Mental Health Professional: A Psychologist, Psychiatrist, Licensed Marriage and Family Therapist (LMFT), or Licensed Clinical Social Worker (LCSW) who has the requisite training and experience in the International Critical Incident Stress Foundation (ICISF) protocols and CISM standards. This may include a member of Berkeley's Mobile Crisis Team, or a person who is independent of the Department.

1032.6 PEER SUPPORT TEAM SELECTION

All employees, sworn and non-sworn, will nominate individuals from the Department as a whole. Employees will be asked to nominate employees with whom they feel comfortable and who may exceed in the following areas:

- (a) Confidentiality;
- (b) Personal Experience;
- (c) Motivation;
- (d) Communication skills;
- (e) Listening skills;

Nominees must be willing to accept the position if selected and must strictly abide by this policy. Once the team is selected, a list of qualified candidates will be established. Future vacancies will be filled from that list, which may be periodically updated at the recommendation of the overseeing clinician.

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1032.7 PEER SUPPORT TEAM TRAINING

Mandatory courses shall include:

- (a) Basic Peer Support course (POST); and
- (b) ICISF Group Crisis Intervention and Assisting Individuals In Crisis (combined as Group Crisis Intervention- GRIN), and
- (c) ICISF Suicide intervention course.

Peer Support Team Members should attend on-going training to stay current on the latest practices and procedures for assistance to employees. Any additional training, such as an advanced CISM course, may be requested and approved by the Chief of Police or Program Liaison.

In addition, The California Peer Support Association, the Public Safety Peer Support Association, or similar, may offer a training conference during the year. A selected number of team members may be budgeted to attend. Those who attend shall provide training for team members unable to attend.

1032.8 PEER SUPPORT TEAM RESPONSIBILITIES

The responsibilities of a Peer Support Team Member include, but are not limited to the following:

- (a) Providing emotional support during and after times of personal or professional crisis to other employees who need assistance;
- (b) Promoting trust, allowing anonymity, and preserving confidentiality for persons using Peer Support;
- (c) Responding to the scene of a critical incident if requested by the Incident Commander, Watch Commander, or Peer Support Coordinator;
- (d) Promoting an awareness of the self-help resources available to employees;
- (e) Promoting an atmosphere of support and trust among employees;
- (f) Checking on the status members out on injury and providing support where desired and needed;
- (g) Understanding that being a Peer Support Team Member is voluntary and that they must be prepared to answer calls for help on a 24-hour basis;
- (h) Abiding by the program policy or risk being removed from program participation;
- (i) Notifying the Program Coordinator should a conflict of interest arise;
- (j) To remain active on the team, members shall attend regular update and continuing education training provided or coordinated by the Peer Support Mental Health Provider;

Generally, when a team member is on duty, Peer Support related meetings and follow-up contacts will be coordinated with the member's immediate supervisor. Consideration should be given to minimum staffing levels and calls for service.

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1032.9 PEER SUPPORT TEAM COORDINATOR RESPONSIBILITIES

The Peer Support Program Team Coordinator shall function as the primary liaison between the Team Members and the Peer Support Team Liaison. The Coordinator shall be responsible for:

- (a) General supervision;
- (b) Preparing a list of current professional counseling services and making it available to all employees;
- (c) Acting as the liaison for peer support referrals, and being responsible for assigning team members to assist employees consistent with the particular need;
- (d) Oversee and lead regular team meetings;
- (e) Developing resources to assist employees when problems are identified;
- (f) Gather statistics and report to Liaison important information about team activities;
- (g) Make recommendations to Liaison and agency regarding team training, departmental training, equipment needs, or other items requiring additional approval;
- (h) Scheduling CISM activities including Critical Incident Stress Debriefings, Defusings, large group interventions, and other protocols where appropriate;
- (i) Serve as a mentor and resource to team members;
- (j) Assist and support Liaison as needed;
- (k) Coordinate resources and serve as main point of contact for team clinician;
- (l) Recruit new team members;
- (m) Maintain team roster, training records and activity reports;
- (n) Coordination and scheduling of continuing education for team;
- (o) Identification of short comings or areas for additional team development
- (p) Serve as a trained peer to other first line supervisors within the organization;
- (q) Represent team at meetings or other events;
- (r) Serve as the first point of contact for team deployment;
- (s) Be well regarded within the organization and able to maintain positive interactions in their relationships with others, both within and outside the organization;
- (t) Be a firm believer and supporter of employee mental health and wellness.
- (u) Attend regular update and continuing education training provided or coordinated by the Department Peer Support Mental Health Provider.

1032.10 PEER SUPPORT TEAM LIAISON RESPONSIBILITIES

The Peer Support Program Team Liaison shall function as the primary liaison between the Peer Support Coordinator and the Professional Standards Division Captain. The Liaison shall be responsible for:

- (a) Lead the peer support team steering committee;

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- (b) Team budget requests and oversight
- (c) Approval and oversight of team training and development;
- (d) Manage and resolve complaints, problems, and other conflicts within the team or regarding team performance;
- (e) Oversee team member selection;
- (f) Work with Team Coordinator to set team goals, priorities, and fulfill team mission;
- (g) Supervise and support Team Coordinator;
- (h) Serve as a peer to other managers within the organization;
- (i) Oversee contract with team clinician or other mental health providers;
- (j) Advocate to command staff for team resources, training, and other needs;
- (k) Be well regarded within the organization and able to maintain positive interactions in their relationships with others, both within and outside the organization;
- (l) Be a firm believer and supporter of employee mental health and wellness initiatives.
- (m) Attend regular update and continuing education training provided or coordinated by the Department Peer Support Mental Health Provider.

1032.11 CONFIDENTIALITY

The acceptance and success of the Peer Support Program will be determined largely in part by the observance of confidentiality. It is imperative each Peer Support Team Member keep all information learned about an employee confidential, within the guidelines of this program.

Team members are prohibited from sharing peer support conversation details with any other members of the department. If a team member needs guidance regarding a particular topic, they may contact the Coordinator. There may be times when a team member may need to share specific information with the Coordinator in order to determine the proper level of support to give, but this should only be done when absolutely necessary to care for the employee. The Coordinator shall keep confidential any information received from team members.

The Coordinator may also need to share specific information with a team member when someone may be more receptive to support if they are approached by a particular team member (other than the Coordinator) with whom they are more familiar.

Employees shall not question Peer Support Team Members regarding their conversations with other employees, nor will they be allowed to inquire as to which individuals attended a defusing or CISD and/or what was said there.

Team members are prohibited from recording or taking notes while providing support to employees or otherwise making a record, report, or notes after the fact.

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1032.12 PEER SUPPORT CONFIDENTIALITY AND THE LAW

“Confidential communication” means any information, including, but not limited to, written or oral communication, transmitted between a BPD employee and a peer support team member that was given in confidence. (GC 8669.3(a))

“Confidential communication” does not include a communication in which a BPD employee discloses the commission of a crime or a communication in which the BPD employee’s intent to defraud or deceive an investigation into a critical incident is revealed.

A BPD employee, whether or not a party to an action, has a right to refuse to disclose, and to prevent another from disclosing, a confidential communication between themselves and a Peer Support Team Member, when it was made while the Peer Support Team Member was providing peer support services.

However, confidential communication may be disclosed under the following circumstances (GC 8669.4):

- (a) To refer a law enforcement personnel to receive crisis referral services by a peer support team member.
- (b) During a consultation between two peer support team members.
- (c) If the peer support team member reasonably believes that disclosure is necessary to prevent death, substantial bodily harm, or commission of a crime.
- (d) If the law enforcement personnel expressly agrees in writing that the confidential communication may be disclosed.
- (e) In a criminal proceeding
- (f) If otherwise required by law.

1032.13 PEER SUPPORT TEAM REFERRALS

Department employees who believe another employee may benefit from Peer Support may make a verbal or written referral to the Coordinator or Team Leader. The referred employee will be contacted to assess their receptiveness to Peer Support and/or referrals. The identity of the person who initiated the referral will remain confidential.

Individual employees may contact any Peer Support Team Member for an informal, confidential, one-on-one discussion, anytime, at their discretion.

1032.14 PEER SUPPORT GUIDANCE

There may be times wherein an employee seeks advice or counsel from another employee who is not on the Peer Support Team. The sought after employee may contact a Peer Support Team Member for guidance but should maintain the original employee’s confidentiality. All employees should know that when you seek advice from another employee who is not bound by policy to confidentiality, there is no recourse to a breach in that confidentiality.

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1032.15 PEER SUPPORT TEAM ACTIVATION

Trauma takes a variety of forms and cannot be accurately or exhaustively quantified in description. However, certain events are of such magnitude they should be considered disruptive to nearly anyone involved. For the purpose of the Peer Support Team's activation response criteria, situations appropriate for mandatory activation and usage include, but are not limited to:

- (a) Line of duty deaths/serious injuries;
- (b) Officer involved shootings;
- (c) Officer involved fatal incidents;
- (d) Suicide or attempted suicide of a colleague.

When such incidents occur, the Watch Commander shall confirm the Peer Support Team Coordinator and/or Team Leader is notified.

When it is not considered a mandatory activation, any employee may contact the Coordinator or Team Leader to determine the need for immediate peer support and/or a group debrief or defusing.

1032.16 DEFUSINGS

A defusing should be conducted immediately following the critical event and generally lasts no longer than one hour. A defusing is not a critique of the incident, tactical debrief, or investigative tool.

The defusing should be arranged and organized by the incident supervisor and/or their designee. The Peer Support Coordinator or Team Leader may be contacted for assistance and/or guidance.

A Defusing shall not be used in any officer involved fatal incident protocol incident, line of duty death, or other complex incident where a Defusing may adversely impact affected personnel's return to normal function.

1032.16.1 PERSONNEL

The defusing should be facilitated by a supervisor. Attendance at defusings should be mandatory for all employees directly involved in the critical incident; however, participation in the discussion is not required. If requested, a Peer Support Team member may be present at the defusing to give assistance and support.

1032.16.2 OBJECTIVES

A defusing should be conducted with the following objectives in mind.

- (a) Allowing the employee to discuss their reactions and thoughts immediately following the incident.
- (b) Serving as a reminder to employees about the importance of self-care, i.e. exercise and healthy eating;
- (c) Eliminating the need for a formal debriefing; or enhancing the more formal CISD (the Professional Standards Division Captain and/or the Peer Support Coordinator will decide on the need for a CISD).

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1032.16.3 LOCATION

The defusing may be conducted in the briefing room, multipurpose room, or any location that provides ample space, privacy, and freedom from distractions.

1032.17 CRITICAL INCIDENT STRESS DEBRIEFINGS

A CISD should be conducted as soon as practical (within 24-72 hours) after a critical incident and may last 2 to 4 hours. It is not a critique of the incident, tactical debrief, or investigative tool.

The CISD should be arranged and organized by the Professional Standards Division Captain and the Program Coordinator, in coordination with the affected employee(s) chain of command.

The CISD is designed to provide an opportunity for employees to discuss their feelings or reactions to the stress resulting from exposure to a critical incident and to accelerate the normal recovery process. The CISD shall be conducted by a trained and experienced Peer Support Mental Health Professional.

1032.17.1 CISD PERSONNEL

The CISD should be facilitated by a Peer Support Team Member selected by the Peer Support Coordinator. Attendance at debriefings shall be mandatory for all employees directly involved in the critical incident; however, participation in the discussion is not required. CISD's should consist of a Peer Support Mental Health Professional, and generally one Peer Support Team Member for every 5 employees. A Chaplain is optional but recommended, see Chaplain Policy for further. Excused absences may only be granted by the employee's respective Division Commander, or their designee.

1032.17.2 CISD OBJECTIVES

The CISD should be conducted with the following objectives in mind:

- (a) Mitigating the impact of a traumatic incident;
- (b) Facilitating the normal recovery process;
- (c) Providing emotional support to the employee;
- (d) Providing information regarding possible reactions the employee or his/her family may experience;
- (e) Suggesting resources and referrals to the employee; and/or
- (f) Helping to identify members who may benefit from additional support or professional care.

1032.17.3 CISD LOCATION

The CISD should be conducted in any location, preferably outside of the Public Safety Building, which provides ample space, privacy, and freedom from distractions. The site selection is subject to the approval of the Peer Support Coordinator, who may request an alternate location if he/she determines the site to be unsuitable.

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1032.18 ADDITIONAL FACTORS

If the employee has caused injury or death to another (i.e., vehicle accident, shooting, etc.), the employee's Commanding Officer may:

- (a) Schedule a mandatory appointment for the employee with a licensed psychologist.
 1. The mandated visit shall be educational and informative in nature and arranged through the Professional Standards Division Captain. The visit with the psychologist is to meant provide the employee with the opportunity to discuss the incident in a completely confidential environment and to provide helpful information to the employee regarding possible psychological reactions to the incident. The psychologist shall not furnish information about the visit to the Department unless he/she determines the employee is experiencing complications which may result in danger to the employee or others. Any subsequent counseling would be completely voluntary.
- (b) Grant paid administrative leave to the employee for a period of time (as determined by the Chief of Police) if the employee is scheduled to work immediately following the incident.
- (c) Direct the employee to contact his/her supervisor to discuss a temporary reassignment which will ensure a lapse of time before possible exposure to similar, additional traumatic incidents.

1032.19 OVERTIME

Any member of the Peer Support Team who is required, asked, or authorized to perform his/her peer support duties by a supervisor or above shall be paid overtime or compensatory time if the time involved in the Peer Support Team duties is outside of his/her regular duty hours and such payment does not conflict with overtime eligibility provisions of a collective bargaining agreement.

1032.20 PEER SUPPORT ADVISORY COMMITTEE

The committee should be made up of the following personnel

- (a) Peer Support Team Liaison
- (b) Peer Support Team Coordinator(s)
- (c) Employee Labor Group Representative(s)
- (d) At Large member – Professional Staff
- (e) At Large member – CSO
- (f) At Large member – PSD
- (g) At Large member – Peer Support Team
- (h) Peer Support Mental Health Professional

1032.20.1 PURPOSE

The purpose of the Advisory Committee shall be to support the Peer Support Team. The Advisory Committee shall perform the following support services for the Peer Support Team:

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- (a) Provide recommendations for program continuity
- (b) Assess training needs and provide recommendations to the Department
- (c) Assess and recommend program utilization goals
- (d) Assess and make recommendations to enhance program effectiveness
- (e) Explore sources of funding and make recommendations for materials or equipment that would enhance peer team operations such as team shirts, team events, additional training or conferences, additional outside resources, etc.

1032.20.2 MEETINGS

- (a) The committee should meet quarterly, or as needed, for the first 12 months following the program introduction.
- (b) The committee should meet semi-annually, or as needed, during the second 12 months of program operation
- (c) The committee should meet annually, as needed, thereafter
- (d) The committee may be disbanded any time after the first 12 months if, in the opinion of the Team Liaison, Team Coordinator(s) and Team Mental Health Professional, the committee is no longer needed.

1032.21 REMOVAL OF A TEAM MEMBER

Any member of the Peer Support Team may be removed for any of the following reasons:

- (a) Breach of confidentiality
- (b) Failure to follow the standard of care
- (c) Abuse of Team membership or Team resources
- (d) Conduct unbecoming

A team member may be suspended and/or removed from the team based on a completed investigation by the Team Liaison, or in the instance where the Team Liaison is investigated, the Professional Standards Captain.

A team member will have the right to appeal any suspension or removal, within 30 days of notification of said suspension or removal, to the Professional Standards Captain via a memo or in person meeting. The Captain's decision will be final.

A team member may be able to return to the team after suspension or removal based on the recommendation of the Team Liaison, Team Coordinator(s) and the Team Mental Health Professional. The recommendation will go to the Professional Standards Captain and they will determine when the suspension is finished and/or if the team member may return.

1032.22 TEMPORARY OR PERMANENT LEAVE FROM THE TEAM

Team Members may choose to leave the Team at any time. This leave can be temporary, so as to relieve them from their duties for a short time or it can be permanent. If a member leaves permanently, but later wish to return, the member will need to be re-nominated in another round.

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1032.23 USE OF CHAPLAINS

Chaplains should be utilized whenever possible. Peer Support Team Members may refer employees to contact the Chaplains where applicable. The Chaplains may also be called upon to provide support services to the general public, other City employees, or individuals outside of the Department. See the Chaplains Policy for further.

Employee Absences

1033.1 PURPOSE AND SCOPE

This policy defines the Department's reporting procedures for employee absences.

1033.2 POLICY

It is the policy of the Berkeley Police Department that all employees adhere to prescribed procedures relative to all anticipated and unanticipated absences.

1033.3 PROCEDURES

The Absence Report form shall be used whenever an employee will be absent from his/her assigned duty or becomes absent during the assigned duty.

- (a) The form should be used whenever an employee is absent, or expected to be absent, because of vacation, floating holiday, recovery (compensatory time off), sick leave, family sick leave, military leave, death leave, parental leave, Worker's Compensation leave, suspension, leave without pay, organizational leave or other absences not amounting to an extended leave without pay.

1033.4 ANTICIPATED ABSENCE

When an employee requests a day off, he or she should complete an Absence Report form.

- (a) If the time off requested is more than two weeks away and staffing has not been completed, the employee shall:
 - 1. For Operations/Patrol: Place the request form in the designated location within the Lieutenant's Office.
 - 2. For Special Assignments: Place the request form in the designated location within their unit/detail or deliver the form directly to their supervisor.
- (b) If the time off requested is less than two weeks away, the employee shall:
 - 1. For Operations/Patrol: Place the request form in the Team tray, or deliver the form directly to their supervisor.
 - 2. For Special Assignments: Deliver the request form directly to their supervisor.

The employee has the responsibility to submit supporting documents with the request form (e.g. military leave orders, etc.).

1033.5 UNANTICIPATED ABSENCE

When an employee makes a request for sick leave, family sick leave, death leave, Worker's Compensation leave or another unanticipated (emergency) absence, the request shall be made to a supervisor or commanding officer of the employee's division or, if none are available, the Communications Center supervisor on duty or in his/her absence an Operations Division supervisor or commanding officer.

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Employee Absences

- (a) Except in the case of emergencies, absence because of illness or injury shall be reported at least one hour prior to the start of the employee's shift. Other absences shall be reported as far in advance of the effective date/time as possible.

Upon notification of an employee's unanticipated absence the supervisor shall prepare the Absence Report and, if applicable, forward it to the employee's actual supervisor.

1033.6 BPA ASSOCIATION RELEASE TIME

Berkeley Police Association Members are allotted a specified number of hours for "Release Time" each year for Association related activities (BPA meetings, negotiations, PRC representation and preparation, training, etc.). A BPA member using Release Time, should notify their supervisor as far in advance as possible so that a supervisor may fill any vacancies and post overtime if necessary.

Complaint Review Board

1034.1 PURPOSE AND SCOPE

This policy establishes a process for the Berkeley Police Department to review complaints involving its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the complaint.

1034.2 POLICY

A Review Board will objectively evaluate complaints involving its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

The Chief of Police has the sole authority to convene a Review Board.

1034.3 ESTABLISHED REVIEW BOARDS

The Chief of Police has established the following standing Review Boards:

- (a) Complaint Board of Review
- (b) Traffic Collision Board of Review (see the Traffic Collision Review Board Policy)
- (c) Use of Force Review Board (see the Use of Force Review Board Policy)
- (d) Use of Force Training Review Board (see the Use of Force Policy)

1034.4 RESPONSIBILITY

The Complaint Review Board aka “Board of Review” shall be responsible for the examination of Internal Affairs Bureau investigations of external personnel complaints and, if directed by the Chief of Police, policy complaints.

1034.5 INVESTIGATIVE REPORTS

IAB’s investigative report is a confidential document that will not be released to the subject officer or his/her chosen representative prior to the time that copies are sent to members of the Board of Review and/or the Chief of Police.

- (a) In cases of great sensitivity, the Chief of Police may keep the report confidential until such time as required by law to release the information.

1034.6 COMPOSITION

The Complaint Review Board shall be composed of the following:

- (a) The Professional Standards Division Captain (Chair/Hearing Officer)
- (b) An Internal Affairs Sergeant
- (c) A designated on-duty patrol sergeant,
- (d) The division captain of the subject employee,

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- (e) A representative of the City Manager's Office, and
- (f) 2 representatives of the subject employee's labor group
- (g) The subject employee (optional)

All sworn participating members of the Board of Review must be of equal or higher rank than the subject officer in the complaint under consideration.

The Chief of Police shall consider the nature of the subject matter under inquiry and the relevant qualifications of the employees selected to serve as members.

1034.7 REPRESENTATION

As provided by law or as directed by the Chief of Police, the Board will allow a subject employee to have a representative (e.g., legal counsel, a collective bargaining unit representative, etc.) present during a Board proceeding in which he/she is participating.

1034.8 ATTENDANCE

The subject employee and his/her chosen representative are encouraged to attend the Board of Review hearing to present arguments or explanations and to answer questions which may be presented to them by Board members. Subject employees are not required to attend unless specifically ordered to do so by the Chief of Police.

1034.9 ADDITIONAL ATTENDEES

In addition to the Board, additional attendees may be needed/requested as follows:

- (a) The Chief of Police may invite other person(s) to sit with the Board as participating members as he/she deems appropriate.
- (b) Any Board member may select a qualified subject matter expert or resource person to provide relevant information to the Board.

1034.10 REVIEW BOARD PROCEDURES

The Complaint Board of Review shall examine the evidence thoroughly and may ask clarifying questions to the investigator and parties present.

Following the Board's review and discussion, each Board member will make a recommendation to the Chair relative to their finding(s). If the subject officer is in attendance, he/she shall be excused during this portion of the review. The Board will need to reach a majority decision in order to present the recommendation for disposition to the Chair.

Recommendations for disposition are as follows:

- **Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).
- **Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, within policy and/or proper.

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- **Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.
- **Sustained** -When the investigation discloses that the alleged act occurred and is in violation of departmental policy.

The Chair will listen to the recommendations made by the other Board members but will have the responsibility for making the final disposition recommendation to the Chief of Police.

1034.11 FINAL REPORT TO THE CHIEF OF POLICE

Unless otherwise directed by the Chief of Police, the Chair shall submit a final report to the Chief of Police within ten business days of the hearing. The final report shall contain:

- (a) The findings of the Board
- (b) The concurring or non-concurring signatures of each member.
 1. Dissenting Board members may submit a minority report which shall be included with the final report.
- (c) Recommendations of the Board (when directed)
- (d) Documents, photographs, and related evidence used during the Board's examination shall be submitted with the final report.

The Chief of Police retains the right to agree or disagree with the final recommendations of the Board, and to limit or augment those recommendations.

Upon approval of the final report by the Chief of Police, the Board shall be deactivated.

1034.12 NOTIFICATION OF SUBJECT EMPLOYEE

The subject employee shall be notified of the Chief's decision as soon as possible (see Personnel Complaints Policy for further).

1034.13 FINAL REPORT FORMAT

The memorandum format below shall be used when preparing a final report:

EXEMPLAR

To: (Chief of Police)

From: (Name of Review Board)

Subject: (XXXXXXXXXXXXXXXXXXXX)

Composition of the Board:

The Chair and members of the Board will be identified.

Summary of the Investigation:

This will be a statement in chronological sequence of the incident and the Board's examination.

Conclusion:

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This will contain a statement of the Board's findings and recommendation(s) (e.g., Sustained or Exonerated).

Additional Observations:

This entry is optional and can be used to provide the Chief of Police with additional or independent information or observations.

Traffic Collision Review Board

1035.1 PURPOSE AND SCOPE

This policy establishes a process for the Berkeley Police Department to review the traffic collisions and complaints involving its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the complaint or traffic collision.

1035.2 POLICY

A Review Board will objectively evaluate traffic collisions involving its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

The Chief of Police has sole authority to convene a Review Board as provided by this policy.

1035.3 ESTABLISHED REVIEW BOARDS

The Chief of Police has established the following standing Review Boards which may be convened as needed or directed by policy:

- (a) Complaint Board of Review (see the Complaint Review Board Policy)
- (b) Traffic Collision Board of Review
- (c) Use of Force Review Board (see the Use of Force Review Board Policy)
- (d) Use of Force Training Review Board (see the Use of Force Policy)

1035.4 RESPONSIBILITY

The Traffic Collision Review Board shall be responsible for the review of all traffic collisions involving a Department employee operating a City-owned vehicle.

1035.5 INVESTIGATIVE REPORTS

The collision report will be distributed to the Board Members prior to the review.

1035.6 COMPOSITION

The Traffic Collision Board of Review shall be composed of the following:

- (a) Three lieutenants (one lieutenant shall be selected as the Chair)
- (b) The subject employee (optional)
- (c) The subject employee's representative (optional)

1035.7 REPRESENTATION

As provided by law or as directed by the Chief of Police, the Board will allow a subject employee to have a representative (e.g., legal counsel, a collective bargaining unit representative, etc.) present during a Board proceeding in which he/she is participating.

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1035.8 ATTENDANCE

The subject employee and his/her chosen representative are encouraged to attend the Board of Review hearing to present arguments or explanations and to answer questions which may be presented to them by Board members. Subject employees are not required to attend unless specifically ordered to do so by the Chief of Police.

1035.9 ADDITIONAL ATTENDEES

In addition to the Board, additional attendees may be needed/requested as follows:

- (a) The Chief of Police may invite other person(s) to sit with the Board as participating members as he/she deems appropriate.
- (b) Any Board member may select a qualified subject matter expert or resource person to provide relevant information to the Board.

1035.10 REVIEW BOARD PROCEDURES

The Traffic Collision Review Board shall examine the evidence thoroughly and may ask clarifying questions to the involved employee, if present.

Following the Board's review and discussion, each Board member will make a recommendation to the Chair. Once a majority decision is reached the Chair will prepare a final report to the Chief of Police indicating that the collision was "Preventable" or "Not Preventable".

1035.11 FINAL REPORT TO THE CHIEF OF POLICE

Unless otherwise directed by policy or the Chief of Police, the Chair shall submit a final report of the Board's examination and any other related reports within ten (10) business days following the end of the hearing to the Chief of Police.

- (a) The final report shall contain the findings of the Board and the concurring or non-concurring signatures of all its members.
 1. Dissenting members of a Board may submit a minority report which shall be included with the final report.
 2. The final report shall contain the findings and, when so directed, recommendations of the Board.
 3. Upon approval of the final report by the Chief of Police, the Board shall be deactivated.
- (b) Documents, photographs, and related evidence used during the Board's examination shall be submitted with the final report.

The Chief of Police retains the right to agree or disagree with the final recommendations of the Board of Review, and to limit or augment those recommendations.

1035.12 NOTIFICATION OF SUBJECT EMPLOYEE

The subject employee shall be notified of the decision of the Chief of Police as soon as possible after the decision is made (see Personnel Complaints Policy for further).

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1035.13 FORMAT

The memorandum format below shall be used when preparing a final report:

EXEMPLAR

To: (Chief of Police)

From: (Name of Review Board)

Subject: (XXXXXXXXXXXXXXXXXXXX)

Composition of the Board:

The Chairperson and members of the Board will be identified.

Summary of the Investigation:

This will be a statement in chronological sequence of the incident and the Board's examination.

Conclusion:

This will contain a statement of the Board's findings and recommendation(s) (e.g., Preventable or Non#preventable)).

Additional Observations:

This entry is optional and can be used to provide the Chief of Police with additional or independent information or observations.

LGBTQ+ Liaison Officer

1040.1 PURPOSE AND SCOPE

This Department procedure establishes guidelines for the role of the Berkeley Police Department's LGBTQ+ Liaison Officer with the LGBTQ+ community.

1040.2 POLICY

Outline the role of the LGBTQ+ Liaison Officer within the Berkeley LGBTQ+ community.

1040.3 INTRODUCTION

The Berkeley Police Department is committed to fostering a healthy, trusting, and inclusive relationship with the City of Berkeley's LGBTQ+ community through on-going training and with designated LGBTQ+ Liaison Officers.

1040.4 PROCEDURES

TQ+ Liaison Officers strengthen the relationship between the LGBTQ+ community and the Police Department by creating mutual trust and confidence through community involvement, department education, and the provision of fair and professional policing serv The LGBTQ+ Liaison Officers strengthen the relationship between the LGBTQ+ community and the Police Department by creating mutual trust and confidence in the Police through community involvement, departmental education, and the provision of fair and professional policing services.

- Serves as a personal, point of contact between the Police Department and the LGBTQ+ community.
- Assists, advises, and consults with the Police Department leadership and other officers on cases involving the LGBTQ+ community or LGBTQ+ issues.
- Provides/coordinates training for members of the department on LGBTQ+ topics.
- Meets with and provides a forum for business owners, community groups, and individuals of the LGBTQ+ community, and presents information on relevant law enforcement issues.
- Provides a forum for the LGBTQ+ community to express its concerns regarding crimes directed against the LGBTQ+ community.
- Attends events in the LGBTQ+ community(when possible) as a representative of the Police Department.
- Collaborates with community leaders, residents and businesses to design and implement public safety projects and programs to establish a closer, more effective dialogue between the police and the LGBTQ+ community.
- Identifies and attends training related to LGBTQ+ topics.
- Facilitates an overall open relationship between the LGBTQ+ community and the Police Department.

EARLY WARNING SYSTEM

1041.1 PURPOSE

The purpose of this Order is to establish policy and procedures for an informal performance review and intervention program, the “Early Warning System” (EWS). The program monitors employee performance that may be inconsistent with professional police conduct and cooperatively engages employees to resolve areas of concern. The goal of EWS is early identification of employee performance issues and correction of these issues through constructive counseling sessions rather than the formal disciplinary process.

1041.2 POLICY

All employees shall participate in the EWS program and comply with the guidelines set forth in this Order.

Participation in the EWS program shall not be deemed punitive, nor a formal disciplinary process.

- (a) Notwithstanding the initiation of the EWS process, the Department retains its right and responsibilities with regard to investigation of policy violation and enforcement of employee discipline.

1041.3 PROCEDURES

Employee behavior or performance that is subject to EWS review includes, but is not limited to:

- (a) Poor attendance and/or abusive use of leave;
- (b) Multiple formal sustained or not sustained complaints;
- (c) Multiple informal complaint inquiries;
- (d) Multiple use of force incidents;
- (e) Multiple obstructing/resisting arrest incidents;
- (f) Multiple vehicle collisions; and,
- (g) Substandard conduct/performance concerns observed by a superior officer.
- (h) Irregular demographic stop data on pedestrian, bike, and vehicle enforcement, while considering the factors of the assignment (geographical area of the city the officer is working, the specific detail/assignment, and the nature of enforcement).

The Racial and Identify Protection Act (RIPA) data will be available to supervisors in the form of an electronic data dashboard. This will provide supervisors and commanders with the ability to review stop data created by officers assigned under their span of control. The individual stop data for individual officers should be considered a personnel record as it may provide supervisory guidance for specific officer stop data, if necessary. The public release of any RIPA data will remain anonymized as previously agreed upon Meet and Confer with the Berkeley Police Association and provisions of Government Code 3300 et.al.

Supervisors, commanders and managers shall monitor the activity of their subordinate employees to identify actual or perceived unprofessional behavior and/or substandard performance that is

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subject to EWS review, and if identified, communicate such information to the Chief of Police via the Chain of Command.

Personnel assigned to the Internal Affairs Bureau (IAB) shall monitor all formal and informal allegations of employee misconduct received by their office for behavior or performance that is subject to EWS review, and if identified, communicate such information to the Chief of Police.

Personnel assigned to the Support Services Division Report Review Detail shall forward to the Chief of Police copies of all reports pertaining to:

- (a) Obstruction/resisting arrests cases (i.e., Penal Code §§148, 69, etc.)

Administrative reports regarding use of force shall be forwarded to the Chief of Police as directed in Policy 300.

1041.4 MANAGEMENT OF PROGRAM RECORDS

The Office of the Chief of Police shall be responsible for aggregation and administrative management of information, data and records associated with the EWS program.

- (a) The administrative assistant assigned to the Office of the Chief of Police shall be responsible for preparing a quarterly report summarizing information and activities associated with the EWS program for use in administrative review.

Information, data and records associated with the EWS program are used for personnel purposes. Accordingly, they are confidential personnel files and not public records.

Documents, data and records shall be maintained by the Office of the Chief of Police for a period of two (2) years.

Access to EWS records shall be restricted to the supervisor, commander and/or manager involved in the monitoring of a particular employee, subject to the approval of the Chief of Police.

- (a) An individual employee may be granted access to EWS records that pertain to him/her.

1041.5 ADMINISTRATIVE REVIEW BOARD

The Chief of Police will convene a quarterly Review Board comprised of all Division Commanders to review program records to determine if initiation of the EWS Program is recommended.

Upon consideration of the Review Board's recommendation, the Chief of Police may direct an employee to participate in the EWS program.

1041.6 INITIATION OF EWS PROGRAM

Upon the direction of the Chief of Police, an informal counseling meeting will be held that may include:

- (a) The subject employee;
- (b) The employee's supervisor;
- (c) An Internal Affairs Bureau sergeant;
- (d) The employee's Lieutenant; and,

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- (e) The employee's Division Commander, who shall preside over the meeting.

Unless impractical, the counseling meeting shall be held during the employee's regularly scheduled working hours.

- (a) If the meeting cannot be scheduled during the employee's regularly scheduled working hours, personnel participating while off-duty shall be compensated with compensatory time (minimum time as may be authorized by the employee's MOU) or, with Division Commander approval, allowed to flex an equal amount of time within that same work week.

The subject employee may have one fellow employee accompany him/her to the counseling meeting.

- (a) The accompanying employee's presence is allowed to offer general support to the subject employee, not to be an active participant in the counseling meeting.

As in general supervisor counseling meetings, the employee shall be informed of the behavioral and/or performance concern(s) at issue, and he/she shall be allowed an opportunity to offer a response.

The subject employee may be given information regarding the City of Berkeley Employee Assistance Program.

No formal document will be generated referencing this meeting, and the meeting shall not be deemed a punitive or disciplinary proceeding against the employee. There shall be no permanent record of the meeting.

Extra Duty Employment

1043.1 PURPOSE AND SCOPE

This policy covers extra duty employment, which consists of officers working special details wherein the City of Berkeley has a contractual agreement to provide services for a fee to private third parties.

1043.1.1 DEFINITIONS

Extra Duty Employment- Extra Duty Employment occurs when a member of this Department performs police services at the request of a private third party and receives overtime compensation or wages paid directly into their routine pay, the cost of which the City will recover pursuant to a Service Agreement between the private third party and the City. Approval shall be obtained from the Chief of Police prior to any overtime being posted for Extra Duty Employment.

1043.2 OBTAINING APPROVAL FOR EXTRA DUTY EMPLOYMENT

All requests for Extra Duty Employment will be offered only after a third party has signed a Service Agreement and completed an Application for Extra Duty Services prior to the officers being assigned.

The City is under no obligation to provide or approve Extra Duty Employment and all requests must consider the following criteria:

- The overall staffing needs of the Department, including Investigations and specialized patrols such as the Bike Force Team
- The impact of the request on officer wellness and fatigue mitigation
- The degree to which the extra duty employment supports overall public safety and builds connections with the community.
- The potential the extra duty employment has to cast discredit upon or create embarrassment for the Department or City Government.

In instances where the Department chooses not to staff an Extra Duty Employment opportunity, the private third party will not incur any charges.

The completion of a Service Agreement and Application for Extra Duty Services is required for all events in which the Berkeley Police Department will seek reimbursement. All police grant work is excluded from this policy. Mutual Aid response from the Berkeley Police Department may

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include incidents wherein reimbursement is expected, however it is explicitly excluded from the provisions of the Extra Duty Employment, and is covered under General Order M-02, and Policy 327 (upon its publication).

Any private third party seeking Extra Duty Employment shall complete the following:

- The private third party must complete the **Service Agreement** in order to request Extra Duty Employment. This form is available on the Police Department's website, and is attached to this policy.
- The **Service Agreement** may be entered into for a one-time event, for repeating events, or to cover continuous service. **Service Agreements** for Extra Duty Employment will span no longer than the duration of one calendar year, automatically resetting every January 1st for events that seek continuous services. In circumstances like the Berkeley Unified School District which may have different events spanning the year, the **Service Agreement** for Extra Duty Employment should identify what activities or events (i.e. sporting events, dances, graduation) are anticipated. Extra Duty Employment outside of these events will require an additional application. This allows for adjusted staffing consistent with the needs of each respective event.
- City Manager approval must be obtained for all **Service Agreements**.
- The private third party must complete an **Application for Extra Duty Employment**. This form is available on the Police Department's website, and is attached to this policy.
- The private third party must submit the **Application for Extra Duty Employment** and any additional supporting documents to the Special Events Sergeant.
- Chief of Police approval must be obtained for all **Applications for Extra Duty Employment**
- The Special Events Sergeant will be the contact person between the Department and the private third party on the status of their respective application.
- The Special Events Sergeant will be responsible for posting the overtime.

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Extra Duty Employment

- The Special Event Sergeant shall maintain records of all submitted Extra Duty Employment requests and shall be responsible for annual renewal of Service Agreements.

1043.3 EXTRA DUTY EMPLOYMENT- SWORN PERSONNEL

Sworn personnel are subject to the following provisions regarding Extra Duty Employment while working in a law enforcement function representing the Berkeley Police Department:

- Officers will treat Extra Duty Employment overtime like regular patrol duty, and shall be dressed in full Police Uniform, and adhere to all policies and procedures of the Berkeley Police Department. Officers are permitted to use marked police vehicles as appropriate while working in this capacity.
- All officer conduct will be highly professional, and all law enforcement actions taken will be those authorized by the employee's status as a California police officer.
- In all Extra Duty Employment instances, the police personnel shall at all times be subject to the exclusive direction, supervision, and control of the Police Department.
- Equipment, including vehicles, may be assigned by the Police Department based on the nature and duration of the work to be performed.

[See attachment: BPD Service Agreement-final.pdf](#)

[See attachment: Application for Extra Duty Services.pdf](#)

Chapter 11 - Special Orders

Special Order 2018-0001

1100.1 PC 647(E) ENFORCEMENT AND 9TH CIRCUIT DECISION

The Ninth Circuit Court of Appeals recently held in *Martin v. City of Boise* that municipalities may not enforce general laws prohibiting sleeping on public property when there is nowhere else for a homeless individual to sleep. The Court noted that its decision did not address enforcement of ordinances "prohibiting sitting, lying, or sleeping outside at particular times or in particular locations."

Effective immediately and until further notice, officers shall not enforce PC § 647(e) (lodging on public property without the owner's consent) unless authorized to do so by the Chief of Police, such as when participating in a coordinated effort with City of Berkeley staff engaged in an encampment resolution activity.

This decision applies only to the enforcement of PC § 647(e). Officers shall enforce other provisions of Penal Code and Berkeley Municipal Codes using existing policy and discretion, including, but not limited to:

Laws relating to trespass on private property:

- 06.32.020 Park curfew violation 2200 - 0600 hrs;
- 06.32.030 No structures (including tents), large objects, or collection of objects covering over 10 square feet may be placed in city parks without a permit;
- 13.36.065 City building rules - remaining on curtilage without COB business; and
- 14.32.040 Standing in roadway, use of divisional islands; i.e., on the median

Comm Center personnel should dispatch officers to assess complaints called in by the public, and officers should evaluate calls on a case-by-case basis when attempting to address a complaint. Should a given incident have no other enforcement option (e.g. there is only a PC § 647(e) complaint) the officer should advise the reporting party of this issue.

This order is meant to clarify enforcement restrictions in light of the recent Ninth Circuit Court decision, and will be in effect until it is rescinded or issued in the form of a policy.

Andrew R. Greenwood

Chief of Police

Issued: 10/02/18

Special Order 2020-0001

1101.1 PC 835; CHANGES IN PENAL CODE

On January 1, 2020, CA Penal Code 835a, which governs use of force by police officers, became law. Per Departmental Training Order 2019-00277, all sworn personnel were required to view POST's Training video, "AB 392: California's New Use of Force Standards: What You Need to Know", which can be found at <https://lp.post.ca.gov/activity/3023>. POST also created a publicly available resource page which includes this video and other resources, at <https://post.ca.gov/use-of-force-standards>.

BPD's current Use of Force Policy, General Order U-2, is being revised not only to incorporate provisions of PC 835a, but also as a result of a Council referral. The revised policy will be issued as Policy 300 in 2020.

Effective immediately, and until such time as the revised Use of Force policy is issued, General Order U-2 remains in effect, and sworn personnel shall further ensure their actions are in accordance with the new requirements of PC 835a, including but not limited to the provisions below:

PC 835a(b) amends the "reasonable force" standard to "objectively reasonable force."

PC 835a(c)(1) amends deadly force standards to include "totality of the circumstances" when:

- Defending against imminent threat of death or serious bodily injury to an officer or to another person.
- Apprehending a fleeing person for a felony
 - Involving threatened or actual death or serious bodily injury;
 - Where immediate apprehension is reasonably believed to be needed in order to prevent death or serious bodily injury to another; and
 - Which requires, when reasonable, that officers identify themselves and warn of intent to use force.

PC 835a(c)(2) prohibits using deadly force against persons who pose a danger only to themselves.

PC 835a(d) amends self-defense language to include "objectively reasonable" force.

PC 835a(e) adds definitions for deadly force, imminent, and totality of the circumstances.

This order is meant to highlight legal requirements pertaining to use of force by sworn personnel in light of the recent changes to CA Penal Code 835a, and will be in effect until it is rescinded or issued in the form of a revised use of force policy.

Andrew R. Greenwood

Chief of Police

Issued: Jan. 3, 2020

Special Order 2020-0005

1102.1 BMC CHAPTER 2.99--BAN ON FACIAL RECOGNITION TECHNOLOGY

The purpose of this Special Order is to (1) ensure all members are aware of the Berkeley Municipal Code's prohibition on the use of Facial Recognition Technology, including but not limited to use of the Clearview application, or any software service or application providing facial recognition search capabilities, and; (2) to provide a procedure to report the inadvertent or unintentional receipt of information obtained through Facial Recognition Technology to the Chief of Police.

On March 27, 2018, the Berkeley City Council enacted Berkeley Municipal Code (BMC) Chapter 2.99, Acquisition and Use of Surveillance Technologies. This ordinance governs the use and acquisition of certain described surveillance technologies by the Berkeley Police. The ordinance included "facial recognition software" among those surveillance technologies governed by the ordinance.

On October 15, 2019, the Berkeley City Council amended BMC Chapter 2.99, in order to formally ban the Department's use of any "Facial Recognition Technology", defined as "an automated or semi-automated process that assists in identifying or verifying an individual based on an individual's face."

It is a violation of BMC 2.99 and this policy for any employee to "obtain, retain, request, access, or use any facial recognition technology."

There are two exceptions to the ban, as provided BMC 2.99.030(5):

1. Facial recognition technology may be used to unlock personal communication devices, such as an cellular phone, iPad, or similar device, which is used in the regular course of conducting City business, whether city-owned or personally owned; and
2. The inadvertent or unintentional receipt, access to, or use of information obtained from Face Recognition Technology, provided that the BPD employee did not request or solicit the receipt, access to, or use of such information, and all copies of the information are promptly destroyed upon discovery of the information, and the information is not used for any purpose.
 - (a) However, in the case of inadvertent receipt of information received relating to the investigation of a specific crime that may have been generated from Face Recognition Technology, but which was not intentionally solicited, shall *not* be a violation of this ordinance, and may be used in connection with a specific criminal investigation.

Should any employee inadvertently or unintentionally receive information obtained from Face Recognition Technology, that employee shall report the receipt of the information through their chain of command to the Chief of Police, who shall ensure such receipt is reported in the Annual Surveillance Technology Report, as required by the ordinance (2.99.030(5)).

Use of Clearview or any other facial recognition application or software service providing facial recognition search capabilities is not allowed under the ordinance and this policy.

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Special Order 2020-0005

This order is meant to highlight legal requirements pertaining to use of Surveillance Technology by Berkeley Police personnel in light of the recent changes to Berkeley Municipal Code. 2.99, and will be in effect until it is rescinded or issued in the form of a self-standing policy.

Andrew R. Greenwood

Chief of Police

Issued: July 21, 2020

Special Order 2020-0006

1103.1 BMC CHAPTER 2.99--PRIOR APPROVAL REQUIRED FOR TEMPORARY ACQUISITION AND USE OF NEW SURVEILLANCE EQUIPMENT; EXIGENT CIRCUMSTANCES EXCEPTION

The purpose of this Special Order is to (1) ensure BPD personnel are aware of department-owned surveillance technologies and policies; and (2) to provide a procedure to request the temporary acquisition and use of surveillance technology not already owned by the Berkeley Police Department, under the exigent circumstances exception to BMC 2.99, Acquisition and Use of Surveillance Technology.

On March 27, 2018, the Berkeley City Council enacted Berkeley Municipal Code (BMC) Chapter 2.99, Acquisition and Use of Surveillance Technologies. This ordinance governs the use and acquisition of certain surveillance technologies by the Berkeley Police Department.

The Department currently owns and utilizes the following three Surveillance Technologies: Body Worn Cameras, Automated License Plate Readers, and Global Positioning System Tracking Devices. Use of these technologies is governed by existing policies.

BMC Chapter 2.99.030(1) prohibits BPD from seeking, acquiring, sharing or using any new Surveillance Technology without obtaining authorization from the City Council, except in exigent circumstances, and as approved by the City Manager.

Surveillance Technology is defined in Section 2.99.020(1) as follows:

“Surveillance Technology” means an electronic device, system utilizing an electronic device, or similar technological tool used, designed, or primarily intended to collect audio, electronic, visual, location, thermal, olfactory, biometric, or similar information specifically associated with, or capable of being associate with, any individual or group. Examples of covered Surveillance Technology include, but are not limited to: cell site simulators (Stingrays); automatic license plate readers, body worn cameras, gunshot detectors (ShotSpotter); facial recognition software; thermal imaging systems, except as allowed under Section 1(d); social media analytics software; gait analysis software; and video cameras that record audio or video and can remotely transmit or can be remotely accessed.

Exigent Circumstance is defined in Section 2.99.020(5) as follows:

... a good faith belief that an emergency involving imminent danger of death or serious bodily injury to any person, or imminent danger or significant property damage, requires the use of Surveillance Technology or the information it provides.

The Exigent Circumstance exception for using new Surveillance Technology without prior City Council approval is set forth in Section 2.99.040 as follows:

... the City Manager may borrow, acquire, and/or temporarily use Surveillance Technology in Exigent Circumstances. In such cases, the City Manager must: (1) Provide written notice of that acquisition or use to the City Council within 30 days following the commencement of such

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exigency; (2) if the use of the technology is anticipated to continue beyond the exigency, the Department must submit an Acquisition Report and Use Policy to Council; and (3) include the surveillance technology in the next City Manager's Annual Surveillance Technology Report.

Effective immediately, any Department member wishing to use any new Surveillance Technology (not already in use at BPD) due to an Exigent Circumstance must, in writing, formally request permission to use the technology. This request shall describe the exigency, the new technology to be used, and how the new technology is anticipated to be successful. This request shall be made through the employee's chain of command, to the Chief of Police, who will convey the request to the City Manager for consideration and approval. If approved, the Chief will provide written authorization for the use of the new technology.

Should use be approved, the use shall be reported publicly to the Council within 30 days of the commencement of the exigency, and again in the following year's Annual Surveillance Technology Report.

This order is meant to highlight legal requirements pertaining to use of Surveillance Technology by Berkeley Police personnel in light of the recent changes to Berkeley Municipal Code. 2.99, and will be in effect until it is rescinded or issued in the form of a self-standing policy.

Andrew R. Greenwood

Chief of Police

Issued: July 21, 2020

Special Order 2020-0007

1104.1 COUNCIL POLICY: PROHIBITIONS ON THE USE OF TEAR GAS, PEPPER SPRAY, AND SMOKE.

On June 9, 2020, The Berkeley City Council established an official City of Berkeley policy 1) prohibiting the use of tear gas by the Berkeley Police Department, or any outside department or agency called to respond to mutual aid in Berkeley, and 2) prohibiting the use of pepper spray or smoke for crowd control by the Berkeley Police Department, or any outside department or agency called to respond to mutual aid in Berkeley, during the COVID-19 pandemic, until such time that the City Council removes this prohibition. Based on their actions, the following policies are now in effect.

1104.2 EFFECTIVE IMMEDIATELY AND UNTIL FURTHER NOTICE:

1. Tear Gas shall not be carried in the field or deployed in any way on any operation.

- (a) This Order overrides all existing policies with regards to the use of tear gas, including but not limited to Policy 303.6 Tear Gas Guidelines, and Policy 428 First Amendment Assemblies.

2. The use of pepper spray or smoke for crowd control is prohibited during the COVID-19 pandemic, until such time as the City Council removes this prohibition, except as set forth in (c) and (d) below.

- (a) The use of pepper spray during routine patrol duties is not affected by this prohibition, and is governed by Policy 303 and General Order U-2.
- (b) The use of pepper projectiles (aka "Pava" rounds) is not affected by this prohibition, except for crowd control purposes, and is governed by Policy 303.
- (c) General Order U-2 Use of Force, Section 20, still applies. Pepper spray may still be used in accordance with Council's existing policy.
 - i. Officers shall not use pepper spray as a crowd control technique to disperse or move a crowd. Oleoresin Capsicum (pepper spray) shall not be directed against a person or persons who are engaged in legal speech or other expression that is protected by the First Amendment, nor upon those committing unlawful acts by non-violent or passive resistant means, (e.g. sitting or lying down to block a street or doorway).
- (d) General Order U-2, Use of Force, Section 18 remains in effect.

18 - In crowd situations, less-than-lethal force and/or chemical agents [including smoke] shall not be used without the prior approval of the Chief of Police, or his/her designee, unless exigent circumstances prevent the request from being made and the delay would likely risk injury to citizens or police personnel (e.g., [incendiary weapons, explosives] rocks, bottles, or other

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projectiles are being thrown and immediate crowd dispersal is necessary).

(a) In the event immediate use is necessary, notification to the Chief of Police, or his/her designee, should be made as soon as possible after the deployment.

(b) In the event a use of force as described in Section 23 of this Order occurs during an unusual occurrence as described in General Order U-4, the officer shall prepare a supplemental report as soon as practical following the incident.

(c) Each officer shall include in the report, to the extent possible, specific information regarding each use of force, e.g., the reason for the use of force, location, description of the individual(s) upon whom force was used, type of force used, etc.

(d) Officers deploying pepper spray in a crowd situation shall attempt to limit collateral exposure to non-involved parties. Where there is probable cause to arrest for a crime, officers shall prioritize where practical the arrest of individuals upon whom pepper spray has been deployed.

This Order will remain in effect until it is rescinded or otherwise issued in the form of a policy.

Andrew R. Greenwood

Chief of Police

Issued: August 5th, 2020

Special Order 2021-0001

1106.1 RESPONSE TO AB 1950

AB-1950 (Kamlager) - Probation: Length of Terms

Penal Code 1203a and 1203.1 (Amend)

PURPOSE AND SCOPE:

This Special Order is intended to provide temporary guidance and clarity to the recently implemented AB 1950, which limits the term of probation to no longer than two years for a felony conviction, and one year for misdemeanor conviction, except for offenses that include a specific probation term in statute. Additionally this order provides an outline of the workflow for the alignment process with the stakeholders, the main highlights of AB 1950, the list of exceptions, and method for officers and dispatchers to apply AB 1950 to individuals with active Alameda County Probation terms.

BACKGROUND:

AB 1950 was signed into law on Sept. 30, 2020. This new law amended PC 1203a and 1203.1, reducing probation terms for felony and misdemeanors. It is now being understood to apply retroactively to people already on probation, thus shortening their probation terms. At the Alameda County Chiefs of Police and Sheriff Association recent meeting the Alameda County District Attorney announced their interpretation of AB 1950. The Alameda County DA has chosen to apply the AB 1950 probation limits to pre-2021 probations. The DA's office will be compiling a list of eligible probation and dockets, ultimately terminating the applicable probations on the record. These will effectively be updated in CRIMS.

AB 1950 provides that the two-year probation limit does not apply to offenses defined by law as violent felonies, or to an offense that includes a specific probation term within its provisions. It provides that for these offenses, the court, in the order granting probation, may suspend the imposing or the execution of the sentence and may direct that the suspension may continue for a period of time not exceeding the maximum possible term of the sentence and under conditions as it shall determine

It should also be noted that there may be exceptions to this list in the future plea agreements post-2021, for example:

It's possible that post 1/1/21 a person commits a robbery (PC 211). The suspect agrees to a plea of PC 487 and may waive their right to AB 1950 and accept a 5 year probation. This would be reflected in CRIMS in the probation and dockets for cases resolved in 2021 and beyond.

PROCEDURES:

While the Alameda County District Attorney is addressing the modification to applicable active probationers and dockets, Officers and Dispatchers will need to take the following steps to ensure lawful applications of those with reduced 4th Amendment waiver conditions.

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If an individual with an active probation term is detained for a lawful purpose, and an Officer elects to exercise their respective search clause, one additional step will be necessary. Officers and Dispatchers shall check the conviction date on the individual's active docket. Per AB 1950 Officers or Dispatch shall add two years from the conviction date on felony convictions, or one year from misdemeanor convictions in order to get an accurate term length on the individual's respective probation. AB 1950 only applies to the term length of probation, it does nothing to change any other terms of the probation.

AB 1950 provides the following two-year probation limit does not apply to:

- Murder or voluntary manslaughter
- Mayhem
- PC 261 and 262 rape
- Sodomy
- Oral copulation
- Lewd or lascivious acts
- Felony punishable by death or LWOP
- Felony with GBI infliction
- Robbery
- Arson
- Sexual penetration
- Attempted murder
- Kidnapping
- Assault with intent to commit a felony
- Child sex abuse
- Carjacking
- Rape, spousal rape, or penetration
- Extortion
- First degree burglary
- Some financial crimes – [convictions under PC 487(b)(3), 503 or 532a – where the amount of loss is > \$25,000.00]

AB 1950 provides the following one-year probation limit does not apply to:

- DUI probation, because they are outlined under VC 23600 as 3 and 5 year terms.
- Child endangerment
- Child abuse

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- Domestic Violence (m 243(e)(1) and m 273.5)
- Violation of a protective or stay away order
- Elder and dependent abuse

Officers should document their review of the probationer's conviction date and application of AB 1950 in their police reports. Additionally Officers should document any search of a probationer that falls into one of the above exceptions.

This Order will remain in effect until it is rescinded or issued in the form of a policy.

Andrew R. Greenwood

Chief of Police

Issued: January 28, 2021

Special Order 2023-0001

1107.1 FAIR AND IMPARTIAL POLICING

On February 23rd, 2021 the Berkeley City Council directed the Berkeley Police Department to make several policy and procedural changes to reflect their recommendations. This policy provides context and guidance for complying with those recommendations.

1107.2 TRAFFIC ENFORCEMENT MODEL

One of the FIP recommendations was to "focus the basis for traffic stops on safety and not just low-level offenses." In order to address this recommendation, a working group consisting of various members of the Police Department with varying levels of experience was formed. The Chief reviewed the recommendations of this working group as well as collision statistics and directed that the Berkeley Police Department adopt a three-pronged approach to traffic enforcement. Officers are provided access to Berkeley data and statistics including primary collision factors, and are directed to focus on those safety violations wherever they are observed.

Prong #1 - Primary Collision Factors- (Berkeley Specific data)

Vehicle code violations resulting in severe and fatal collisions in Berkeley. Examples:

- Unsafe speed
- Pedestrian right-of-way at crosswalks
- Failure to yield for turns
- Red light violations
- Stop sign violations

Prong #2 - Community Reports

Responding to calls from community members. Examples:

- Possible DUI driver (i.e. car reportedly swerving)
- Driver that's fallen asleep at a red light
- A variety of unsafe driving incidents occurring, including sideshows
- Crime involving vehicle
 - Hit and Run
 - Crime with get-away vehicle description

Prong #3 - Community Caretaking-

Violations that are safety concerns not necessarily Primary Collision Factors. Examples:

- Seatbelt violations
- Distracted driving (hands free law)

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- Expired registration/more than 6 months
- DUI
- Moving violations

1107.3 REAFFIRMATION OF CONSENT SEARCHES

In collaboration with the Police Accountability Board, the Berkeley Police Department has adopted a new consent search form that officers are expected to use when seeking consent search. See Policy 311 for further details.

1107.4 LIMIT WARRANTLESS SEARCHES OF INDIVIDUALS ON SUPERVISED RELEASE

The City Council made a final change to limit the acceptable instances that officers may exercise search conditions on respective parole and probationers. Per Policy 311, subsection 6:

In accordance with California law, individuals on probation, parole, Post Release Community Supervision, or other supervised release status may be subject to warrantless search as a condition of their probation. Officers shall only conduct probation or parole searches to further a legitimate law enforcement purpose or rehabilitative purpose. Searches shall not be conducted in an arbitrary, capricious, or harassing fashion.

Individuals contacted or detained who are found to be on searchable Supervised Release for Violent Offenses¹ may be searched pursuant to the terms of their Supervised Release conditions. The decision to detain a person and conduct a probation or parole search, or otherwise enforce probation or parole conditions for those on supervised release for nonviolent crimes², should be made, at a minimum, in connection with articulable facts that create a reasonable suspicion that a person may have committed a crime, be committing a crime, or be about to commit a crime or which demonstrate that the individual is connected in some way to criminal activity or that the individual is an imminent threat to officer or citizen safety. In the conduct of all such detentions and searches, officers shall consciously avoid the application of bias, shall not use such detentions or searches as a means to harass or annoy, and shall not conduct such detentions and searches in a manner that targets or is discriminatory toward any protected class.

1. *Offenses involving the use of force, the threat of force, the use or possession of a weapon, sexual violations against the person of another, human trafficking, and the use of force or threats to public safety. Battery on a Peace Officer (Penal Code § 243(b)), Reckless Evasion in a Vehicle (Vehicle Code § 2800.2(a)), or a violent felony as defined in Penal Code § 667.5(c)., fall into the categories of violent crimes, weapons offenses, sex crimes and/or crimes involving threats to public safety in accordance with state law.*
2. *"Non-Violent Offenses" are defined as offenses in which violence or use of a weapon or threat to life safety is not a factor.*

1107.5 PROFILING BY PROXY

The Berkeley Police Department is committed to fair and impartial policing, including recognizing the act of profiling by proxy and the detrimental impact it has on our community. The Berkeley

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Police Department encourages leadership at every level of the organization - from call takers (dispatchers) to officers to supervisors – to act within their individual span of influence and control to combat profiling by proxy. To that end, the steps to identify, intercept, and document profiling by proxy shall be included in the Communications Center Operations Manual and Policy 401, Fair and Impartial Policing.

1107.6 REGULAR ANALYSIS OF STOP DATA

The police department released the requested historical data in December of 2020. BPD stop, arrest, and calls for service data are regularly updated in the Open Data Portal and will be updated in near real time on the Transparency Hub.

1107.7 UPDATED BUSINESS CARDS

BPD Officers shall offer business cards to all detained individuals. All future business cards ordered will have a QR code which directs to a link for commendations, concerns, and information on police-civilian encounters.

Chapter 12 - Training and Information

Social Host Ordinance

1200.1 BACKGROUND

In 2007, the Berkeley City Council enacted the Social Host Ordinance (SHO). By enacting the Ordinance, Council formally recognized the harm caused by the unsupervised and illegal consumption of alcohol by minors at unlicensed premises, public places and private property, including private residences.

The Council stated that parties, gatherings and/or events where minors are consuming alcohol can lead to physical altercations, drunk driving, binge drinking, unprotected or unplanned sex, sexual assaults, vandalism and excessive neighborhood noise. The control of parties, gatherings and/or events where minors are consuming alcohol is necessary when such activity is determined to be a threat to the peace, health, safety or general welfare of the public (BMC §13.49.030).

1200.2 PURPOSE

The purpose of the SHO is to address the problems identified above and protect the public health, safety and general welfare by enhancing the enforcement of laws prohibiting the consumption of alcohol by minors and reducing the costs of providing police services to parties, gatherings, or events requiring a response, by requiring hosts to ensure minors are not consuming alcoholic beverages (BMC 13.49.010B).

1200.3 DEFINITIONS

Minor: Any person under 21 years of age.

Gathering: A group of persons who have assembled or are assembling for a social occasion or social activity.

Host: The person or person(s) who permit, allow, or host a gathering under his/her/their control where minors will be present (e.g., resident tenant, owner, event organizer, house president, etc.).

Premises: Any residence or other private property, individual unit or place, including any commercial or business property.

Public Place: Any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities and shops.

1200.4 THE STATUTE

BMC §13.49.030(A) provides it is unlawful for any person to:

- (a) Permit, allow, or host a party, gathering or event at his or her place of residence or other private property, public place, or any other premises under his or her control where alcoholic beverages are being consumed by any minor.

The SHO does not apply:

1. If all minors consuming an alcoholic beverage are being supervised by their parents or guardians [BMC §13.49.030(B)]; or,

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2. At any location or place regulated by the California Department of Alcoholic Beverage Control (i.e., bars, restaurants, special events with an issued 1-day ABC license.) [BMC §13.49.030(C)];

1200.5 CRIMINAL CHARGING AND PENALTIES

A violation of the SHO may be cited as either a misdemeanor or an infraction. However, a violation shall not be charged as a misdemeanor unless the citing officer observes egregious behavior or aggravating circumstances (BMC §13.49.040A). The fine for the first violation is \$250 and will increase for subsequent violations by the same person (BMC §13.49.040B).

1200.6 HOST SELF-REPORTING - NO CRIMINAL LIABILITY

A person hosting the gathering shall not be in violation if he/she seeks assistance from the Police Department or other law enforcement agency to remove any person who refuses to abide by the host's responsibilities imposed by this Ordinance, or end the event because he/she has been unable to prevent minors from consuming alcoholic beverages, despite having taken all reasonable steps to do so, as long as such a request for assistance is made before any other person makes a complaint (BMC §13.49.030E).

1200.7 RESPONSIBILITY OF THE HOST

The SHO requires the Host take reasonable steps to prevent the consumption of alcoholic beverages by any minor at the gathering.

To be held responsible for a SHO violation, the Host must have knowledge of the prohibited activity. The Host shall be deemed to have actual or constructive knowledge that a minor has consumed an alcoholic beverage under either of the following conditions:

- (a) If the Host is present at the premises of the gathering at the time any minor consumes an alcoholic beverage; or,
- (b) If the Host has **not** taken all reasonable steps to prevent the consumption of alcoholic beverages by minors, as set forth in BMC §13.49.030(D):
 1. Controlling access to alcoholic beverages at the gathering.
 2. Controlling the quantity of alcoholic beverages at the gathering.
 3. Verifying the age of persons attending the gathering by inspecting driver's licenses or other government issued identification.
 4. Monitoring the activities of persons at the gathering.
 5. Monitoring the conduct of minors at the gathering.

1200.8 PROCEDURES

To successfully enforce the SHO, the prohibited activity and the standards of 'reasonableness' and 'knowledge', as related to any criminal liability on the part of the Host(s), should be identified and evaluated. Therefore, investigating officers should:

- (a) Make observations and conduct interviews that clarify the factual circumstances of a gathering or event wherein minors may be consuming alcoholic beverages.

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- (b) Request the assistance of additional officers, if available, to ensure officer safety and accomplish desired detentions.
- (c) Interview detainees to verify their identity and age, and explore how they gained access to the event and came into possession of an alcoholic beverage.
- (d) Note the presence or absence of anyone collecting money at the door or checking identification cards, etc.
- (e) Document all relevant observations (i.e., dozens of minors running around with red cups attempting to elude officers, several high school age or other minors detained with alcohol on their person or breath, etc.)

If any of the detainee(s) are determined to be under 21 years of age, determine if the Host took reasonable steps (as outlined above in 1200.7(b)) to control their access to alcoholic beverages. If the Host is determined not to have taken reasonable steps, he/she should be issued a citation for a violation of BMC §13.49.030, or if necessary, taken into custody for a misdemeanor violation.

1200.9 DOCUMENTATION

An investigation of a Social Host Ordinance (SHO) violation shall be documented on a case report.

Enforcement of the SHO does not preclude enforcement of other observed criminal violations.

A SHO violation may also constitute a violation of the "Second Response" Ordinance (BMC §13.48.040), see the Second Response Policy for further.

Taxicab Enforcement

1201.1 PURPOSE AND SCOPE

The Professional Standards Bureau has prepared this enforcement guide to provide assistance in identifying, and enforcing the Berkeley Municipal Code (BMC), and California Vehicle Code (CVC) as they apply to taxicabs being operated in the City of Berkeley. It is intended to serve as a general summary of ordinances that pertain to taxicab enforcement, but is not an exhaustive list of enforcement options (use of non-taxicab related CVC statutes, or Penal Code statutes). The codes are abbreviated for ease of reading, and to focus on codes that are reasonably enforceable by BPD officers. There are other administrative codes that govern taxicabs, but it would not be feasible for BPD officers to enforce these codes.

1201.2 GENERAL GUIDELINES

There are three classes of taxicabs operating within the City of Berkeley: permitted taxicabs, non-permitted taxicabs, and illegal taxicabs.

Permitted taxicabs have been inspected for safety, have paid fees to the City, and are operated by permitted drivers. They are required to follow City of Berkeley taxicab regulations.

Non-permitted taxicabs are those with permits issued by other cities. Some City of Berkeley requirements also apply to them, such as, for instance the requirement that they not obstruct the right of way.

Illegal taxicabs are those not allowed to operate at all, whether or not they do so in compliance with Ordinance.

Permitted taxicabs may use taxi stands and pick up customers in the City, but are not allowed to create their own taxi stands by waiting near exits to crowded venues such as University of California football games, concerts, etc. Non-permitted taxicabs are prohibited from taking on any customers within the City, or attempting to do so.

When enforcing violations of the Ordinance by non-permitted taxicabs, specifically whether they have picked up a customer in Berkeley, the investigating officer should question both the taxicab driver, and the passengers independently to ascertain where the customer was picked up.

The following are examples of a driver's permit and vehicle permit:

A permitted taxicab is required to have these two items in the vehicle (see below for further detail), and to have a business owner permit on file with the City. A BPD officer is not expected to investigate whether a taxicab operator has a business owner permit, but can refer this matter to the Code Enforcement Unit (see contact information at the conclusion of this policy), if the officer suspects the taxicab operator is not in compliance with this ordinance.

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Taxicab Enforcement

1201.3 AUTHORITY TO ENFORCE

9.52.170 Enforcement--Violation--Public Nuisance--Penalty.

- A. The City Manager and authorized employees are empowered to investigate and conduct inspections to determine whether permittees and other persons are complying with this chapter.
- B. It is unlawful for any person to violate any provision or to fail to comply with any of the requirements of this chapter. Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor, but may be charged with an infraction at the discretion of the citing officer.
- C. Violation of this chapter is hereby declared to be a public nuisance.
- D. The remedies set forth in this chapter are cumulative. (Ord. 6874-NS § 7 (part), 2005; Ord. 6325-NS § 19, 1996)

1201.4 PERMITS REQUIRED

9.52.020 Annual permits required for business owners, drivers, and vehicles--Fees, expiration and limitation on number of permits

- A. Annual Permits--Approval Required. No person, corporation, partnership, cooperative, business, fictitious name, or dispatch center shall engage in the business of operating any taxicab or vehicle for hire within the City without a taxicab business owner's permit, driver's permit and vehicle permit issued by the City. Such permits shall not be assigned, sold or transferred to another business owner, driver or vehicle.

9.52.030 Business owner's permits

- A. Permit Applications. Any person or entity seeking to operate as a business owner shall apply in the manner set forth herein. The application shall be in writing, signed by the business owner, and shall set forth all the information required in the permit application form and accompanying documentation, including but not limited to the following:

9.52.040 Vehicle permits

- A. Permit Application. Each vehicle for hire operated in the City must be subject to a vehicle permit from the City as set forth herein. The application shall be in writing, signed by the owner, and shall set forth all the information required in the permit application form and accompanying documentation, including, but not limited to the following:

9.52.050 Driver's permits

- A. Permit Application. Any person seeking to operate a vehicle for hire as a driver shall apply for a permit in the manner set forth herein. No person under the age of 21 years shall be issued a driver's permit. The application shall be in writing, signed by the driver, and shall set forth all the information required in the permit application form including, but not limited to, the following:

1201.5 REGISTRATION AND INSURANCE

9.52.060 Registration and licensing requirements--Conspicuous posting in vehicle

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C. Vehicle Permit Affixed to Vehicle. Every vehicle for hire authorized to operate under this chapter shall have attached to the left rear window a current vehicle permit issued by the City in accordance with the provisions of this chapter and all expired permits will be removed.

E. Driver's Permit--Required Posting. The driver's permit shall be posted in full view of the passenger at all times while said driver is operating the vehicle. Every driver's permit shall show the photograph of the driver, driver's permit number, name of the business owner by which the driver is employed, if any, a telephone number of the business and a City telephone number such that passengers may communicate complaints.

9.52.070 Insurance requirements

A. Motor Vehicle Liability Policy--Required.

1. It is unlawful to operate any vehicle for hire in the City unless there is on file with the City a valid motor vehicle liability insurance policy.,

1201.6 RIGHT OF WAY OBSTRUCTION

9.52.120 Standards for driver conduct

C. Unlawful Obstruction of Public Right-of-Way - It is unlawful for the driver of any vehicle for hire at any time or place when waiting for or engaged in his or her employment, to obstruct any street or sidewalk.

1201.7 USE OF TAXI STANDS

9.52.140 Taxicab stands

- A. Taxicab Stands - Joint Use and Regulation. The City Council may approve the establishment and removal of taxicab stands by resolution.
1. All approved taxi stands shall be for the joint use of all taxicab business owners and drivers permitted to operate within the City.
 2. During the period of use of the spaces referred to in this section, vehicles shall at all times be parked in accordance with existing markings on the pavement or, in event that specific space is set aside for the use of taxicabs, parking by taxicabs shall be restricted to such specific location.
 3. No taxicab shall stand or park while awaiting employment at any place other than at a joint use taxicab stand as specified in this chapter.
 4. No taxicab shall be parked unattended in any taxicab stand for a period of time exceeding five minutes.

1201.8 SMOKING PROHIBITED

12.70.030 Locations where smoking is prohibited

Smoking shall be prohibited in all public places including but not limited to the following unless otherwise provided and in all places where the owner or person in charge of the establishment has posted a nonsmoking sign:

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I. In buses, trains, taxicabs and other means of public transit while operating within the boundaries of the City, and in ticket areas and waiting rooms of transit terminals and stations.

1201.9 CONCLUSION

Code Enforcement Officers are also available during normal business hours to assist in investigations or provide guidance. The Code Enforcement Unit is located at 2180 Milvia St. (City Hall) on the first floor. The supervisor of the unit is Wanda Drouillard, and she can be reached at 981-2482, or by email at wdrouillard@cityofberkeley.info.

Officers should use the appropriate citation forms (moving citation or parking citation) to cite for BMC violations. The violations will be handled in Traffic Court as infractions.

Second Response

1202.1 BACKGROUND

In 1993, the Berkeley City Council stated,

“Due to inadequate supervision, some large gatherings of people, such as parties, frequently become loud and unruly to the point that they constitute a threat to the peace, health, safety, or general welfare of the public as a result of conduct such as one or more of the following: excessive noise, excessive traffic, obstruction of public streets or crowds who have spilled over into public streets, public drunkenness, the service of alcohol to minors, fights, disturbances of the peace, and litter.

The City of Berkeley is required to make multiple responses to such unruly gatherings in order to restore and maintain the peace and protect public safety. Such gatherings are a burden on scarce City resources and can result in police responses to regular and emergency calls being delayed and police protection to the rest of the City being reduced. In order to discourage the occurrence of repeated loud and unruly gatherings, the persons responsible for the public nuisance created by these gatherings should be fined.”

1202.2 THE ORDINANCE

Berkeley Municipal Code §13.48.020 states it shall be unlawful and a public nuisance to conduct a gathering, which incorporates the following criteria:

- Ten or more persons are involved;
- The event is occurring on private property; and,
- The gathering is occurring in a manner which constitutes a substantial disturbance of the quiet enjoyment of private or public property in a significant segment of a neighborhood, as a result of unlawful conduct.

Examples of such unlawful conduct may include the following: excessive noise or traffic, obstruction of public streets by crowds or vehicles, public intoxication, the service of alcohol to minors, public urination, fights, disturbances of the peace and littering. A gathering constituting a public nuisance may be abated by all reasonable means including, but not limited to, an order requiring the gathering be disbanded, and citation and/or arrest of any law violators under any applicable local laws and state statutes.

The Ordinance explicitly prohibits targeted enforcement against student housing. However, nothing in the Ordinance precludes the City from setting priorities in the use of its resources by employing the Ordinance against events that are the most disruptive, against properties at which disruptive events are held most often, or on the basis of other similar legitimate factors.

1202.3 EXHIBIT A

When the police intervene at a gathering which constitutes a nuisance under the Ordinance, a “Notice” must be prominently posted at the premises at which the nuisance occurred. The Notice, referred to in the Ordinance as an “Exhibit A,” states that the intervention by the police has been

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necessitated as a result of a public nuisance caused by an event at the premises. The “Exhibit A” also indicates:

- The date and time of the police intervention;
- Any subsequent police intervention at the same premises within a one hundred twenty-day (120) period, including an intervention on the same day as the posting of the “Exhibit A,” shall result in civil penalties; and,
- Liability may fall upon any guests causing the public nuisance, all sponsors of the gathering, all residents of the premises, all persons in control of the premises, and all owners of the premises that reside on or adjacent to the premises or are present at the premises when the notice is posted.

The residents or persons in control of the property, if present, must be consulted regarding a location where the Notice can be conspicuously and securely posted. When consulted, those persons, as well as sponsors of the nuisance event, if involved in the decision, become responsible for ensuring that the “Exhibit A” is neither removed nor defaced. If either occurs, those responsible for the security of the notice become liable for a civil penalty of \$100.00, in addition to any other penalties which may be due under the Ordinance.

1202.4 EXHIBIT B

Should the police intervene at a premises with an active “Exhibit A”, a new notice shall be posted and a fine imposed against the property by means of an administrative citation. The new notice, referred to in the Ordinance as an “Exhibit B,” states that the intervention by the police has been necessitated as a result of a public nuisance caused by an event at the premises. The “Exhibit B” also indicates:

- The date and time of the police intervention;
- Whether the nuisance is the second, third, fourth, etc. at the premises within the last 120 days;
- The fine amount associated with the violation (second - \$750, third - \$1,500, fourth and subsequent violations - \$2,500);
- The 120 day period is extended another 120 days from the date of the “Exhibit B” posting;
- Liability may fall upon any guests causing the public nuisance, all sponsors of the gathering, all residents of the premises, all persons in control of the premises, and all owners of the premises that reside on or adjacent to the premises or are present at the premises when the nuisance occurs.

For every subsequent violation of the Ordinance, a new “Exhibit B” form shall be completed and posted. The residents or persons in control of the property, if present, must be consulted regarding a location where the Notice can be conspicuously and securely posted. When consulted, those persons, as well as sponsors of the nuisance event, if involved in the decision, become responsible for ensuring that the “Exhibit B” is neither removed nor defaced. If either occurs, those responsible

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for the security of the notice become liable for a civil penalty of \$100.00, in addition to any other penalties which may be due under the Ordinance.

1202.5 PROCEDURE - OFFICER

An officer responding to a “loud party”, “unruly gathering”, etc. type call for service should:

- (a) Contact the resident, person in control of the property, or event organizer, and determine if Ordinance enforcement is appropriate.
- (b) Complete an “Exhibit A” or “Exhibit B” form.
- (c) Confer with the resident, person in control of the property, or event organizer and identify a conspicuous and secure location to post the “Exhibit” form. Should the resident, person in control of the property, or event organizer decline to confer, the officer should choose an appropriate posting location and inform the parties present that removal or defacement of the notice within the 120 day period may result in a \$100.00 fine.
- (d) Post the duplicate copy of the Exhibit form at the premises and retain the original for the report.
- (e) Complete a Case Report and document the following information
 - Known complainant’s identification and report information;
 - Identification of parties responsible for the property hosting the gathering;
 - The overall condition and/or general environment of the premises;
 - The number of people involved at the gathering;
 - Whether or not alcohol was a factor;
 - Any traffic conditions affected by the gathering;
 - Any other information that may be relevant to the Ordinance violation; and,
 - The exact location the Exhibit form was posted.
- (f) Submit the report in AEGIS, route the original Exhibit form to Records Management and place a copy in the CSB mailbox to ensure proper administrative follow-up.

1202.6 REPEAT VIOLATIONS

Officers should be aware of what properties in their assigned area have been posted for Ordinance violation(s) and should monitor them for repeat violations within the prescribed term. If, within 120 days of the initial posting, an officer investigates another unruly gathering as described in the Ordinance, the officer should replace the Exhibit A posting with an Exhibit B, document their observations and actions on a new Case Report and forward a copy of the report CSB for administrative follow-up.

It is important to know that with each subsequent occurrence of a nuisance at a previously posted property, the 120 day “clock” resets. For example, if an address was initially posted on January 1st, and there was a reported violation on March 1st, the 120 day period restarts and would

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conclude, absent a subsequent violation, on June 28th. As such, knowing the date of the most recent documented Ordinance violation at a posted property will allow an officer to determine if the 120 day term is still in effect or has expired.

1202.7 CSB AREA COORDINATOR FOLLOW-UP PROCEDURES

- (a) An Area coordinator receiving a follow up request for a Second Response violation should: Ensure a Premise Alert has been entered into CAD for the subject property: Minimally, the CAD entry should include: the date/time the Exhibit form was posted; the name and phone number of the liable person(s) contacted; and, the location where the notice form was posted. Additionally, if regarding an Exhibit B, the alert should include the violation number (second, third, fourth, etc.) and the fine amount to be imposed against the property. Having this information available in CAD will help patrol officers enforce the Ordinance should they respond to subsequent loud, unruly parties during the 120 day period. Additionally, requesting the Communication Center staff to revise the CAD event description to "2nd Response" will help with event tracking and future administrative research efforts.
- (b) Mail a notice of the police intervention to the property owner(s): BMC 13.48.030(B) requires a notice of police intervention be mailed to the property owner(s) on file in the City's property tax assessment records. The notice is a letter from the responsible Area Coordinator along with a copy of the Exhibit form, which advises the property owner(s) that any subsequent event within 120 days on the same premises necessitating police intervention shall result in liability of the property owner for all penalties associated with such intervention as more particularly set forth in the Ordinance.
- (c) Set a three week follow-up inspection: The Area Coordinator should set a three week follow-up in order to conduct an initial inspection visit of the site to examine the Exhibit A posting. In the event the form has been removed, a new Exhibit A form shall be posted. Observed violations of the Ordinance and related enforcement actions must be documented in a supplemental report, which will support a demand for the prescribed civil fine.
- (d) Conduct additional inspections to ensure Ordinance compliance and document any subsequent violations on a Case Report.
- (e) Mail an Exhibit B notice letter for each subsequent violation: For each instance wherein an Ordinance violation is identified, the Area Coordinator is responsible for mailing an Exhibit B notice letter to the person(s) liable for the civil penalty.
- (f) Provide the City of Berkeley Finance Department with copies of all reports and letters associated with any Ordinance violation to facilitate billing of the responsible parties.

1202.8 CIVIL PENALTIES AND COLLECTION PROCEDURES

Civil penalties may be assessed against all persons liable for the City's intervention to abate a gathering deemed a public nuisance. The schedule of penalties is as follows:

- For a second violation of the Ordinance during the 120-day period, the penalty shall be the sum of \$750.

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- For a third violation of the Ordinance response during the 120-day period, the penalty shall be the sum of \$1,500.
- For any subsequent violation of the Ordinance during the 120-day period, the penalty shall be the sum of \$2,500 for each intervention by police.

Billed by the Exhibit B form, all persons liable for applicable civil penalties will be directed to remit payment within thirty days of the letter's postmark to the City of Berkeley Finance Department, who will be responsible for collections. If payment is not received within the stated term, the bill will be deemed delinquent, and all persons liable for the penalties will be subject to accrued interest at the maximum legal rate, as well as an additional penalty of \$100.

1202.9 SUMMARY

A tool wielded to quell public nuisances, the "2nd Response" Ordinance can improve, if not restore, the quality of life in neighborhoods adversely affected by loud and unruly gatherings. This result cannot occur, however, unless the Ordinance is used effectively. Knowing the elements of the statute and the role the police officer plays in its enforcement will help ensure success. Make and document detailed observations in your report, post the Exhibit A form appropriately, and route the report package properly so the administrative effort that follows may be readily accomplished.

Smoking Ordinance

1203.1 BACKGROUND

Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution and that breathing secondhand smoke can cause lung cancer in nonsmokers. Those who are at special risk include elderly people, individuals with cardiovascular disease and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease. Other health hazards induced by breathing secondhand smoke include lung cancer, heart disease, respiratory infection, decreased respiratory function, broncho-constriction and broncho-spasm.

1203.2 PURPOSE

This policy describes the City of Berkeley Ordinance regarding smoking restrictions and tobacco control policies, and the expanded locations at which smoking is prohibited. The Berkeley City Council's findings are included as background and rationale for the Ordinance, and to promote an understanding of enforcement recommendations.

1203.3 SMOKING POLLUTION CONTROL ORDINANCE

1203.3.1 LEGISLATIVE INTENT

The intent of the City Council in enacting this Ordinance was to:

- (a) Protect public health and welfare by prohibiting smoking in public places, places of employment, and specially designated public play areas where small children are at risk of choking on or ingesting cigarette butts and other toxic tobacco litter;
- (b) Guarantee the rights of nonsmokers to breathe smoke-free air, and to recognize that the right to breathe smoke-free air shall have priority over the desire to smoke; and,
- (c) Promote self-enforcement through educational outreach regarding smoking prohibitions.

1203.3.2 DEFINITIONS

"Smoke" or "smoking" means and includes either (1) inhaling or exhaling upon, burning, or carrying any lighted smoking equipment for tobacco, nicotine or any other plant or product used for personal habit commonly known as smoking or (2) inhaling or exhaling upon, vaporizing, or otherwise using any electronic smoking device.

"Electronic smoking device" means an electronic and/or battery-operated device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances, including but not limited to any device manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor. "Electronic smoking device" does not include any product specifically approved by the United States Food and Drug Administration for use in the mitigation, treatment, or prevention of disease.

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Smoking Ordinance

"Commercial area sidewalk" means any sidewalk in front of or adjoining any property designated with a C on the City's Official Zoning Map attached hereto.

"Commercial Area Sidewalk" includes:

- (a) Shattuck Avenue between Rose Street and Dwight Way;
- (b) Telegraph Avenue between Bancroft Way and Parker Street;
- (c) College Avenue between Russell Street and Webster Street;
- (d) Avenue; Tulare Solano Avenue between The Alameda and
- (e) 4th Street between Virginia Street and Addison Street;
- (f) Avenue; Shattuck Bancroft Way between College Avenue and
- (g) San Pablo Avenue between Channing Way and Parker Street;
- (h) Street; 62nd Adeline Street between Fairview Street and
- (i) Euclid Avenue between Hearst Street and Ridge Road;
- (j) Street; Camelia Gilman Street and
- (k) University Avenue between Oxford Street and 4th Street;
- (l) Addison Street between Oxford Street and Martin Luther King, Jr. Way;
- (m) Way between Oxford Street and Martin Luther King, Jr. Way; and, Allston
- (n) Kittredge Street between Oxford Street and Milvia Street.

1203.3.3 REGULATED LOCATIONS

The Ordinance prohibits smoking in the following venues:

- Bars.
- Restaurants.
- Public restrooms.
- All indoor worksites and at outdoor worksites having more than two employees.
- Sidewalks in all commercial zones.
- Recreational locations (i.e., bingo/gaming parlors, museums, libraries, aquariums, etc.) and other outdoor venues open to the public (i.e., stadiums, parks, athletic fields, hiking trails, biking paths, outdoor theaters, parking garages, etc.).
- Within 25 feet of doorways, windows, and air intake vents of any building open to the public; bus and other transit stops; and, service areas, such as ATMs, ticket lines, and cab stands.
- Within 50 feet of any building used as a health care facility, hospital, licensed child or adult care facility or senior center.
- All units of multi-unit residences and all common areas of multi-unit residences.
- Inside all public transit, including taxis, while operating in Berkeley.

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- See BMC §12.70.030 and 12.70.035 for more affected locations.

Appendix A offers maps specifying commercially zoned areas.

1203.3.4 PLACES NOT REGULATED BY ORDINANCE

The Ordinance does not regulate smoking in retail tobacco stores or private residences, unless the residence is used as a child or health care facility. Notwithstanding this exemption, the owner or person in control of the business may designate the entire establishment as nonsmoking.

1203.3.5 SMOKING MEDICAL CANNABIS AT DISPENSARIES

Notwithstanding anything to the contrary in this Ordinance, the inhalation of medical cannabis through the use of an electronic smoking device inside a dispensary and on the public right of way within 50 feet of such a Dispensary, by a member of that dispensary, is not prohibited by this Chapter. (Ord. 7369-NS § 3, 2014)

1203.3.6 VIOLATIONS AND PENALTIES

Set forth in BMC §12.70.110, any person who violates the provisions of this Ordinance shall be guilty of an infraction and subject to fine. The following subsections describe particular unlawful activity:

(A) It shall be unlawful for any person who owns, manages, operates or otherwise controls the use of any premises subject to the restrictions of this Ordinance to fail to comply with its provisions.

(B) It shall be unlawful for any person to smoke in any area where smoking is prohibited by the provisions of this Ordinance.

1203.4 ENFORCEMENT

The Ordinance states, “any owner, manager, operator or employee of any establishment controlled by this [Ordinance] shall have the right to inform persons violating this [Ordinance] of the appropriate provisions thereof.” Similarly, private citizens may “bring legal action” to enforce this Ordinance. Officers should be responsive to public requests for law enforcement assistance.

Keeping with the Council’s intent, gaining compliance through education and responsible party cooperation is the preferred method of enforcement. In most cases, advice and a warning should prove sufficient to resolve the complaint. Enforcement of this Ordinance is not intended to consume an inordinate amount of an officer’s time and should not be considered a high priority.

In some instances, however, the issuance of a citation may be necessary. For example, citing a chronic violator who has disregarded repeated warnings may be appropriate in order to abate a violation and convey the desired public health message. Similarly, a community member reporting an Ordinance violation may be insistent that a citation be issued. In such cases where the reported offense is observed by the investigating officer, a citation may be written.

1203.5 ATTACHMENTS

See attachment: [1203 Zoning Map 2019.pdf](#)

Enforcement of Isolation and Quarantine Orders

1204.1 ENFORCEMENT GUIDANCE

The City of Berkeley Public Health Officer has the authority to issue civil orders for the isolation of persons diagnosed with or under investigation for having an infectious disease, and for the quarantine of persons who have been exposed to an infectious disease. This Training and Information Order establishes Berkeley Police Department policy for the enforcement of such isolation and quarantine orders.

Isolation is defined as "separation of infected persons from other persons for the period of communicability in such places and under such conditions as will prevent the transmission of the infectious agent." (17 CCR § 2515.) The Public Health Officer may require strict or modified isolation of an infected person. (17 CCR §§ 2516-17.)

Quarantine is defined as "the limitation of freedom of movement of persons or animals that have been exposed to a communicable disease for a period of time equal to the longest usual incubation period of the disease, in such manner as to prevent effective contact with those not so exposed." (17 CCR § 2520.) If a disease requires quarantine of persons having contacts in addition to isolation of the infected person, "the local health officer shall determine the contacts who are subject to quarantine, specify the place to which they shall be quarantined, and issue instructions accordingly."

Isolation and quarantine may be enforced pursuant to the order of the Public Health Officer without a prior court order based on the Health Officer's determination that there is reasonable cause that a person is infected with or has been exposed to a communicable disease. (Health and Safety Code § 120130(d); *In re Application of Arata* (1921) 52 Cal. App. 380, 383.) The Health Officer's order must inform the isolated or quarantined person of the right to seek administrative review of the order by the Public Health Division and the right to seek judicial review pursuant to Penal Code § 1473.

Any person who violates an isolation or quarantine order is guilty of a misdemeanor, punishable by a fine of not less than \$50 nor more than \$1,000, or by imprisonment for a term of not more than 90 days, or by both. (Health and Safety Code § 120295.) Each day of the violation may be charged a separate offense. (*Ibid.*)

The Chief of Police may enforce any isolation or quarantine order issued by the Public Health Officer. (Gov. Code § 41601.) If any person refuses to comply with the Health Officer's order, a Police Officer or an authorized employee (as defined in Policy 300) may arrest and/or detain the person to enforce the order. Any arrest of a person for a violation of an isolation or quarantine order shall be made in accordance with the Use of Force Policy (Policy 300). The isolated or quarantined person shall be detained at home, in a medical facility, or at some other location consistent with the requirements of the isolation or quarantine order, as directed by the Public Health Officer. It may be necessary for a Police Officer or an authorized employee to remain present to ensure compliance with the terms of the isolation or quarantine order.

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Enforcement of Isolation and Quarantine Orders

All Berkeley Police Department members assisting with the enforcement of an isolation or quarantine order shall comply with infection control procedures to control the risk of transmission of aerosol transmissible diseases. (8 CCR § 5199(c).)

Tuberculosis Isolation and Quarantine: It should be noted that special procedures apply for the isolation or quarantine of persons infected with or exposed to tuberculosis. Those procedures are outside the scope of this policy . Berkeley Police Department members shall direct inquiries regarding enforcement of an isolation or quarantine order arising from infection with or exposure to tuberculosis through their chain of command to the Chief of Police or his/her designee, who shall in turn consult with the Public Health Officer and the City Attorney's Office prior to issuing direction.

Chapter 13 - Surveillance Technology

Surveillance Use Policy - Body Worn Cameras

1300.1 PURPOSE

This Surveillance Use Policy is issued in compliance and fulfills the requirements of Berkeley Municipal Code (BMC) Chapter 2.99, and incorporates by reference language from the Berkeley Police Department Body Worn Camera Policy #425- Body Worn Cameras and adds elements as required by BMC Chapter 2.99. Guidelines, procedures, and practices for the use of Body Worn Cameras by members of the Berkeley Police Department while in performance of their duties are fully set forth in the Berkeley Police Department Law Enforcement Manual Policy 425- Body Worn Cameras.

The Berkeley Police Department recognizes that video recording of contacts between department personnel and the public provides an objective record of these events, and that the use of a recording system complements field personnel in the performance of their duties by providing a video record of enforcement and investigative field contacts, which can enhance criminal prosecutions, limit civil liability, increase transparency, and enhance professionalism in the delivery of police services to the community. A video recording of an event or contact also enables the delivery of timely, relevant, and appropriate training to maximize safety for both community members and BPD personnel. (Ref. policy 425.2)

1300.2 AUTHORIZED USE

This policy is not intended to describe every possible situation in which the BWC should be used. Members shall activate the BWC as required by this policy in (a)-(f) below, and may activate the BWC at any time the member believes it would be appropriate or valuable to record an incident within the limits of privacy described herein.

The BWC shall be activated in any of the following situations:

- (a) All in-person enforcement and investigative contacts including pedestrian stops and field interview (FI) situations.
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops.
- (c) Self-initiated field contacts in which a member would normally notify the Communications Center.
- (d) Any search activity, including the service of search or arrest warrants; probation, parole, or consent searches where the member is seeking evidence of an offense, or conducting a safety sweep or community caretaking sweep of the premises. Once a location has been secured and the member is not interacting with detainees or arrestees, the member may mute their BWC when conducting a search for evidence.
- (e) Any other contact that the member determines has become adversarial after the initial contact in a situation where the member would not otherwise activate BWC recording.

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- (f) Transporting any detained or arrested person and where a member facilitates entry into or out of a vehicle, or any time the member expects to have physical contact with that person.

At no time is a member expected to jeopardize his or her safety in order to activate a BWC. The BWC should be activated by members in anticipation of situations described above, and in any unanticipated, rapidly unfolding situation where activation becomes required, as soon as the member can do so safely.

Members should activate their BWC when conducting custodial interviews unless there are other recording devices being used. Members shall document and explain in their report the reason for not recording custodial interviews, should a BWC be de-activated while conducting a custodial interview or interrogation. (Ref. policy 425.7)

1300.2.1 PROHIBITED USE

Members are prohibited from using a department-issued BWC for personal use and are prohibited from making personal copies of recordings.

Members are prohibited from retaining BWC recordings. Members shall not duplicate or distribute such recordings, except for department business purposes. All such recordings shall be retained at the Department.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule. (Ref. policy 425.13)

1300.3 DATA COLLECTION

BWC use is limited to enforcement and investigative activities involving members of the public. The BWC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, training, civil litigation, and other proceedings protected by confidentiality laws and department policy. Improper use or release of BWC recordings may compromise ongoing criminal and administrative investigations or violate the privacy rights of those recorded and is prohibited. (Ref. policy 425.3)

1300.4 DATA ACCESS

Members are authorized to review their own BWC video files at any time in furtherance of official business. Such official business includes, but is not limited to, preparing written reports, prior to or while providing testimony in a case or being deposed. Members may review recordings as an evidentiary resource, except as stated in subsection 1300.4.1 below. Pursuant to 1300.2.1, members shall not retain personal copies of recordings. Members shall not use the fact that a recording was made as a reason to write a less detailed report. (Ref. policy 425.17)

1300.4.1 OFFICER INVOLVED INCIDENTS RESULTING IN GRAVE BODILY INJURY OR DEATH

- (a) In the event of a critical incident that results in grave bodily injury or death, including an officer-involved shooting or an in-custody death, the BWC of the involved member(s) shall be taken from them and secured by a supervisor, commander, or appropriate

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investigator, as necessary. The involved member(s) shall not access or obtain their footage of the incident until such time as the criminal investigator(s) have reviewed the video files. It will be the responsibility of the investigation team's supervisor to coordinate with the involved member's supervisor to obtain footage of the incident on behalf of the member.

- (b) Personnel uploading secured BWC video files shall not view the files unless authorized.
- (c) No member involved in a critical incident may view any video recordings prior to an interview by the appropriate criminal investigative unit, and receiving command approval.
- (d) Prior to the conclusion of the criminal interview process, the involved member and/or the member's representative will have an opportunity to review the member's recording(s). The involved member may choose to provide additional information to supplement his or her statement by providing a supplemental statement or separate supplemental document. In no case shall a member alter a report made prior to reviewing the recording. Where both an original statement and supplemental statement or document have been produced, both the original statement, without alteration, and the supplemental statement or document shall be included in the report.
- (e) The Department acknowledges that recordings taken during critical incidents obtained from BWCs do not necessarily reflect the full extent of the nature of the event or the experience, analysis, training, threat assessment or state of mind of the individual officers(s) in a given incident. Moreover, the recordings, especially video, have limitations and may depict events differently than the events recalled by the involved officer. Specifically, it is understood that the recording device will capture information that may not have been heard and/or observed by the involved officer and that officers may see and hear events that are not captured by the camera.

Officers who are involved in any critical incident where video recordings exist depicting the involved officer, either as a subject officer or witness, shall be provided the following admonishment to the initial interview or submission of the initial written report:

"In this case, there is video evidence that you will have an opportunity to view. Video evidence has limitations and may depict the events differently than you recall, and may not depict all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The "frame rate" of video may limit the camera's ability to capture movements normally seen by the human eye. Lighting as seen on the video may be different than what is seen by the human eye. Videos are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and ensure that your statement explains your state of mind at the time of the incident." (Ref. policy 425.17.1)

1300.4.2 SUPERVISORY REVIEW

With the exception of section 1300.4.1 above, supervisors are authorized to review relevant recordings any time they are reviewing and approving case reports from their subordinates. (Ref. policy 425.17.2)

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1300.4.3 INVESTIGATORY REVIEW

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct, or whenever such recordings support review of the member's performance. (Ref. policy 425.17.3)

(a) Recorded files may also be reviewed:

1. Upon approval by a supervisor, by any member of the Department who is participating in conduct of an official investigation, such as a personnel complaint, an administrative investigation or a criminal investigation.
2. Pursuant to lawful process or by court or District Attorney personnel who are otherwise authorized to review evidence in a related case.
3. By personnel assigned to investigatory units who are authorized to view any BWC video file associated to their active investigations, unless otherwise prohibited by policy.
4. Upon approval by the Chief of Police, Internal Affairs investigators may review BWC video with a complainant.
5. Pursuant to 1300.9, access to recordings will be granted to the Police Review Commission Officer and/or Investigator investigating a specific complaint where BWC evidence files are available, and are not part of any ongoing criminal investigation of an officer.

(b) Investigators conducting criminal or internal investigations shall:

1. Advise the coordinator to restrict access to the BWC file in criminal or internal investigations, as necessary.
2. Review the file to determine whether the BWC file is of evidentiary value and process it in accordance with established protocols.
3. Notify the coordinator to remove the access restriction when the criminal/internal investigation is closed.

1300.4.4 TEACHING OR LEARNING TOOL

BWC files may also be reviewed by training staff regarding specific incidents where such files may serve as an internal learning or teaching tool. In the event that videos are intended to be used for training purposes, the involved officer(s) will first be consulted. If he/she objects to the use of the video, such objection shall be submitted to the person in charge of training who shall weigh the value of the video for training against the officer(s) objections and basis for the objection. Should the person in charge of training refuse to grant the request of the involved officer(s), the matter shall be heard by the Chief of Police, or his/her designee, prior to utilizing the video. (Ref. policy 425.17.4). Any member(s) of the public that appears in video footage used for outside training purposes (e.g. if video footage is shown by an authorized member of the Police Department for training purposes outside of the Berkeley Police Department such as at a conference or other training), to the extent feasible, will be blurred out or redacted in a manner to protect the privacy rights of those involved in the incident.

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1300.4.5 COB CIVIL CLAIMS AND LAWSUITS

BWC recordings may be reviewed and used by City of Berkeley counsel for civil claims and lawsuits. (Ref. policy 425.17.5)

1300.5 DATA PROTECTION

To assist with identifying and preserving data and recordings, members shall tag and download recordings in accordance with procedure, and document the existence of the recording in the related case report. Transfers must occur at the end of the member's shift, and any time the member is aware that the storage capacity of the BWC is nearing its limit. In circumstances when the officer cannot complete this task, the officer's supervisor shall immediately take custody of the BWC and be responsible for uploading the data. Officers shall tag each file with the appropriate case/incident number, provide a descriptive title, and select an appropriate category for each recording, using the Axon View app or via the Evidence.com site.

Members are prohibited from intentionally erasing, altering, reusing, modifying or tampering with original audio video recordings.(Ref. policy 425.14)

1300.6 CIVIL LIBERTIES AND RIGHTS PROTECTION

The Berkeley Police Department's mission is to safeguard our diverse community through proactive law enforcement and problem solving, treating all people with dignity and respect. The Berkeley Police Department recognizes the need to protect its ownership and control over shared information and to protect the privacy and civil liberties of the public, in accordance with federal and state law and City of Berkeley rules and regulations. The procedures described within this policy (Data Access, Data Protection, Data Retention, Public Access and Third Party Data Sharing) protect against the unauthorized use of BWC data. These policies will ensure the data is not used in a way that would violate or infringe upon anyone's civil rights and/or liberties, including but not limited to potentially disparate or adverse impacts on any communities or groups.

1300.7 DATA RETENTION

The Department shall retain all recordings for a minimum of 60 days. Incidents involving consensual contacts, and aid to citizens will be retained for six months, and cold reports will be retained for one year. Recordings of incidents involving use of force by a police officer, detentions, arrests, or recordings relevant to a formal or informal complaint shall be retained for a minimum of two years and one month. Recordings relating to court cases and personnel complaints that are being adjudicated will be manually deleted at the same time other evidence associated with the case is purged in line with the Department's evidence retention policy. Any recordings related to administrative or civil proceedings shall be maintained until such matter is fully adjudicated, at which time it shall be deleted in line with the Department's evidence retention policy, and any applicable orders from the court.

Recordings created by equipment testing or accidental activation may be deleted after 60 days. (Ref. policy 425.15)

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1300.8 PUBLIC ACCESS AND THIRD PARTY DATA SHARING

All recordings should be reviewed by the Custodian of Records and the City Attorney's Office prior to public release, see General Order R-23 (Release of Public Records and Information). (Ref. policy 425.18) and Government Code § 6254(f).

General Order R-23 does not authorize release of investigative files or documents that would constitute an unwarranted invasion of privacy. Circumstances where this might arise in video include footage taken inside a home, a medical facility, the scene of a medical emergency, or where an individual recorded has a "reasonable expectation of privacy."

In the event that the Police Department or City intends to release or publish for any purpose video recordings where officers are captured on video or the video depicts actions taken by them in the course of the performance of their official duties, those officers shall be given written notice of the intention to release or publish said video at least 48 hours prior to such release.

BPD may, without prior notice to involved officers, share video footage of specific incidents with law enforcement agencies outside of Berkeley, when there is reasonable suspicion that criminal activity has occurred or is about to occur. (Ref. policy 425.18). Pursuant to Berkeley Police Department Policy 415, video footage may not be shared with federal immigration enforcement officials.

Access to recorded files may be granted for the purposes of review to media personnel or the general public with permission of the Chief of Police, or his/her designee, subject to General Order R-23, privacy protections indicated in this policy, Government Code section 6254(f), other applicable law and policy governing the release of public records, and subject to the review of the City Attorney's Office. (Ref. policy 425.18)

1300.9 POLICE REVIEW COMMISSION

Access to recorded files will be granted for the purposes of review to the Police Review Commission (PRC) Officer and/or Investigator investigating a specific complaint where BWC evidence files are available, and are not part of any ongoing criminal investigation of a complainant or an officer. (Ref. policy 425.18.1)

- (a) The PRC Officer and PRC Investigator will be provided user account access to evidence files through the evidence management system for their use during a complaint investigation and to facilitate viewing by Board of Inquiry members during a Board of Inquiry.
- (b) The PRC Officer and PRC investigator shall not make or create a copy of any evidence file, nor make or allow to be made any audio or video recording of any evidence file while it is being streamed and viewed from the evidence management system.
- (c) The PRC Officer and PRC Investigator shall not allow any unauthorized individuals to view or access evidence files.
- (d) The evidence management system associates an audit trail record with each evidence file, thereby logging the date, time, user, activity, and client IP address occurring during each evidence file access.

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Surveillance Use Policy - Body Worn Cameras

- (e) The evidence management system shall only be accessed on City premises.
- (f) The Department retains custody and control of the recordings, and content of the video will be subject to applicable legal standards including, but not limited to the confidentiality requirements of the Public Safety Officers' Procedural Bill of Rights, (Government Code § 3300, et seq., Penal Code § 832.7, and the California Public Records Act; Government Code § 6250, et seq.)

1300.10 TRAINING

Training for the operation of BWC's shall be provided by BPD personnel. All BPD personnel who use BWC's shall be provided a copy of this Surveillance Use Policy.

1300.11 AUDITING AND OVERSIGHT

Division Captains for divisions utilizing BWC's shall ensure compliance with this Surveillance Use Policy.

1300.12 MAINTENANCE

The BWC system will be maintained by the Applications Programmer Analyst and assigned Department of Information and Technology (IT) staff.

The Chief of Police, or his/her designee shall appoint a member of the Department to coordinate the use and maintenance of BWCs and the storage of recordings, including (Penal Code § 832.18) (Ref policy 425.4):

- (a) Establishing a system for uploading, storing and security of recordings.
- (b) Designating persons responsible for uploading recorded data.
- (c) Establishing a maintenance system to ensure availability of BWCs.
- (d) Establishing a system for tagging and categorizing data according to the type of incident captured.
- (e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
- (f) Working with the City Attorney's office to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
- (g) Maintaining an audit trail record for all access to evidence files, wherein access information for each evidence file is logged through use of a secure log-in system. The Department's storage system associates an audit trail record with each evidence file, thereby logging the date, time, user name, activity and client IP address occurring during each evidence file access.
- (h) All recordings shall remain the property of the Department. Subject to the provisions of this Policy, members shall have no expectation of privacy or ownership interest in the content of these recordings.

1300.13 APPENDIX A

[See attachment: 1300 BWC APPENDIX A.pdf](#)

Surveillance Use Policy- GPS Tracking Devices

1301.1 PURPOSE

Global Positioning System (GPS) tracking devices track the movements of vehicles, bicycles, cargo, machinery, other items, and/or individuals. GPS trackers electronically relay their precise location in real time, and thereby assist BPD in the recovery of evidence and arrest of suspects.

1301.2 AUTHORIZED USE

GPS trackers shall only be used during active criminal investigations. GPS trackers shall only be used pursuant to a lawfully issued search warrant, or with consent of the owner of the object to which the GPS tracker is attached.

GPS trackers shall only be utilized for law enforcement purposes.

1301.3 DATA COLLECTION

Location data may be obtained through the use of a GPS Tracker.

1301.4 DATA ACCESS

Access to GPS tracker data shall be limited to Berkeley Police Department (BPD) personnel utilizing the GPS Tracker(s) for active criminal investigations. Information may be shared in accordance with 1301.9 below.

In support of active criminal investigations, BPD personnel may receive GPS tracker data from probation or parole agencies which utilize GPS trackers (e.g. ankle monitors) as a condition of probation or parole.

1301.5 DATA PROTECTION

The data from the GPS tracker is encrypted by the vendor. The data is only accessible through a secure website to BPD personnel who have been granted security access.

1301.6 CIVIL LIBERTIES AND RIGHTS PROTECTION

The Berkeley Police Department is dedicated to the most efficient utilization of its resources and services in its public safety endeavors. The Berkeley Police Department recognizes the need to protect its ownership and control over shared information and to protect the privacy and civil liberties of the public, in accordance with federal and state law. Provisions of this policy, including 1301.4 Data Access, 1301.5 Data Protection, 1301.7 Data Retention, 1301.8 Public Access and 1301.9 Third Party Data Sharing serve to protect against any unauthorized use of GPS tracker data. These procedures ensure the data is not used in a way that would violate or infringe upon anyone's civil rights and/or liberties, including but not limited to potentially disparate or adverse impacts on any communities or groups.

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1301.7 DATA RETENTION

A GPS Tracker data record consists of date, time, latitude, longitude, map address, and tracker identification label. This data is stored indefinitely by the vendor. The data does not contain any images, names of subjects, vehicle information, etc.

Tracker data received from the vendor shall be kept in accordance with applicable laws, BPD policies that do not conflict with applicable law or court order, and/or as specified in a search warrant.

1301.8 PUBLIC ACCESS

Data collected and used in a police report shall be made available to the public in accordance with department policy and applicable state or federal law.

1301.9 THIRD-PARTY DATA-SHARING

Data collected from the GPS trackers may be shared with the following:

- (a) The District Attorney's Office for use as evidence to aid in prosecution, in accordance with laws governing evidence;
- (b) Other law enforcement personnel as part of an active criminal investigation;
- (c) Other third parties, pursuant to a Court Order.

1301.10 TRAINING

Training for the operation of the GPS trackers shall be provided by BPD personnel. All BPD personnel shall be provided with this Surveillance Use Policy.

1301.11 AUDITING AND OVERSIGHT

Division Captains or their designee shall ensure compliance with this Surveillance Use Policy.

1301.12 MAINTENANCE

GPS trackers shall only be obtained with the permission of the Investigations Division Captain or his/her designee. The Investigations Division Captain or his/her designee will ensure the trackers are returned when the mission/investigation is completed.

Surveillance Use Policy- Automated License Plate Reader

1302.1 PURPOSE

This Surveillance Use Policy is legally-enforceable pursuant to BMC 2.99.

The policy of the Berkeley Police Department is to utilize ALPR technology to capture and store digital license plate data and images for Parking Enforcement Operations, Parking Analysis, and limited criminal enforcement purposes associated with Parking Enforcement Operations while recognizing the established privacy rights of the public.

1302.2 DEFINITIONS

"Alleged Parking Violation" means an alleged violation of time limits in parking areas designated by state and local law, or a violation of time limits and/or non-permit parking in the City's RPP zones.

"ALPR Read Image" means images of license plates, vehicles, wheels or any other incidentally captured image.

"ALPR Read" means computer-readable data captured by an ALPR Reader, including ALPR Read Image and associated ALPR Read Metadata. ALPR Reads are transient means to create potential government records, to include Parking Analysis data and Enforced Citations.

"ALPR Hit" means an Alleged Parking Violation or Stolen Vehicle System alert resulting from computer generated analysis of ALPR Reads by the Genetec ALPR System resulting in an apparent:

1. match between an ALPR Read and ALPR Read Metadata stored in the Genetec ALPR System, to include the Stolen Vehicle System; or
2. cross checking between ALPR Read and permit information which is stored on the Genetec ALPR System.

"ALPR Read Metadata" means any image-based or other metadata, including but not limited to, global positioning system coordinates, block face information, tire position information, digitized license plates in alphanumeric characters, and timestamps.

"Automated License Plate Reader" or **"ALPR"** means one or more Genetec AutoVu mobile cameras affixed to Parking Enforcement Vehicles and combined with computer software and algorithms to read and convert images of license plates, the characters they contain, and associated ALPR Read Metadata related to Parking Enforcement Operations or Parking Analysis into computer-readable data.

"Deploy" or **"Deployment"** means any operation or use of ALPR Readers affixed to Parking Enforcement Vehicles.

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"Enforced ALPR Hit" means an Alleged Parking Violation confirmed by a Parking Enforcement Officer that results in the transmission of associated ALPR Read Image and ALPR Read Metadata to the Passport Parking Management System for storage in a database as a government record for the purpose of citation processing.

"Genetec ALPR System" means the computerized Genetec server and database that stores all ALPR Reads, metadata and hits, and also pushes an Enforced ALPR Hit metadata to the Passport Parking Management System.

"Residential Preferential Parking" or **"RPP"** permit means an annual, visitor, merchant or in-home care parking permit, typically represented by a vehicle's license plate, and associated with the City's Residential Preferential Parking program across designated zones.

"Parking Enforcement Vehicle" means the GO-4 three-wheeled parking enforcement vehicle.

"Parking Enforcement Officers" means employees of the City who work weekly rotations on Parking Enforcement Operations beats throughout the City and are properly trained to operate ALPRs and access the Genetec ALPR System.

"Parking Enforcement Operations" means Parking Enforcement Officer enforcement of parking regulations associated with local ordinances, the California Vehicle Code, and Stolen Vehicle System enforcement through Parking Enforcement Vehicle-based automated (ALPR) and non-automated means.

"Personally Identifiable Information" or **"PII"** means information:

1. that directly identifies an individual (e.g., name, address, telephone number, email address, etc.) or
2. by which the City or other agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification.

"Parking Analysis" means ongoing computational or algorithmic analyses performed by the City of Berkeley and/or a third-party data analysis and visualization vendor contracted by Public Works on ALPR Read Metadata regarding the occupancy and/or turnover of public parking spaces as part of goBerkeley, the City's data-driven, demand-responsive parking management program. ALPR Read Metadata data associated with Parking Analysis may include non-randomized license plates, to be maintained by Public Works and/or a third-party data analysis and visualization vendor contracted by Public Works for Parking Analysis.

"Parking Permit Application" means an application submitted to the City for RPP or other permit that may include but is not limited to PII such as names, address, photo identification, vehicle registration (license plate and vehicle identification number), phone number and email address.

"Passport Parking Management System" means the servers and databases maintained by Passport Labs Incorporated, containing the database of the license plate numbers and other PII associated with Parking Permit Applications and Residential Parking Permits, and including historic parking citation data, to include Enforced Hits.

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"**OPSMAN Mobile**" means a mobile device providing handheld ticket issuance and ALPR data reference capabilities.

"**Stolen Vehicle System**" or "**SVS**" means information from the California Law Enforcement Telecommunications System's (CLETS) Department of Justice (DOJ) Stolen Vehicle System (SVS) database providing data regarding wanted and stolen vehicles.

1302.3 AUTHORIZED AND PROHIBITED USES

Use of an ALPR is restricted to the purposes outlined below.

All data and images gathered by the ALPR are for official use by the Berkeley Police Department (BPD) for Parking Enforcement Operations and may be retroactively queried in limited circumstances only as specified by this policy and/or federal, state, local law.

ALPR data may be used by the Finance, Information Technology (IT), Customer Service, and Public Works Departments only as specified in this policy, and consistent with Parking Enforcement Operations and Parking Analysis. Data that is considered confidential pursuant to case law, state statutes, and BPD Policy 804 Records Release Management and/or applicable federal, state, or local law is not open to public review.

Berkeley Police Department members or other Departments shall not use, or allow others to use the equipment or database records for any unauthorized purpose, and will enforce this policy pursuant to Section 1302.11(1).

- (a) An ALPR shall only be Deployed and used for Parking Enforcement Operations, and Parking Analysis.
- (b) ALPR data obtained from Parking Enforcement Operations and retained pursuant to this use policy, including data and metadata associated with ALPR Reads and Hits, may be queried and used to support a specific BPD criminal investigation when an officer has a good faith belief that an emergency involving the danger of, or imminent threat of death or serious physical injury to any person requires such a query or use, and the officer reasonably believes there is a nexus between a vehicle and the alleged crime scene. Approval to query the data must be granted by the Chief of Police, or the Acting Chief of Police. The City Manager shall log any queries or use of such information pursuant to this subsection in its Annual Surveillance Technology Report pursuant to BMC 2.99.
- (c) Notwithstanding subsection (b), officers may investigate hits based on reasonable suspicion resulting from apparent matches, discovered in the regular course of work of Parking Enforcement Operations, between the Genetec ALPR System and the following databases: Stolen Vehicles System, Amber, Silver, and Blue Alerts, local missing persons, scoff law violator, gig car, general permit, or other non-criminal local lists.
- (d) Data obtained from Parking Analysis shall not be queried or used for criminal investigations.
- (e) The following uses of the Genetec ALPR System are specifically prohibited:

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1. Invasion of Privacy
 - (a) It is a violation of this Policy to utilize the Genetec ALPR system to capture license plates not on a public road or street, or in a place not accessible to the public.
2. Crowd Control
 - (a) ALPRs shall not be deployed in crowd control operations except strictly for the purposes of Parking Enforcement Operations.
3. Criminal Enforcement
 - (a) It is a violation of this Policy to use or Deploy ALPRs to scan or canvass license plates in connection with any crime scene, patrol operation, or investigation except pursuant to Section 1302.3(c) of this policy.
4. Use of Lists and Databases
 - (a) It is a violation of this Policy to use the Genetec ALPR System or associated ALPR Read data in conjunction with any list or database other than those specified pursuant to Section 1302.3(c) of this Policy, or for any personal use.

1302.4 DATA COLLECTION AND RETENTION

The Investigations Division Captain, or their designee, is responsible for ensuring proper collection and retention of ALPR data. Technical support and assistance shall be provided by the City of Berkeley's Information Technology (IT) Department and associated Genetec ALPR system providers/vendors as identified below.

IT's role will be limited to providing initial infrastructure set-up and accessing or viewing individual records or reports (potentially including PII or CLETS information as authorized by the Chief of Police), and testing the accuracy of the equipment. Genetec ALPR System data provided to Parking Control Officers may also contain confidential CLETS information and is not open to public review.

(a) ALPR Read Images

ALPR Reads Images are license plate images which are uploaded daily Genetec server and shall be purged pursuant to the retention guidelines in subsection (b).

(b) ALPR Reads Not Resulting in ALPR Hits

All ALPR Read Images and ALPR Read Metadata transmitted to and stored in the Genetec ALPR System shall be purged within fourteen (14) days to allow for the City's enforcement of its 72-Hour Rule (BMC Section 14.36.050).

ALPR Read Metadata in the form of license plate data or other non-PII data may be transmitted to Public Works staff for Parking Analysis purposes. ALPR Read Metadata data associated with Parking Analysis may include non-randomized license plates, to be maintained by Public Works

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and/or a third-party data analysis and visualization vendor contracted by Public Works for Parking Analysis.

(c) ALPR Hits

All ALPR Hits and related metadata resulting from ALPR Reads should be uploaded daily to the Genetec server and shall be purged from Genetec within fourteen (14) days to allow for the City's enforcement of its 72-Hour Rule (BMC Section 14.36.050).

(d) Unenforced ALPR Hits

All erroneous and unenforced ALPR Hit data shall be purged locally at least nightly.

(e) Enforced ALPR Hits

Only ALPR Read Images and Metadata associated with Enforced ALPR Hits shall be downloaded to the Passport Parking Management System servers, with a minimum retention period of one (1) year in Passport and in accordance with the established records retention schedule.

1302.5 DATA ACCESS

- (a) Only properly trained Parking Enforcement Officers, Sworn Officers as selected by the Investigation's Division Captain, and Information Technology personnel are allowed access to the Genetec ALPR system or to collect ALPR information.
- (b) No member of the BPD shall operate ALPR equipment or access ALPR data without first completing department-approved training, which shall include compliance with this use policy.
- (c) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
- (d) If a Sworn officer is called to verify a stolen vehicle, if practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR Hit.
- (e) Sworn Officers shall visually verify that the license plate of interest matches identically with the ALPR Read Image of the license plate number captured (ALPR Read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. BPD members alerted to the fact that an observed motor vehicle's license plate is entered as an ALPR Hit in a specific Stolen Vehicle System list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.

1302.6 DATA PROTECTION

All saved data will be safeguarded and protected by both procedural and technological means. The Berkeley Police Department will observe the following safeguards regarding access to and use of stored data:

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- (a) All ALPR data downloaded to any workstation or server shall be accessible only through a login and/or password-protected system capable of documenting all access of information by name, date and time.
- (b) Berkeley Police Department members approved to access ALPR data under these guidelines are permitted to access the data for Parking Enforcement Operations or specific BPD criminal or civil investigations authorized by a court order, subpoena, or search warrant.
- (c) Measures will be taken to ensure the accuracy of ALPR information. Errors discovered in ALPR data collected by ALPR units shall be marked, corrected or deleted in accordance with the type and severity of the error in question. If a Berkeley Police Department member becomes aware of an inaccurate manual entry into the ALPR databases, that member shall immediately contact the originating agency or officer to notify the agency of the inaccuracy. The member shall then notify both the Investigations Division Captain and the Inspections and Audit Sergeant of the data error for appropriate follow up and tracking.

1302.7 CIVIL LIBERTIES AND RIGHTS PROTECTION

The Berkeley Police Department is dedicated to the most efficient utilization of its resources and services in its public safety endeavors. The Berkeley Police Department recognizes the need to protect its ownership and control over shared information and to protect the privacy and civil liberties of the public, in accordance with federal, state, and local law. The procedures described within this policy (Data Access, Data Protection, Data Retention, Public Access and Third-Party Data Sharing) protect against the unauthorized use of ALPR data. These policies ensure the data is not used in a way that would violate or infringe upon anyone's civil rights and/or liberties, including but not limited to impacts that may violate the First and Fourth Amendments and other potentially disparate or adverse impacts on any communities or groups.

The Berkeley Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for the purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

1302.8 PUBLIC ACCESS

Non-law enforcement requests for information regarding a specific vehicle's license plate may be honored when the requester is the registered owner of the vehicle in question, and when providing such information will not invade the privacy of a third party. The requester in such cases must provide acceptable proof of their identity and of ownership of the vehicle in question. All requests will be evaluated on a case-by-case basis to ensure they conform to the requirements and limitations of public records requests and other applicable law.

1302.9 THIRD PARTY DATA-SHARING

- (a) Non-law enforcement requests for anonymized ALPR bulk data related to parking enforcement and access to stored ALPR data related to parking management shall

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be processed according to this policy, the Records Maintenance and Release Policy and applicable federal, state, and local law.

- (b) ALPR data obtained from Parking Enforcement Operations and retained pursuant to this use policy, including data and metadata associated with ALPR Reads and Hits, may be queried and used to support a specific criminal investigation when an officer has a good faith belief that an emergency involving the danger of, or imminent threat of death or serious physical injury to any person requires such a query or use, and the officer reasonably believes there is a nexus between a vehicle and the alleged crime scene. Approval to query the data must be granted by the Chief of Police, or the Acting Chief of Police. The City Manager shall log any queries or use of such information pursuant to this subsection in its Annual Surveillance Technology Report pursuant to BMC 2.99. ALPR data shall not be shared with federal immigration enforcement officials consistent with this policy and other applicable City policy.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided by this policy and the Records Maintenance and Release Policy.

Aggregated ALPR data not related to specific criminal or civil investigations authorized by a court order, subpoena, or search warrant shall not be released to any local, state or federal agency or entity without the express written consent of the City Manager and only in accordance with this Use Policy.

Such third-party data-sharing shall be subject to non-privileged and non-confidential City Council notification pursuant to BMC 2.99.020 (2) (a).

The Berkeley Police Department is prohibited from selling any ALPR data.

1302.10 TRAINING AND ALPR ADMINISTRATOR

Training for the operation of ALPR technology shall be provided by BPD personnel. All BPD employees who utilize ALPR technology shall be provided a copy of this Surveillance Use Policy.

(1) The Investigations Division Captain shall be responsible for compliance with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- i. Ensuring that training requirements are completed for authorized users. The Administrator shall ensure that members receive department-approved training for those authorized to use or access ALPRs (Civil Code § 1798.90.51; Civil Code § 1798.90.53).
- ii. Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52 and this Use Policy
- iii. Ensuring this policy and related procedures are conspicuously posted on the City's website.

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1302.11 AUDITING AND OVERSIGHT

Genetec ALPR System audits will be conducted by the Professional Standards Bureau's Audit and Inspections Sergeant on a regular basis, at least biannually.

1. Any unauthorized access or data breach shall be reported immediately to the City Manager. BPD will enforce against prohibited uses of the Genetec ALPR system, associated ALPR Read and Hit metadata, and lists and databases pursuant to Policy P-26, or other applicable law or policy.
2. The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be placed into the annual report filed with the City Council pursuant to BMC Section 2.99.020 2. d., published on the City of Berkeley website in an appropriate location, and retained within Professional Standards Bureau.

1302.12 MAINTENANCE

Any installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Investigations Division Captain. The Investigations Division Captain will assign members under their command to administer the day-to-day operation of the ALPR equipment and data.

Surveillance Use Policy-Unmanned Aerial System (UAS)

1303.1 PURPOSE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS. Department personnel shall adhere to requirements for Unmanned Aerial Systems covered in this policy as well as the corresponding Use Policy -611.

1303.2 AUTHORIZED USE

The use of the UAS shall only occur as the result of a mutual assistance request, and no BPD personnel will be allowed to operate a UAS. UAS may only be requested for the purposes of remote surveillance and monitoring in the following specified situations:

- (a) Mass casualty incidents (e.g. large structure fires with numerous casualties, mass shootings involving multiple deaths or injuries);
- (b) Disaster management;
- (c) Missing or lost persons;
- (d) Hazardous material releases;
- (e) Sideshow events where many vehicles and reckless driving is present
- (f) Rescue operations;
- (g) Training;
- (h) Hazardous situations which present a high risk to officer and/or public safety, to include:
 - i. Armed suicidal persons;
 - ii. Hostage situations;
 - iii. Barricaded suspects;
- (i) Arrest of armed and/or dangerous persons
- (j) Service of high risk search and arrest warrants involving armed and/or dangerous persons
- (k) Other unforeseen exigent circumstances

Unmanned Aerial Systems shall only be utilized for law enforcement purpose.

1303.3 DATA COLLECTION

If equipped, it shall be the request on all BPD deployments that the "video recording only" function of the UAS be activated whenever the UAS is deployed, and deactivated whenever the UAS deployment is completed. The UAS operator will rely on SD Cards for video recordings.

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Surveillance Use Policy-Unmanned Aerial System (UAS)

1303.4 DATA ACCESS

Access to UAS data shall be limited to Berkeley Police Department (BPD) personnel and the mutual assistance agency, in connection with an active investigation. Information may be shared in accordance with 1303.9 below. It shall be at the discretion of the Commander or senior supervisor to discern which members have a need to know, and limit access to those members. BPD is prohibited from selling any data obtained from the UAS.

1303.5 DATA PROTECTION

Whenever feasible, the data from the UAS should be encrypted by the vendor or operator. The data should only be accessible to BPD personnel who have been granted security access.

1303.6 CIVIL LIBERTIES AND RIGHTS PROTECTION

The Berkeley Police Department is dedicated to the most efficient utilization of its resources and services in its public safety endeavors. The Berkeley Police Department recognizes the need to protect its ownership and control over shared information and to protect the privacy and civil liberties of the public, in accordance with federal and state law. The procedures described within this policy (Data Access, Data Protection, Data Retention, Public Access and Third-Party Data Sharing) protect against the unauthorized use of Unmanned Aerial Systems (UAS). These procedures ensure the data is not used in a way that would violate or infringe upon anyone's civil rights and/or liberties, including but not limited to potentially disparate or adverse impacts on any communities or groups.

1303.7 DATA RETENTION

If available, any data collected by the use of a UAS should be purged by BPD within 60 days if it doesn't contain any data of evidentiary value. If the data has evidentiary value, it should be uploaded into BPD's evidence database and kept pursuant to the established retention guidelines set forth in policy 804-Records Maintenance and Release.

1303.8 PUBLIC ACCESS

UAS data which is collected and retained under this policy is considered a "law enforcement investigatory file" pursuant to Government Code § 6254, and shall be exempt from public disclosure. UAS data which is retained pursuant to this policy shall be available via public records request pursuant to applicable law regarding Public Records Requests as soon as the criminal or administrative investigation has concluded and/or adjudicated.

All requests and deployments shall be reported annually in the Surveillance Technology Report as outlined in BMC 2.99.070. Additionally, the Department shall publish data regarding the specific requests and deployments on the Department's transparency portal within 14 days of use.

1303.9 THIRD-PARTY DATA-SHARING

Data collected from the UAS may be shared with the following:

- (a) The District Attorney's Office for use as evidence to aid in prosecution, in accordance with laws governing evidence;

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- (b) Other law enforcement personnel as part of an active criminal investigation;
- (c) Other third parties, pursuant to a Court Order or Search Warrant.

1303.10 TRAINING

The use of a UAS shall only occur as the result of a mutual assistance request, and no BPD personnel will be allowed to operate a UAS. All BPD personnel shall be provided with this Surveillance Use Policy. BPD recognizes that the assisting agency will need to satisfy their respective training requirements to operate the UAS, however BPD personnel shall follow this policy and all relevant policies, including Records Management, Policy 804 while access or retaining any of the captured data from the UAS.

1303.11 AUDITING AND OVERSIGHT

Division Captains or their designee shall ensure compliance with this Surveillance Use Policy.

The security and integrity of the Surveillance Technology and collected information will be completed in the form of a random biennial audit of the uses from the Audit and Inspection's Sergeant. This audit will be routed to the Captain of Professional Standards Bureau and the Chief of Police for review.

Intentional violation of this policy may serve as grounds for disciplinary action pursuant to Policy 1010, Personnel Complaints.

1303.12 MAINTENANCE

UAS's will only be used in a mutual assistance request, and thereby must be obtained from the City Manager via the Chain of Command. All UAS maintenance shall be conducted by the owner/operator of the device consistent with all other mutual assistance response agreements.

Surveillance Use Policy-External Fixed Video Surveillance Cameras

1304.1 PURPOSE

This policy provides guidance for the use of City of Berkeley external fixed video surveillance cameras by the Berkeley Police Department (BPD).

This policy only applies to fixed, overt, marked external video surveillance systems utilized by BPD. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department. Department personnel shall adhere to the requirements for External Fixed Video Surveillance Cameras covered in this policy as well as the corresponding Use Policy-351.

This Surveillance Use Policy is legally-enforceable pursuant to BMC 2.99.

1304.2 AUTHORIZED USE

Only BPD members who receive training on this policy, who are then granted access by an administrator may access the data from the video surveillance cameras. This data may only be accessed to further a legitimate law enforcement purpose, as listed in this Policy. Members must follow the necessary logging mechanisms, such as case number and case type when querying the database.

The cameras shall only record video images and not sound. Recorded images pursuant to Section 351.5 may be accessed, reviewed, and used for specific criminal or BPD administrative investigations and video surveillance may be accessed and reviewed by authorized BPD personnel for the following purposes:

- (a) To support specific and active criminal investigations.
- (b) To support serious traffic-related investigations.
- (c) To support police misconduct investigations, and
- (d) To respond to and review critical incidents or natural disasters.

Unauthorized recording, viewing, reproduction, dissemination, or retention of video footage is prohibited.

The following are prohibited uses of the video surveillance system:

- (a) Unauthorized recording, viewing, reproduction, dissemination, or retention of video footage is prohibited.
- (b) Video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.
- (c) Video surveillance systems shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

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- (d) Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.
- (e) Video surveillance systems and recordings are subject to the Berkeley Police Department's Immigration Law Policy, and hence may not be shared with federal immigration enforcement officials.

1304.3 DATA COLLECTION

The cameras will film and store video on City of Berkeley encrypted servers. License plate and facial recognition data hardware is not installed on the cameras and may not be installed or used unless approved by the City council. Audio is a standard feature of the camera, but is deactivated by the system administrator and may not be activated or used unless approved by the City Council. The cameras and storage devices shall be wholly owned and operated/maintained by the City of Berkeley.

1304.4 DATA ACCESS

Access to video surveillance cameras data shall be limited to BPD personnel utilizing the camera database for uses described above and pursuant to Use Policy 351, with technical assistance from Public Works Department and Department of Information Technology personnel. Information may be shared in accordance with 1304.9 below. BPD members seeking access to the video surveillance system shall obtain the approval of the Investigations Division Captain, or their designee.

Supervisors should monitor camera access and usage to ensure BPD members are complying with this policy, other applicable department policy, and applicable laws. Supervisors should ensure such use and access is appropriately documented.

1304.5 DATA PROTECTION

All data transferred from the cameras and the servers shall be encrypted. Access to the data must be obtained through the Public Works Department according to this policy and published regulations that limit access and use of data by Public Works and other City Departments and personnel. All system access including system log-in, access duration, and data access points is accessible and reportable and shall be documented by the Public Works Department's authorized administrator. All relevant recordings that are utilized will be collected pursuant to Policy 802, Property and Evidence, and retained pursuant to Policy 804 Records and Maintenance.

1304.6 CIVIL LIBERTIES AND RIGHTS PROTECTION

The Berkeley Police Department is dedicated to the most efficient utilization of its resources and services in its public safety endeavors. The Berkeley Police Department recognizes the need to protect its ownership and control over shared information and to protect the privacy and civil liberties of the public, in accordance with federal and state law. Provisions of this policy, including 1304.4 Data Access, 1304.5 Data Protection, 1304.7 Data Retention, 1304.8 Public Access and 1304.9 Third Party Data Sharing serve to protect against any unauthorized use of video surveillance camera data. License plate and facial recognition data hardware is not installed on the cameras. Audio is a standard feature of the camera, but is deactivated by the system administrator.

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These procedures ensure the data is not used in a way that would violate or infringe upon anyone's civil rights and/or liberties, including but not limited to potentially disparate or adverse impacts on any communities or groups.

1304.7 DATA RETENTION

Video surveillance recordings are not government records pursuant to California Government Code 34090 in and of themselves. Except as otherwise permitted in this section, video surveillance recordings shall be purged within one hundred and eighty (180) days of recording. Recordings of incidents involving use of force by a police officer or involving detentions, arrests, or recordings relevant to a formal or informal complaint against a police officer shall be retained for a minimum of two years and one month. Recordings relating to court cases and complaints against BPD sworn officers that are being adjudicated will be manually deleted at the same time other evidence associated with the case is purged in line with the Department's evidence retention policy. Any recordings related to BPD administrative proceedings pursuant to this section shall be maintained until such matter is fully adjudicated, at which time it shall be deleted in line with the Department's evidence retention policy, and any applicable orders from the court. All data will automatically delete after the aforementioned retention period by the System Administrator from Public Works.

Any recordings needed as evidence in a criminal or police misconduct proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

1304.8 PUBLIC ACCESS

Data collected and used in a police report shall be made available to the public in accordance with department policy and applicable state or federal law.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records pursuant to Policy 804.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

1304.9 THIRD-PARTY DATA-SHARING

Requests for recorded video from other law enforcement agencies shall be referred to the Investigations Division Captain, or their designee for release in accordance with this policy, and must be related to a specific active criminal investigation.

Data collected from the video surveillance system may be shared with the following:

- (a) The District Attorney's Office for use as evidence to aid in prosecution, in accordance with laws governing evidence;
- (b) Other law enforcement personnel as part of an active criminal investigation;
- (c) Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process

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Requests for recorded video from the Office of Director of Police Accountability and Police Accountability Board shall be referred to the Investigations Division Captain, or their designee, for release in accordance with Charter Article XVIII, Section 125, Subdivision (20)(a).

1304.10 TRAINING

All BPD members authorized to operate or access video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, associated software, and review of relevant policies and procedures, including this policy as well as review of relevant City of Berkeley laws and regulations.

Training should also address state and federal law related to the use of video surveillance equipment and privacy. All relevant recordings that are utilized will be collected pursuant to Policy 802 Property and Evidence, and retained pursuant to Policy 804 Records Maintenance.

1304.11 AUDITING AND OVERSIGHT

The video surveillance software generates a site log each time the system is accessed. The site log is broken down by server, device, user or general access. The site log is kept on the server for two years and is exportable for reporting. Video surveillance system audits will be conducted by the Professional Standards Bureau's Audit and Inspections Sergeant on a regular basis, at least biennial.

BPD will enforce against prohibited uses of this policy pursuant to Policy 1010, Personnel Complaints or other applicable law or policy. The City Manager shall enforce against any prohibited use of the cameras and/or access to data by other City of Berkeley personnel.

The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be placed into the annual report filed with the City Council pursuant to BMC Section 2.99.020 2. d., published on the City of Berkeley website in an appropriate location, and retained within the Professional Standards Bureau.

1304.12 MAINTENANCE

It shall be the responsibility of the Public Works Department to facilitate and coordinate any updates and required maintenance with access limited to that detailed in the City Manager's promulgated policies.

Surveillance Use Policy-Fixed Automated License Plate Readers (ALPRs)

1305.1 PURPOSE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology. Department Personnel shall adhere to the requirements of the Surveillance Use-Fixed ALPRs in this policy as well as the corresponding Use Policy -422.

The policy of the Berkeley Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

The Berkeley Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CBP).

1305.2 DEFINITIONS

- (a) Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- (b) ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- (c) ALPR Administrator: The Investigations Bureau Captain or the Chief's designee, serves as the ALPR Administrator for the Department.
- (d) Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's, etc.
- (e) Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen, display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- (f) Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- (g) Hit Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a

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specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

1305.3 AUTHORIZED AND PROHIBITED USES

An ALPR shall only be used for official law enforcement business.

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or to support criminal investigations. Reasonable suspicion or probable cause is not required before using an ALPR database.
- (c) Partial license plates and unique vehicle descriptions reported during crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) If feasible, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry via MDT or through Dispatch.
- (f) Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)
- (g) Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. Hot lists utilized by the Department's LPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's LPR system will not have access to real time data. Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:
 - 1. Verification of status on a Hot List. An officer must receive confirmation, from a Berkeley Police Department Communications Dispatcher or other department

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computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).

2. Visual verification of license plate number. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the LPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.
3. Department members will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the Department member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).
4. General Hot Lists (SVS, SFR, and SLR) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.
5. All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR Administrator.
6. Administrator (or his/her designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity.

All Hot Plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- Entering Department member's name
 - Related case number.
 - Short synopsis describing the nature of the originating call
- (a) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Berkeley Police Department. Department personnel may only access and use the ALPR system for official and legitimate California law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:

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1. **Invasion of Privacy:** Except when done pursuant to a court order such as a search warrant, is a violation of this Policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
2. **Harassment or Intimidation:** It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.
3. **Use Based on a Protected Characteristic.** It is a violation of this policy to use the LPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
4. **Personal Use:** It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
5. **First Amendment Rights.** It is a violation of this policy to use the LPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.
 - (a) Anyone who intentionally engages in an impermissible use of the ALPR system or associated scan files or hot lists shall be subject to administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and departmental policies. Partial license plates reported during crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.
 - (a) Anyone who negligently engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and departmental policies. Partial license plates reported during crimes may be entered into the ALPR system in an attempt to identify suspect vehicles.

No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so. If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

1305.4 DATA COLLECTION

The Investigations Division Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures. Evidentiary hit data shall be transferred into the Department's digital evidence repository through secure integration.

All ALPR data downloaded to the ALPR server should be stored for no longer than 30 days, and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal

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or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server and uploaded into BPD's digital evidence repository.

ALPR vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. The ALPR vendor will purge their data at the end of the 30 days of storage. However, this will not preclude Berkeley Police Department from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established City of Berkeley retention schedule mentioned above or outlined elsewhere. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list. The ALPR vendor and Department shall ensure that the necessary data is captured and stored to accurately report the relevant data required in the Annual Surveillance Technology report. Once the City Council approves the Annual Surveillance Technology report all said data may be purged so long as it doesn't violate the Retention guidelines.

Restrictions on use of vendor Data: Information gathered or collected, and records retained by the vendor's cameras or any other Berkeley Police Department ALPR system will not be sold, accessed, or used for any purpose other than legitimate California law enforcement or public safety purposes.

1305.5 DATA ACCESS

- (a) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (b) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
- (c) If practical, an operator should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

1305.6 DATA PROTECTION

All saved data will be safeguarded and protected by both procedural and technological means. The Berkeley Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Non-law enforcement requests for access to stored ALPR data shall be processed according to the Records Maintenance and Release Policy in accordance with applicable law.
- (b) All ALPR data downloaded to any workstation or server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (c) Berkeley Police Department members approved to access ALPR data under these guidelines are permitted to access the data for legitimate California law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

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- (d) Aggregated ALPR data not related to specific criminal investigations shall not be released to any local, state or federal agency or entity without the consent of the Chief of Police or City Manager (i.e. If transportation department requested volume of vehicular traffic associated with specific events, it could conceivably be provided with the count of vehicles, but not the specific license plates with appropriate permissions).
- (e) Measures will be taken to ensure the accuracy of ALPR information. Errors discovered in ALPR data collected by ALPR units shall be marked, corrected or deleted in accordance with the type and severity of the error in question.
- (f) ALPR system audits will be conducted by the Professional Standards Bureau's Audit and Inspections Sergeant on a regular basis, at least biennial.
- (g) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate California law enforcement purposes.
- (h) Every ALPR Detection Browsing Inquiry must be documented by either the associated Berkeley Police case number or incident number, and/or a reason for the inquiry

For security or data breaches, see the Records Release and Maintenance Policy.

1305.7 CIVIL LIBERTIES AND RIGHTS PROTECTION

The Berkeley Police Department is dedicated to the most efficient utilization of its resources and services in its public safety endeavors. The Berkeley Police Department recognizes the need to protect its ownership and control over shared information and to protect the privacy and civil liberties of the public, in accordance with federal and state law. The procedures described within this policy (Data Access, Data Protection, Data Retention, Public Access and Third-Party Data Sharing) protect against the unauthorized use of ALPR data. These policies ensure the data is not used in a way that would violate or infringe upon anyone's civil rights and/or liberties, including but not limited to potentially disparate or adverse impacts on any communities or groups.

1305.8 DATA RETENTION

All ALPR data belongs to the Department. All ALPR data downloaded to the ALPR server should be stored for no longer than 30 days, and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server and uploaded into BPD's digital evidence repository.

ALPR vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. The ALPR vendor will purge their data at the end of the 30 days of storage. However, this will not preclude Berkeley Police Department from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established City of Berkeley retention schedule mentioned above or outlined elsewhere. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list. The ALPR vendor and Department shall ensure that the necessary data is captured and stored to accurately report the relevant data required in the Annual Surveillance Technology report. Once the City Council approves the

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Annual Surveillance Technology report all said data may be purged so long as it doesn't violate the Retention guidelines.

1305.9 PUBLIC ACCESS

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

The Department shall to the extent feasible aim to offer a transparency portal wherein the number of scans, hits, and queries is available to the public in real-time, or as near as real-time as feasible. All data shall be reported in the Annual Surveillance Technology Report.

1305.10 THIRD PARTY DATA-SHARING

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

- (a) A supervisor at the requesting agency will sign an acknowledgment letter stating that the shared data will only be used for the purposes that are aligned with the Berkeley Police Department's policy. The Berkeley Police Department does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CBP).
- (b) The signed letter is retained on file. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).
- (c) All signed letters shall be routed to the Audit and Inspection Sergeant for compliance and reporting.

ALPR data is subject to the provisions of the Berkeley Police Department's Immigration Law Policy, and hence may not be shared with federal immigration enforcement officials.

1305.11 TRAINING

Training for the operation of ALPR Technology shall be provided by BPD personnel. All BPD employees who utilize ALPR Technology shall be provided a copy of this Surveillance Use Policy.

1305.12 AUDITING AND OVERSIGHT

ALPR system audits will be conducted by the Professional Standards Bureau's Audit and Inspections Sergeant on a regular basis, at least biannually. The data from the fixed ALPRs shall be reported annually in the Surveillance Technology Report.

Any ALPR data or images that are utilized for an investigation that becomes evidence in a case will be made available to the Office of the Director of Police Accountability (ODPA) as it relates to a specific complaint of misconduct. Additionally, the results of any audits will be shared with the ODPA upon their completion.

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1305.13 MAINTENCE

Any installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Investigations Division Captain or his or her designee. The Investigations Division Captain will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data. Equipment maintenance shall be provided by the vendor.

1305.14 ATTACHMENTS

[See attachment: ALPR Acknowledgment Letter.pdf](#)

Chapter 14 - Manuals and Reference

2019 - LAW ENFORCEMENT MUTUAL AID PLAN

1401.1 OFFICE OF EMERGENCY SERVICES LAW ENFORCEMENT MUTUAL AID PLAN

Download the PDF [OES LEMA Blue Book](#) or click here [OES LEMA Blue Book](#)

REFERENCE LINKS

1402.1 OFFICE OF EMERGENCY SERVICES EMERGENCY OPERATIONS GUIDE

[Link to Emergency Operations Guide](#)

1402.2 OFFICE OF EMERGENCY SERVICES MUTUAL AID PLAN

[Mutual Aid](#)

1402.3 CITY OF BERKELEY EMERGENCY OPERATIONS PLAN

[Link to COB Emergency Operations Plan](#)

Chapter 15 - Legislative Updates

2019 Legislative Update

1500.1 PURPOSE

The Professional Standards Bureau has prepared this legislative update for the 2019 calendar year. It is intended to serve as a general summary of legal changes that pertain to law enforcement and is not meant to cover every legislative change enacted in 2018. The 2019 Legislative Update Manual published by the California Peace Officers' Association is the main source used for this summary. All personnel are invited to click on the links within this document and read these various codes in their entirety for a more detailed explanation. The changes outlined below go into effect January 1, 2019, unless otherwise indicated.

1500.2 BUSINESS AND PROFESSIONS CODE

CANNABIS IN ALCOHOLIC BEVERAGES - [AB 2914 \(Cooley\)](#) - BP §§ 25621.5 and 26070.2: Prohibits an alcoholic beverage licensee from selling, offering, or providing cannabis or cannabis products, including the sale of an alcoholic beverage that contains cannabis, and clarifies existing laws banning alcoholic beverages containing tetrahydrocannabinol or cannabinoids, regardless of source.

PAWN SHOPS - [AB 1993 \(Gipson\)](#) - BP §§ 21636 and 21636.1: Revises the current requirement for secondhand dealers to hold (and not sell) property from 30 days to seven days, with the exception of firearms. In addition, it authorizes the dealer to sell the property after 5 days, if specified information is collected.

1500.3 CIVIL CODE

HUMAN TRAFFICKING - BUSINESSES - [AB 2034 \(Kalra\)](#) - CC § 52.6: Requires businesses and establishments that operate in transportation or handle high volumes of traffic to train their employees in recognizing the signs of human trafficking and reporting suspected human trafficking.

HUMAN TRAFFICKING - EMPLOYEES - [SB 970 \(Atkins\)](#) - GC § 12950.3: Requires, by January 1, 2020, hotels and motels to provide at least 20 minutes of classroom or other effective interactive training and education regarding human trafficking awareness to each employee who is likely to interact or come into contact with victims of human trafficking and who is employed as of July 1, 2019.

1500.4 GOVERNMENT CODE

BODY CAMERAS - FOOTAGE DISCLOSURE - [AB 748 \(Ting\)](#) - GC § 6254: Commencing July 1, 2019, an audio or video recording that relates to a critical incident, as defined, may only be withheld during an active criminal or administrative investigation for 45 days. Agencies will need to show cause for non-release after the 45 days. If not released, the agency will need to continue to show cause and notify the requesting party every 30 days thereafter.

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1500.5 LABOR CODE

WORKERS COMP - OFF DUTY POLICE - [AB 1749 \(Daly\)](#) - Labor Code Section 3600.2 (Amend): Clarifies that certain peace officers injured out of state while performing defined law enforcement duties are eligible to receive workers' compensation benefits, in the discretion of the employing agency.

1500.6 PENAL CODE

FELONY MURDER - ACCOMPLICE - [SB 1437 \(Skinner\)](#) - PC §§ 188 and 189: Limits liability for individuals based on a theory of first- or second-degree felony murder. Specifies that in order for an accomplice to be convicted of murder, he/she must have had the mental state described as malice, unless certain criteria are met. States that malice shall not be imputed to a person based solely on his or her participation in a crime. It's a retroactive bill which will allow those in custody for murder, based on the felony murder rule, to be released or receive a reduced sentence.

FIREARMS - DOMESTIC VIOLENCE - [AB 3129 \(Rubio\)](#) - PC § 29805: Prohibits a person who is convicted of a misdemeanor domestic violence offense, which currently results in a 10-year prohibition against possessing a firearm, from possessing a firearm for life.

FIREARMS - RETIRED PEACE OFFICERS - [AB 1192 \(Lackey\)](#) - PC § 16690: Exempts retired Level I reserve peace officers who meet specified length of service requirements from the ban on possessing high-capacity magazines.

FIREARMS - VEHICLE STORAGE - [SB 1382 \(Vidak\)](#) - PC § 25140: Permits the leaving of a handgun in an unattended vehicle if the handgun is locked in a tool box or utility box and defines a locked tool box or utility box as: "a fully enclosed container that is permanently affixed to the bed of a pickup truck or vehicle that does not have a trunk, and is locked by a padlock, key lock, combination lock, or other similar locking device."

GUN VIOLENCE RESTRAINING ORDERS - [SB 1200 \(Skinner\)](#) - PC §§ 11106, et al.: Makes various changes to existing laws related to gun violence restraining orders (GVROs). States that for purposes of the GVRO law, "ammunition" includes a "magazine," as defined in existing law. Requires an officer serving a GVRO to verbally ask the restrained person if he or she has any firearms, firearm parts or components, ammunition, or magazines in his or her possession or under his or her custody or control.

RECORDS - POST ON INTERNET - [SB 978 \(Bradford\)](#) - PC Title 4.7 §13650: Requires, commencing January 1, 2020, POST and each local law enforcement agency to conspicuously post on their Internet websites all current standards, policies, practices, operating procedures, and education and training materials that would otherwise be available if a request was made pursuant California Public Records (CPRA), and makes Legislative findings and declarations.

RECORDS - POLICE OFFICERS - [SB 1421 \(Skinner\)](#) - PC §§ 832.7 and 832.8: Provides the public with access, through the CPRA, to records related to reports, investigation, or findings of incidents involving:

- The discharge of a firearm at a person by an officer

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- The use of force by an officer which results in death or serious bodily injury.
- A sustained finding that an officer engaged in the sexual assault of a member of the public.
- A sustained finding that an officer was dishonest relating to the reporting, investigation, or prosecution of a crime, or relating to the misconduct of another peace officer, including but not limited to perjury, false statements, filing false reports, destruction/falsifying/or concealing evidence, or any other dishonesty that undermines the integrity of the criminal justice system.

WOBBLERS - [AB 1941 \(Jones-Sawyer\)](#) - PC § 17: Allows the court to reduce an offense punishable as a felony or a misdemeanor to a misdemeanor upon successful completion of probation, regardless of whether the court had previously imposed a sentence.

WARRANTS - [AB 2710 \(Oberholte\)](#) - PC §§ 817 and 1526: Eliminates the requirement that a judge take the oath over the telephone when an officer makes an application for a search warrant or arrest warrant. “The magistrate shall verify that all the pages sent have been received, that all pages are legible, and that the declarant’s signature, digital signature, or electronic signature is genuine.”

1500.7 VEHICLE CODE

BICYCLES - HELMETS - [AB 3077 \(Caballero\)](#) - VC §§ 21212 and 40303.5: Requires a citation issued to a person under the age of 18 for not wearing a helmet when riding a bicycle, scooter, skateboard, or roller or in-line skates to be non-punitive and correctable if the minor’s parent or legal guardian shows proof of correction within 120 days to the issuing law enforcement agency. It requires the officer to keep the citation for 120 days to allow for the parent or guardian to show proof of correction. If proof is shown, the citation may not be turned in to the court.

BICYCLES - HIT AND RUN - [AB 1755 \(Steinorth\)](#) - VC § 21200: Extends the provisions of Vehicle Code Section 20001 to persons operating bicycles on Class I bikeways. A bicyclist, if involved in an accident on a Class I bikeway which results in injury to another involved person, is required to stop, provide identifying information, and render assistance as necessary. A bicyclist who fails to follow these requirements is in violation of the “hit and run” law to the same extent as a vehicle or a bicyclist on a roadway.

DRIVER’S HANDBOOK - [AB 2918 \(Holden\)](#) - VC § 1656.3: The Department of Motor Vehicles Driver’s Handbook will include information addressing the extent and limitations of a peace officer’s authority during a traffic stop and the legal rights of drivers and passengers. The information will be developed by the civil rights section of the Department of Justice in consultation with the Department of Motor Vehicles, California Highway Patrol, Commission on Peace Officer Standards and Training, and civil rights organizations.

DUI - BLOOD TESTS - [AB 2717 \(Lackey\)](#) - VC §§ 23577, 23578, 23612: Modifies California law regarding the refusal to submit to a test of blood alcohol when a person is suspected of driving under the influence (DUI) to attempt to comply with the United States (U.S.) Supreme Court’s

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ruling in *Birchfield v. North Dakota*, (2016) 136 S. Ct. 2160, by deleting the criminal penalty for refusing to submit to a blood test.

INSURANCE AT COLLISION SCENE - [AB 3246](#) - VC § 16028: Clarifies that Section 16028(a) of the Vehicle Code (not 16028(c)) is the appropriate section for officers to cite if a driver fails to provide proof of financial responsibility at the scene of a traffic collision.

MOTORIZED SCOOTER - HELMET - [AB 2989 \(Flora\)](#) - VC § 21235: Removes the bicycle helmet requirement for riders of motorized scooters who are 18 years of age or older. It is still illegal to operate a motorized scooter upon a sidewalk, except as necessary to enter or leave adjacent property.

VEHICLES - TOWING AND STORAGE - [AB 2392 \(Santiago\)](#) - VC §§ 10652.5, et al.: Provides additional consumer protections when a vehicle is towed or stored for any reason. There have been instances where towing and storage operators capitalize on consumer confusion by charging excessive fees. This law aims to curb these practices by ensuring that fees are reasonable and do not exceed those that are approved by the California Highway Patrol or local law enforcement's Tow Service Agreements.

1500.8 WELFARE AND INSTITUTIONS CODE

JUVENILES - DNA COLLECTION - [AB 1584 \(Gonzalez Fletcher\)](#) - W&I § 625.4: Law enforcement shall not request a voluntary DNA sample be collected directly from a minor, without first obtaining written consent from the minor and the minor's parent or legal guardian, or attorney representing the minor.

JUVENILES - 12 YEAR OLDS - [SB 439 \(Mitchell\)](#) - W&I §§ 601, et al.: Establishes that a minor under the age of 12 who has committed a minor crime may not be adjudged a ward of the court and should be released to their parent or guardian. However, a minor under 12 who is alleged to have committed specified violent felonies, including murder and rape by force, remains within the jurisdiction of the juvenile court.

JUVENILES - TRIED AS ADULTS - [SB 1391 \(Lara\)](#) - W&I § 707: Repeals the authority of a prosecutor to make a motion to transfer a minor from juvenile court to adult criminal court if the minor was alleged to have committed certain serious offenses when he or she was 14 or 15 years old.

MENTAL HEALTH - FORMS - [AB 2099 \(Gloria\)](#) - W&I § 5150: Allows copies of the 5150 application to be treated as the original by hospitals and mental health facilities.

MENTAL HEALTH - FIREARMS - [AB 1968 \(Low\)](#) - W&I § 8103: Beginning January 1, 2020, requires that a person placed on a W&I 5150 hold more than once within a one-year period be prohibited from owning a firearm for the remainder of his or her life.

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1501.1 PURPOSE AND SCOPE

The Professional Standards Bureau has prepared this legislative update for the 2020 calendar year. It is intended to serve as a general summary of legal changes that pertain to law enforcement and is not meant to cover every legislative change enacted in 2019. The 2020 Legislative Update Manual published by the California Peace Officers' Association is the main source used for this summary. All personnel are invited to click on the links within this document and read the various codes in their entirety for a more detailed explanation. The changes outlined below go into effect January 1, 2020, unless otherwise indicated.

1501.2 DEADLY FORCE - USE OF

[AB 392 \(Weber\)](#) Revises the standards for use of deadly force by peace officers. Specifies that homicide is justifiable when committed by a peace officer and those acting by their command in their aid and assistance, under either of the following circumstances:

- (a) In obedience to any judgment of a competent court; or
- (b) When the homicide results from a peace officer's use of force that is in compliance with the standards of Penal Code Section 835a.

1501.3 DEADLY FORCE - TRAINING

[SB 230 \(Caballero\)](#) Requires law enforcement agencies to maintain a policy by January 1, 2021 that provides guidelines on the use of force, utilizing de-escalation techniques and other alternatives to use of force, specific guidelines for the application of deadly force, and factors for evaluating and reviewing all use of force incidents.

1501.4 DMV PRIVILEGE

[AB 1168 \(Mullin\)](#) Removes the ability of the court to delay, suspend or revoke, or order DMV to delay, suspend, or revoke a person's driving privilege as a result of a conviction for various offenses. Repeals the license suspensions for vandalism, controlled substance or alcohol use, possession or related conduct and/or firearm use.

1501.5 CONDOMS - EVIDENCE CODE

[SB 233 \(Wiener\)](#) Provides that possession of a condom is not admissible in the prosecution of a violation of specified crimes related to prostitution.

1501.6 TEXT TO 911

[SB 485 \(Beall\)](#) Requires each public safety agency to deploy a text to 911 service that enables an individual to text "911" for emergency services, by January 1, 2021.

1501.7 EMBEZZLED VEHICLES

[AB 391 \(Voepel\)](#) Decreases the five-day period following the expiration of an auto-rental agreement or lease for the presumption of embezzlement to apply to 72 hours.

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1501.8 DISCOVERY

[AB 1600 \(Kalra\)](#) Shortens the notice requirement in criminal cases when a defendant files a motion to discover police officer misconduct from 16 days to 10 days.

1501.9 GVROS DURATION

[AB 12 \(Irwin\)](#) Extends the duration of gun violence restraining orders (GVRO) and their renewals to a maximum of five years. Authorizes the employing law enforcement agency to be named in a GVRO petition filed by a law enforcement officer in place of the individual officer's name. Delays implementation until September 1, 2020.

1501.10 GVROS - CATEGORY

[AB 61 \(Ting\)](#) Expands the category of persons that may file a petition requesting a court to issue an ex parte temporary gun violence restraining order (GVRO), a one year GVRO, or a renewal of a GVRO, to include an employer, a coworker who has substantial and regular interactions with the subject of the petition for at least one year and has obtained the approval of the employer, and an employee or teacher of a secondary school, or postsecondary school the subject has attended in the last six months and has the approval of the school administration staff. Delays implementation of this measure until September 1, 2020.

1501.11 GVROS - PROCEDURES

[AB 339 \(Irwin\)](#) Requires each law enforcement agency to develop and adopt written policies and standards regarding the use of gun violence restraining orders (GVRO) on or before January 1, 2021.

1501.12 RAPE KITS - RAPID TURNAROUND

[SB 22 \(Leyva\)](#) Requires law enforcement agencies to submit sexual assault forensic evidence to a crime lab within 20 days after it is booked, and requires crime labs to either process the evidence for DNA profiles and upload them into the Combined DNA Index System (CODIS) or transmit the evidence to another crime lab for processing and uploading.

1501.13 MENTAL ILLNESS - TERMS

[AB 46 \(Carrillo\)](#) Replaces terminology used to describe mental health conditions and individuals with mental health conditions.

Replaces, in various sections of California's code:

- "Insane" with "mental health disorder"
- "Mentally incapacitated" with "lacks mental capacity"
- "Mentally or severely disordered" with "mental or severe mental health disorder"
- "Developmentally disabled" with "developmental disability"
- "Mental disorder" and "mental defect" with "mental health disorder"
- "Mentally ill" with "mental illness."

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1501.14 FACIAL RECOGNITION

[AB 1215 \(Ting\)](#) Prohibits, until January 1, 2023, a law enforcement officer or agency from installing, activating, or using a biometric surveillance system in connection with a law enforcement agency's body-worn camera or any other camera.

1501.15 PEER SUPPORT

[AB 1117 \(Grayson\)](#) Enacts the Law Enforcement Peer Support and Crisis Referral Services Program authorizing a local or regional law enforcement agency to establish a peer support and crisis referral program (Peer support program).

1501.16 POSSE COMITATUS

[SB 92 \(Hertzberg\)](#) Repeals the posse comitatus provision of the Penal Code, which makes an able-bodied person 18 years of age or older who neglects or refuses to assist a peace officer or a judge in making an arrest, retaking an escaped person into custody, or preventing the breach of the peace, subject to a fine between \$50-\$1000.

1501.17 JURY SERVICE

[SB 310 \(Skinner\)](#) Allows for a person with a prior felony conviction to serve on a jury. Provides that a person is ineligible for jury service if they are a 290 registrant, currently on parole, PRCS, or felony probation, or currently incarcerated in any prison or jail.

1501.18 PTSD - WORKER'S COMPENSATION

[SB 542 \(Stern\)](#) Creates a rebuttable presumption for specified peace officers that a diagnosis of post-traumatic stress disorder (PTSD) is occupational, and therefore covered by the workers' compensation system.

1501.19 CHILDHOOD SEXUAL ASSAULT - STATUTE OF LIMITATIONS

[AB 218 \(Gonzalez\)](#) Extends the civil statute of limitations for childhood sexual assault by 14 years, revives, for three years, old claims, and increases certain penalties for childhood sexual assault.

1501.20 BICYCLES

[AB 1266 \(Rivas\)](#) This bill allows bicycles to travel straight through a right or left-hand-turn-only lane while at an intersection, if an official traffic control device indicates the movement is permitted. The Department of Transportation (Caltrans) would be required to develop standards to implement the provisions.

1501.21 MUFFLER CITATIONS

[SB 112 \(Budget and Fiscal Review Committee\)](#) This bill will allow law enforcement to issue a correctable citation for muffler noise to the drivers of vehicles however, citations for motorcyclists would remain non-correctable.

1501.22 DOMESTIC VIOLENCE

[SB 273 \(Rubio\)](#) Extends the window to prosecute a felony domestic violence crime from three years to five years and makes changes to domestic violence training for peace officers.

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1501.23 CASE LAW - BLOOD DRAWS

[Mitchell v. Wisconsin \(2019\) 139 S.Ct. 2525](#) RULE: When a DUI suspect is unconscious “the general rule is that a warrant is not needed” for a blood test.

1501.24 CASE LAW - MIRANDA

[People v. Anthony \(2019\) 32 Cal.App.5th 1102](#) RULE: When a suspect invokes Miranda but later decides he wants to speak with officers after all, officers must re-advise him/her of their Miranda rights anew or limit the second interview to questions that are not likely to elicit an incriminating response.

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1502.1 PURPOSE AND SCOPE

The Professional Standards Bureau has prepared this legislative update for the 2021 calendar year. It is intended to serve as a general summary of legal changes that pertain to law enforcement and is not meant to cover every legislative change enacted in 2020. The 2021 Legislative Update Manual published by the California Peace Officers' Association is the main source used for this summary. All personnel are invited to click on the links within this document and read the various codes in their entirety for a more detailed explanation. The changes outlined below go into effect January 1, 2021, unless otherwise indicated.

1502.2 FALSE REPORTS AND HARASSMENT

AB 1775 (Jones-Sawyer)

https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1775

Makes it a "wobblette" to knowingly use the 911 emergency system for the purpose of harassing another, and increases the penalty for this crime by up to one year in county jail, or a fine of no more than \$2,000 if the harassment is also an act defined to be a hate crime or is an offense committed against a person based on their perceived race, ethnicity, religion, nationality, country of origin, ancestry, disability, gender, gender identity, gender expression, or sexual orientation.

1502.3 CRIMINAL PROCEDURE: DISCRIMINATION

AB 2542 (Kalra)

https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB2542

A LE officer's potential bias, if found by the court, may be the cause for vacation of a conviction.

1502.4 DRIVING PRIVILEGE: SUSPENSION OR DELAY

SB 485 (Beall)

https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB485

Repeals ability of court to delay, or order to DMV to delay, suspend or revoke a DL as a result of conviction for: Vandalism, Controlled substance or alcohol use or possession, or firearm use.

1502.5 INVASION OF PRIVACY: FIRST RESPONDERS

AB 2655 (Gibson)

https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB2655

Makes it a misdemeanor for a first responder, as defined, operating under color of authority, to use an electronic at the scene of an accident or crime to capture the image of a deceased person for any purpose other than an official law enforcement purpose or for a genuine public interest.

1502.6 FIREARMS: GUN VIOLENCE RESTRAINING ORDERS

AB 2617 (Gabriel)

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Updates PC 18140 language to note that a copy of a GVRO be filed with the court no later than 3 court days after issuance.

1502.7 FIREARM TRANSFERS

AB 1292 (Bauer-Kahan)

http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1292

Specifies circumstances which allow a firearm to be transferred from one person to another by operation of law without the need to go through a firearms dealer. PC 25570:Exempts an individual from specified prohibitions on possession and transfer of firearms (including open carry) when the individual is delivering a firearm to law enforcement these circumstances:

- Person gives prior notice to the LE agency that they are transporting the gun
- Person took the gun from someone who was committing a crime against them and notified a LE agency that they are transporting it for disposition

1502.8 FIREARM TRANSFERS II

SB 61 (Portantino)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB61

Extends the prohibition on purchasing more than one handgun a month to include semiautomatic centerfire rifles.

Exempts the following from the “one gun a month” prohibition:

- Any law enforcement agency
- Any state or local correctional facility
- Any person who is properly identified as a full-time peace officer and who is authorized to and does carry a firearm during the course and scope of employment as a peace officer.

1502.9 JUVENILE MIRANDA

SB 203 (Bradford)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB203

Previously Juveniles 15 and under required legal counsel prior to Miranda. As of Jan 1st, 2021 the law has changed to Juveniles 17 and under per SB 203.

1502.10 ELDER AND DEPENDENT ADULT ABUSE POLICIES

SB 338 (Hueso)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB338

Requires a LE agency that adopts or amends its policy regarding senior and disability victimization after **April 13, 2021** to include information and training on elder and dependent abuse.

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1502.11 PROBATION: LENGTH OF TERMS

AB 1950 (Kamlager)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1950

Limits the term of probation to no longer than two years for a felony conviction and one year for a misdemeanor conviction, except offenses that include a specific probation term in statute. Provides that the two-year probation limit does not apply to offenses defined by law as violent felonies, or to an offense that includes a specific probation term within its provisions. Provides that the two-year probation limit does not apply to a felony conviction for grand theft from an employer, embezzlement, or theft by false pretenses, if the total value of property taken exceeds \$25,000. More to follow after this bill is examined by the DA's Office.

1502.12 CHILD ABUSE: REPORTABLE CONDUCT

AB 1145 (Garcia, Cristina)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1145

Specifies that "sexual assault" for purposes of reporting incidents of abuse under the Child Abuse and Neglect Reporting Act (CANRA) does not include voluntary sodomy, oral copulation, or sexual penetration, if there are no indicators of abuse, unless the conduct is between a person who is 21 years of age or older and a minor who is under 16 years of age. Specifies that "sexual assault" for purposes of reporting incidents of abuse under the Child Abuse and Neglect Reporting Act (CANRA) does not include voluntary sodomy, oral copulation, or sexual penetration, if there are no indicators of abuse, unless the conduct is between a person who is 21 years of age or older and a minor who is under 16 years of age.

1502.13 SEARCH WARRANTS: VEHICLE RECORDING DEVICES

AB 1638 (Oberholte)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1638

Amends PC 1524 to allow law enforcement to obtain a search warrant to access vehicle event data recorder (EDR) information in cases of death or serious injury involving a motor vehicle.

1502.14 CLETS, DOCUMENTATION OF REASONS FOR INQUIRIES

AB 1747 (Gonzalez)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1747

You will be required, commencing July 1, 2021 to document the reason for the initiation of all non-criminal history inquiries on CLETS (i.e. the non-criminal history inquiries routinely made during traffic stops and at traffic collisions scenes).

1502.15 OPEN CONTAINERS OF ALCOHOL IS PERMITTED ON PEDICABS WITH LOCAL ORDINANCE APPROVAL

SB 543 (Pan)

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https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB543

Alcohol consumption will continue to be allowed on pedicabs. Pedicabs allowing alcohol consumption can only be operated once an operator has met significant safety standards and operating requirements including local government approval have been met. This includes; all passengers being 21 years of age or older, alcohol may only be consumed by passengers while physically onboard the pedicab, alcohol beverages may only be supplied by the passengers of the pedicab, the operator or safety monitor shall have met the safety training course requirement, and the consumption of alcoholic beverages onboard the pedicab shall be authorized by local ordinance or resolution. See VC 21215.2 for the parameters that must be met.

1502.16 EMERGENCY VEHICLES

SB 909 (Dodd)

https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB909

Allows authorized emergency vehicles to be equipped with a device which emits a “Hi-Lo” audible warning sound that meets regulations established by the California Highway Patrol (CHP).

1502.17 POLICE USE OF FORCE

AB 1506 (McCARTY)

Provides that a state prosecutor shall conduct an investigation of any officer-involved shooting that resulted in the death of an unarmed civilian, and beginning July 1, 2023, to operate a Police Practices Division within the Department of Justice to, upon request of a local law enforcement agency, review the use of deadly force policies of that law enforcement agency.

1502.18 CASE LAW: FOURTH AMENDMENT: SEIZURE OF PROPERTY

People v. Tran (2019) 42 Cal.App.5th 1: Under what circumstances may a police officer seize a digital

device pending an application for a search warrant?

RULE: Law enforcement may seize a digital device to prevent the destruction or loss of evidence pending

an application for a search warrant.

1502.19 CASE LAW: FOURTH AMENDMENT: DETENTION OF SUSPECT ON FOOT

People v. Flores (2019) 38 Cal.App.5th 617: Can a person be detained solely based on the facts that they are in a high-crime area and fled from law enforcement?

RULE: Flight from a high-crime area is not sufficient, on its own, to establish a reasonable suspicion to detain.

1502.20 CASE LAW: DETENTION VIA VEHICLE STOP

People v. Tacardon (2020) 53 Cal.App.5th 89: Was a suspect detained when an officer made a U-turn, parked 15-20 feet behind the suspect’s legally parked car, turned his spotlight onto the suspect’s car, and immediately got out and approached?

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RULE: When an officer parks a marked patrol car behind a legally parked car and illuminates the car with a spotlight, the driver may well feel he or she is “the object of official scrutiny,” but such directed scrutiny does not amount to a detention.

1502.21 CASE LAW: FOURTH AMENDMENT: REASONABLE SUSPICION FOR VEHICLE STOPS

Kansas v. Glover (2020) 140 S.Ct. 1183: If an officer runs a license plate and learns that the registered owner’s driver’s license was suspended or revoked, may the officer stop the vehicle to confirm that the driver was the registered owner and, therefore, citable?

RULE: If the registered owner’s license of a vehicle has been revoked or suspended, a vehicle stop is reasonable unless the officer has information (e.g., wrong sex or wrong race) negating the inference that the owner is the driver.

1502.22 CASE LAW: FOURTH AMENDMENT: VEHICLE SEARCH- MARIJUANA, PROBABLE CAUSE, AND THE AUTOMOBILE EXCEPTION

People v. Shumake (2019) 45 Cal.App.5th Supp. 1: May officers search a vehicle upon finding cannabis flower in a closed container in the center console of a vehicle?

RULE: (1) Automobile exception permitting warrantless search applies when there is probable cause to believe evidence of a crime or contraband may be found; (2) Veh. Code, § 2322 prohibits possession of loose cannabis flowers “not in a container” while driving a motor vehicle.

2. FACTS: An officer conducted a traffic stop; Def. was driver. Officer noticed a strong smell of marijuana, both fresh and burnt, coming from his car. The officer asked Def. if he had marijuana, and he stated that he had “some bud” in the center console. The officer searched the car and discovered 1.14 grams of “dried flower” marijuana in a closed tube in the center console. Upon further search, the officer discovered a loaded pistol under the driver’s seat.

3. HELD: Reversed. Vehicle Code, § 23222 prohibits the possession of “loose cannabis flower not in a container” while driving a motor vehicle. Because Def. possessed cannabis flower in a closed container, the possession was lawful and could not be relied upon to justify the search. Absent the discovery of the cannabis, there was no probable cause to search the vehicle under the automobile exception, and the firearm would not have been inevitably discovered.

1502.23 CASE LAW: FOURTH AMENDMENT: VEHICLE SEARCH- MARIJUANA, PROBABLE CAUSE, AND THE AUTOMOBILE EXCEPTION

People v. McGee (2020) 53 Cal.App.5th 796: Did officers have probable cause to search the vehicle after observing, in plain view, an open container of marijuana?

RULE: The presence of an unsealed bag of marijuana plainly visible on a passenger’s person constitutes probable cause to search the vehicle, including containers.

2. FACTS: Officers initiated a traffic stop of the car Def. was driving for expired registration. After Def. pulled over, one officer approached the driver’s side of the car and encountered Def., while his partner approached the passenger’s side and encountered a female passenger. As they

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approached the car, both officers noted the scent of unburned marijuana. When asked about the scent, Def. denied having any marijuana in the car; however, the officer speaking with the female passenger saw an unsealed bag of marijuana in her cleavage. The officers searched the vehicle. On the passenger floorboard was a zipped purse, and inside was a loaded handgun. After Miranda warnings, Def. (a felon) admitted the gun was his and that he had placed it in the passenger's purse when he saw the officers behind his car.

3. HELD: Conviction affirmed. The search of the vehicle, including the passenger's purse, was justified pursuant to the automobile exception. While the mere presence of a lawful amount of marijuana is not sufficient to establish probable cause to search under the automobile exception, and there must be some additional evidence of illegality, here there was sufficient additional evidence because the officer observed an open container on the passenger's person (and possession of an unsealed or open container of marijuana in a vehicle is still illegal, no

matter the amount). The presence of this contraband provided probable cause to believe the passenger possessed other open containers, and therefore the officers had probable cause to search the passenger and the vehicle for further evidence of contraband.

1502.24 CASE LAW: FOURTH AMENDMENT: VEHICLE SEARCH- MARIJUANA, PROBABLE CAUSE, AND THE AUTOMOBILE EXCEPTION

People v. Lee (2019) 40 Cal.App.5th 853: Does the seizure of a small amount of marijuana from Def.'s person constitute probable cause to search a vehicle? When may law enforcement impound a vehicle when a driver's license is suspended?

RULE: The warrantless search of a vehicle is allowed: (1) under the automobile exception when there is probable cause to believe evidence of a crime or contraband may be found; or (2) during a vehicle inventory properly conducted in the course of impounding an automobile. A vehicle may be impounded only if it serves a community caretaking function.

2. FACTS: When Def. failed to produce a license after a traffic stop and exiting the vehicle, officers conducted a pat-down search and found a small amount of marijuana and cash in Def.'s pocket. When the officer began to handcuff him, Def. tensed up and leaned back in the car to tell something to his passenger. The officers learned that Def. was driving on a suspended license. They handcuffed Def., detained the passenger, and proceeded to search Def.'s car, telling Def. they were going to impound the vehicle due to his suspended license. During the search, officers found cocaine, a gun, and indicia of drug sales. Def. was charged with drug-and-weapon-related offenses and moved to suppress the evidence. The prosecution argued that the search was justified as an automobile search and a vehicle inventory prior to its impound.

3. HELD: Reversed. The officers lacked probable cause under the automobile exception. Finding a small (legal) amount of marijuana and money on Def. did not provide a reasonable basis to believe contraband would be found in the car. There was no evidence that would cause a reasonable person to believe the Def. had more marijuana than the legal amount he possessed (e.g. no odor, open container, or signs of illegal sales activity).

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The decision to impound the vehicle was not justified because no community caretaking function was served by impounding the car. The car was parked in or next to an apartment complex. It was not blocking a roadway, the sidewalk, or a driveway. And the trial court reasonably found the officer's primary motive was to investigate, rather than inventory, the car.

- A motive to impound the vehicle was belied by how the search was conducted and the officer's repeated questions to Def. about whether there was anything illegal inside the vehicle. The officer who performed the search did not complete a required San Diego Police Department form (ARJIS-11) for towing and impound. And he did not assist the officer who ultimately completed the vehicle inventory (after discovery of the contraband).
- Although the Vehicle Code authorizes law enforcement to impound a car when a person is found to be driving on a suspended license, "the fact that an inventory search is authorized is not determinative of the search's constitutionality."

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1503.1 PURPOSE AND SCOPE

The Professional Standards Bureau has prepared this legislative update for the 2022 calendar year. It is intended to serve as a general summary of legal changes that pertain to law enforcement and is not meant to cover every legislative change enacted in 2021. The 2022 Legislative Update Manual published by the California Peace Officers' Association is the main source used for this summary. All personnel are invited to click on the links within this document and read the various codes in their entirety for a more detailed explanation. The changes outlined below go into effect January 1, 2022, unless otherwise indicated.

1503.2 ARREST WARRANTS: DECLARATION OF PROBABLE CAUSE

AB-127 (Kamlager)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB127

Authorizes an employee of a public prosecutor's office to make a declaration of probable cause to arrest to a magistrate *if the defendant is a peace officer*.

1503.3 WITNESS CREDIBILITY: SEXUAL CONDUCT, SOCIAL MEDIA CONTENT

AB 341 (Horvath)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB341

EC 782 (Amended)

Provides additional protections under the Rape Shield Law to victims of sexual assault by requiring evidence mined from their social media accounts to first be evaluated by a judge to demonstrate relevance and admissibility before being introduced in open court to attack the victim's credibility in a sexual assault prosecution

1503.4 ORGANIZED RETAIL THEFT

AB 331 (Jones-Sawyer)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB331

PC 490.4 (Added)

Re-establishes the crime of organized retail theft until to January 1, 2026, and also empowers the existence of a taskforce established by the California Highway Patrol to analyze organized retail theft and vehicle burglary and assist local law enforcement in counties identified as having elevated property crime.

1503.5 PARTICIPATION IN A CRIMINAL STREET GANG: ENHANCED SENTENCE

AB 333 (Kamlager)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB333

Effective: January 1, 2023

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PC 186.22 (Amended) and 1109 (Added)

Redefines the terms "pattern of criminal gang activity" and "criminal street gang" for the purposes of the gang offense, enhancement, and alternate penalty under the STEP Act and requires bifurcation of gang-related prosecutions from prosecutions that are not gang-related.

PC 186.22 (f) definition of "Criminal Street Gang:"

An ongoing, organized association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more of the criminal acts enumerated in subdivision (e), having a common name or common identifying sign or symbol, and whose members collectively engage in, or have engaged in, a pattern of criminal gang activity.

1503.6 PEACE OFFICERS: MINIMUM QUALIFICATIONS

AB 89 (Jones-Sawyer)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB89

GC 1031.4 (Added)

(a) In addition to the standards in Section 1031, each state officer and employee designated as peace officers as described in Sections 830.1, with the exception of those described in subdivision (c) of that section, 830.2, with the exception of those described in subdivision (d) of that section, 830.3, 830.32, or 830.33 of the Penal Code, or any other peace officer employed by an agency that participates in the Peace Officer Standards and Training (POST) program shall be at least 21 years of age at the time of appointment.

Penal Code 13511.1 (Added)

"Modern policing degree program" to be recommended to the Legislature by January 1, 2023, by the Chancellor of California Community Colleges, with POST, Law Enforcement stakeholders (admin and employees), California State University, and community organizations to serve as advisors.

1503.7 PEACE OFFICERS: CERTIFICATION, CIVIL RIGHTS

SB 2 (Bradford)

<https://legiscan.com/CA/bill/SB2/2021>

Disqualifying Provisions (GC 1029 (Amended))

Specifies that any person who, after January 1, 2004, has been convicted of a crime based upon a verdict or finding of guilt of a felony by the trier of fact, or upon the entry of a plea of guilty or nolo contendere to a felony, is disqualified from being a peace officer, even if the court sets aside, vacates, withdraws, expunges or otherwise dismisses or reverses the conviction, unless the court finds the person to be factually innocent of the crime for which they were convicted at the time of entry of the order.

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Provides that any person who has been issued peace officer certification and has had that certification revoked by POST, or who has voluntarily surrendered that certification permanently, or having met the minimum requirement for issuance of certification, has been denied issuance of certification, is disqualified from being a peace officer.

Requires the Department of Justice (DOJ) to supply POST with necessary disqualifying felony and misdemeanor conviction data for all persons known to be current/former peace officers.

Provides that POST shall be permitted use of the information from DOJ for de-certification purposes and that the data, once received by POST, will become information releasable under the California Public Records Act (CPRA), including documentation of the person's appointment, promotion, and demotion dates, as well as certification/licensing status and reason/disposition for leaving service.

POST

Grants POST the power to investigate and determine the fitness of any person to serve as a peace officer within the POST training program, as specified, in the State of California

Grants POST the power to audit any law enforcement agency that employs peace officers, as specified, without cause and at any time.

Creates a Peace Officer Standards Accountability Division within POST.

To review investigations conducted by law enforcement agencies or any other investigative authority and to conduct additional investigations, as necessary, into serious misconduct that may provide grounds for decertification, present findings and recommendations to the advisory board created by this bill and to POST and bring proceedings seeking the revocation of certification of peace officers as directed by the board and POST.

Requires POST to establish procedures for accepting complaints from members of the public regarding peace officers or law enforcement agencies that may be investigated by the accountability division or referred to the peace officers' employing agency or the Department of Justice (DOJ).

Peace Officer Standards Accountability Division

Creates a 9-member Advisory Board for the purpose of making recommendations on the decertification of peace officers to POST.

Members:

- One peace officer (or former) appointed by the Governor
- One peace officer (or former) with substantial experience at a management rank in IA or disciplinary proceedings, appointed by the Governor
- Two members of the public, working in nonprofit or academic institutions on issues related to police misconduct (one by Governor, other by Speaker of the Assembly)

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- Two members of the public working at community-based organizations on issues related to police misconduct (one by Governor and one by Senate Rules Committee)
- Two members shall be members of the public, who shall not be former peace officers, with strong consideration given to individuals who have been subject to wrongful use of force likely to cause death or serious bodily injury by a peace officer, or who are surviving family members of a person killed by the wrongful use of deadly force by a peace officer, appointed by the Governor.
- One attorney with substantial professional experience involving oversight of peace officers, as appointed by the Governor.

Grounds for Decertification, Investigation, Appeal

Requires that a certified peace officer have their certification revoked, and an applicant have their application for certification denied, upon a determination that the peace officer or applicant has done any of the following:

- (a) The person is or has become ineligible to hold office as a peace officer, as specified;
- (b) The person has been terminated for cause from employment as a peace officer for, or has, while employed as a peace officer, otherwise engaged in, any “serious misconduct,” as defined.

Requires definitions of “*serious misconduct*,” without limitation.

Requires, beginning no later than January 1, 2023, that each law enforcement agency be responsible for the completion of investigations of allegations of serious misconduct by a peace officer, regardless of their employment status.

POST may consider the officer’s prior conduct and service record in determining whether revocation is appropriate for serious misconduct.

Serious Misconduct

(b) By January 1, 2023, the commission shall adopt by regulation a definition of “serious misconduct” that shall serve as the criteria to be considered for ineligibility for, or revocation of, certification.

This definition shall include all of the following:

1. Dishonesty relating to the reporting, investigation, or prosecution of a crime, or relating to the reporting of, or investigation of misconduct by, a peace officer or custodial officer, including, but not limited to, false statements, intentionally filing false reports, tampering with, falsifying, destroying, or concealing evidence, perjury, and tampering with data recorded by a body-worn camera or other recording device for purposes of concealing misconduct.
2. Abuse of power, including, but not limited to, intimidating witnesses, knowingly obtaining a false confession, and knowingly making a false arrest.
3. Physical abuse, including, but not limited to, the excessive or unreasonable use of force.

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4. Sexual assault, as described in subdivision (b) of Section 832.7.
5. Demonstrating bias on the basis of race, national origin, religion, gender identity or expression, housing status, sexual orientation, mental or physical disability, or other protected status in violation of law or department policy or inconsistent with a peace officer's obligation to carry out their duties in a fair and unbiased manner. This paragraph does not limit an employee's rights under the First Amendment to the United States Constitution.
6. Acts that violate the law and are sufficiently egregious or repeated as to be inconsistent with a peace officer's obligation to uphold the law or respect the rights of members of the public, as determined by the commission. Whether a particular factual or legal determination in a prior appeal proceeding shall have preclusive effect in proceedings under this chapter shall be governed by the existing law of collateral estoppel.
7. Participation in a law enforcement gang. For the purpose of this paragraph, a "law enforcement gang" means a group of peace officers within a law enforcement agency who may identify themselves by a name and may be associated with an identifying symbol, including, but not limited to, matching tattoos, and who engage in a pattern of on-duty behavior that intentionally violates the law or fundamental principles of professional policing, including, but not limited to, excluding, harassing, or discriminating against any individual based on a protected category under federal or state anti-discrimination laws, engaging in or promoting conduct that violates the rights of other employees or members of the public, violating agency policy, the persistent practice of unlawful detention or use of excessive force in circumstances where it is known to be unjustified, falsifying police reports, fabricating or destroying evidence, targeting persons for enforcement based solely on protected characteristics of those persons, theft, unauthorized use of alcohol or drugs on duty, unlawful or unauthorized protection of other members from disciplinary actions, and retaliation against other officers who threaten or interfere with the activities of the group.
8. Failure to cooperate with an investigation into potential police misconduct, including an investigation conducted pursuant to this chapter. For purposes of this paragraph, the lawful exercise of rights granted under the United States Constitution, the California Constitution, or any other law shall not be considered a failure to cooperate.
9. Failure to intercede when present and observing another officer using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed by a subject.

1503.8 FIREARMS TRACING

AB 1191 (McCarty)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1191

PC 11108.3 (Amended)

Specifies that DOJ shall, by no later than January 1, 2023, and annually thereafter, prepare and submit a report to the Legislature summarizing the data that *law enforcement agencies are required to report to DOJ* regarding information necessary to identify and trace the history of all

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recovered firearms for trends relating to the sources and origins of firearms used in crimes if the firearms:

- o Are illegally possessed;
- o Have been used in a crime; or,
- o Are suspected of having been used in a crime.

1503.9 MILITARY EQUIPMENT: ACQUISITION AND USE

AB 481 (Chiu)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB481

GC 7071 (a) (to be added)

STAGE 1 – January 1, 2022- Approval of new equipment

A law enforcement agency will have to obtain approval of their governing body (as defined) by ordinance, prior to requesting, seeking, or using new ‘military equipment’ either permanently or temporarily.

STAGE 2- Approval of existing equipment

No later than May 1, 2022, a law enforcement agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall commence a governing body approval process in accordance with this section.

If the governing body does not approve the continuing use of the equipment, including by adoption of a military equipment use policy within 180 days of submission of the proposed military equipment use policy to the governing body, the law enforcement agency shall cease its use of the military equipment until it receives the approval of the governing body.

GETTING APPROVAL:

In seeking the approval, a law enforcement agency shall submit a proposed military equipment use policy to the governing body and make those documents available on the law enforcement agency’s internet website at least 30 days prior to any public hearing (i.e., agendaized mtg with public comment) concerning the equipment at issue.

WHAT’S IN A “MILITARY EQUIPMENT USE POLICY?”

“Military equipment use policy” means a publicly released, written document governing the use of military equipment by a law enforcement agency or a state agency that addresses, at a minimum, all of the following:

- o A description of each type (i.e., same manufacturer model #) of military equipment
- o The purposes and authorized uses for each type of military equipment.
- o The fiscal impact of each type of military equipment
- o The legal and procedural rules that govern each authorized use.

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- The training that must be completed before agency is allowed to use
- Mechanisms to ensure compliance
- Public complaint procedures

Collaboration with another Law Enforcement Agency in deployment of equipment within governing body's jurisdiction.

WHAT'S INCLUDED MILITARY EQUIPMENT?

- Unmanned, remotely piloted, powered aerial or ground vehicles
- MRAPs or armored personnel carriers (Police versions of standard consumer vehicles excluded)
- Humvees, or wheeled vehicles with breaching or entry apparatus attached
- Tracked armored vehicles providing ballistic protection
- Command and control vehicles built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature.
- Firearms and ammunition of .50 caliber or greater (standard issue shotguns specifically excluded)
- Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, (with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.)
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- "Flashbang" grenades, explosive breaching tools, "tear gas," and "pepper balls"
- Taser Shockwave, microwave weapons, water cannons, and LRAD.
- The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and SIM weapons.

ONGOING USE

A law enforcement agency shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use and make each annual report publicly available on its internet website for as long as the military equipment is available for use.

The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:

1. A summary of how the military equipment was used and the purpose of its use.

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2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.
 - (a) Within 30 days of submitting and publicly releasing an annual military equipment report pursuant to this section, the law enforcement agency shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment.

1503.10 POSITIONAL ASPHYXIA

AB 490 (Gipson)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB490

GC 7286.5 (a)- (amended)

1. A law enforcement agency shall not authorize the use of a carotid restraint or choke hold by any peace officer employed by that agency.
2. A law enforcement agency shall not authorize techniques or transport methods that involve a substantial risk of positional asphyxia.
 - (a) "Positional asphyxia" means situating a person in a manner that compresses their airway and reduces the ability to sustain adequate breathing. This includes, without limitation, the use of any physical restraint that causes a person's respiratory airway to be compressed or impairs the person's breathing or respiratory capacity, including any action in which pressure or body weight is unreasonably applied against a restrained person's neck, torso, or back, or positioning a restrained person without reasonable monitoring for signs of asphyxia.

1503.11 PEACE OFFICER: LAW ENFORCEMENT GANGS

AB 958 (Gipson)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB958

PC 13670 (to be added)

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Requires all law enforcements agencies to maintain a policy that prohibits participation in a law enforcement gang, cooperate with external investigations (by Inspector General and/or Attorney General) and makes a violation of that policy grounds for termination.

“Law enforcement gang” means a group of peace officers within a law enforcement agency who may identify themselves by a name and may be associated with an identifying symbol, including, but not limited to, matching tattoos, and who engage in a pattern of on-duty behavior that intentionally violates the law or fundamental principles of professional policing, including, but not limited to, excluding, harassing, or discriminating against any individual based on a protected category under federal or state anti-discrimination laws, engaging in or promoting conduct that violates the rights of other employees or members of the public, violating agency policy, the persistent practice of unlawful detention or use of excessive force in circumstances where it is known to be unjustified, falsifying police reports, fabricating or destroying evidence, targeting persons for enforcement based solely on protected characteristics of those persons, theft, unauthorized use of alcohol or drugs on duty, unlawful or unauthorized protection of other members from disciplinary actions, and retaliation against other officers who threaten or interfere with the activities of the group.

Except as specifically prohibited by law, a law enforcement agency shall disclose the termination of a peace officer for participation in a law enforcement gang to another law enforcement agency conducting a preemployment background investigation of that former peace officer.

1503.12 LAW ENFORCEMENT: SOCIAL MEDIA

AB 1475 (Low)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1475

PC 13665 (added)

Prohibits a Police Department from sharing on social media the booking photos of an individual arrested on suspicion of committing a nonviolent crime unless any of the following circumstances exist:

- (a) Agency has determined that the suspect is a fugitive or an imminent threat to an individual or to public safety and releasing or disseminating the suspect's image will assist in locating or apprehending the suspect or reducing or eliminating the threat;
- (b) A judge orders the release or dissemination of the suspect's image based on a finding that the release or dissemination is in furtherance of a legitimate law enforcement interest;
- (c) There is an exigent circumstance that necessitates the dissemination of the suspect's image in furtherance of an urgent and legitimate law enforcement interest.

Applies retroactively to any booking photo shared on social media

1503.13 PUBLIC PEACE: MEDIA ACCESS

SB 98 (McGuire)

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https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB98

PC 409.7. (to be added)

(a) If peace officers close the immediate area surrounding any emergency field command post or establish any other command post, or establish a police line, or rolling closure at a demonstration, march, protest, or rally where individuals are engaged in activity that is protected pursuant to the First Amendment to the United States Constitution or Article I of the California Constitution, the following requirements shall apply:

1. A duly authorized representative of any news service, online news service, newspaper, or radio or television station or network may enter the closed areas described in this section.
2. A peace officer or other law enforcement officer shall not intentionally assault, interfere with, or obstruct the duly authorized representative of any news service, online news service, newspaper, or radio or television station or network who is gathering, receiving, or processing information for communication to the public.
3. A duly authorized representative of any news service, online news service, newspaper, or radio or television station or network that is in a closed area described in this section shall not be cited for the failure to disperse, a violation of a curfew or violation of paragraph (1) of subdivision (a) of Section 148. If the duly authorized representative is detained by a peace officer or other law enforcement officer, that representative shall be permitted to contact a supervisory officer immediately for the purpose of challenging the detention, unless circumstances make it impossible to do so.

1503.14 PEACE OFFICERS: RELEASE OF RECORDS

SB 16 (Skinner)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB16

PC 832.5 (b) (to be amended)

- Complaints and any reports or findings relating to these complaints shall be retained for a period of no less than 5 years (not sustained) and no less than 15 years for sustained findings of misconduct.

PC 832.7 (to be amended)

- 832.7(b)(ii): Requires disclosure of an incident involving use of force that resulted in death or Great Bodily Injury.
 - A sustained finding involving a complaint that alleges unreasonable or excessive force.
 - A sustained finding that an officer failed to intervene against another officer using force that is clearly unreasonable or excessive.

Provides a phased-in implementation of this bill so that records relating to incidents (that relate to the new categories of offenses added by this bill) which occurred before January 1, 2022, shall

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not be subject to the time limitations of the bill until January 1, 2023. However, records of incidents that occur after January 1, 2022, shall be subject to the time limitations of the bill.

1503.15 USE OF FORCE: DUTY TO INTERCEDE

AB 26 (Holden)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB26

GC 7286(a)

Law enforcement agency policies must include:

(a)(9)- A requirement that an officer intercede when present and observing another officer using force that is *clearly beyond* that which is necessary, as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed by a subject.

A requirement that an officer that has received all required training on the requirement to intercede and fails to act pursuant to paragraph (9) be disciplined *up to and including* in the same manner as the officer that committed the excessive force.

1503.16 KINETIC ENERGY PROJECTILES AND CHEMICAL AGENTS

AB 48 (Gonzalez)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB48

PC 13652 (to be added)

Kinetic energy projectiles and chemical agents shall not be used by any law enforcement agency to disperse any assembly, protest, or demonstration.

Exceptions:

- Deployed by a peace officer who has received training (from POST) on their proper use for crowd control is the use if objectively reasonable to defend against life or serious bodily injury and in accordance with several requirements
- To bring an objectively dangerous and lawful situation safely and effectively under control.
- Not aimed at the head, neck, or any other vital organs
- If the chemical agent is tear gas, only a commanding officer at the scene (of assembly, protest, etc.) may authorize the use of tear gas.

Kinetic energy projectiles and chemical agents can be only be used if all of the following are met:

- **De-escalation techniques are attempted and have failed**
- **Repeated, audible announcements are made (and attempted in various languages, if necessary) noting intent to use**
- **Persons are given objectively reasonable (OR) opportunity to disperse**

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- **OR effort made to identify persons engaged in violent acts and projectiles and agents are used only towards those individuals**
- **Used only with frequency, intensity and in a manner proportional to the threat**
- **OR effort made to extract individuals in distress**
- **Medical assistance is promptly procured or provided for injured persons**

Kinetic energy projectiles and chemical agents cannot be used:

- **Due to violation of curfew**
- **In response to verbal threat**
- **Noncompliance with a law enforcement directive**

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1504.1 PURPOSE AND SCOPE

The Professional Standards Bureau has prepared this legislative update for the 2023 calendar year. It is intended to serve as a general summary of legal changes that pertain to law enforcement and is not meant to cover every legislative change enacted in 2022. The 2023 Legislative Update Manual published by the California Peace Officers' Association is the main source used for this summary. All personnel are invited to click on the links within this document and read the various codes in their entirety for a more detailed explanation. The changes outlined below go into effect January 1, 2023, unless otherwise indicated.

1504.2 THEFT: JURISDICTION

AB 1613 (Irwin)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1613

Provides that when multiple offenses of theft, organized retail theft, or receipt of stolen property that all involve the same defendant or defendants and the same merchandise, or all involving the same defendant or defendants and the same scheme or substantially similar activity, occur in multiple jurisdictions, then any of those jurisdictions are a proper venue for all of the offenses.

1504.3 CRIMES: FALSE PERSONATION

AB 1899 (Mathis)

Penal Code Sections 538d, 538e, 538f, 538g, and 538h (Amend)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1899

Prohibits the false impersonation of peace officers, firefighters, and other public officers and employees through, or on, an Internet website, or by other electronic means.

1504.4 HATE CRIMES: NOOSES, CROSSES AND SWASTIKAS

AB 2282 (Bauer-Kahan)

Penal Code Section 11411 (Amend)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2282

Equalizes the penalty for the crimes of hanging a noose, displaying a symbol of hate, including a Nazi swastika, and burning or desecrating religious symbols, on specified property, for the purpose of terrorizing, and expands and aligns the places where this conduct is prohibited for each offense.

"Terrorize" - to cause a person of *ordinary emotions* and sensibilities to fear for personal safety.

1504.5 DIVERSION OF REPEAT RETAIL THEFT CRIMES

AB 2294 (Jones-Sawyer)

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Penal Code Sections 853.6 and 978.5 (Amend, Repeal and Add), 1210.2 (Add and Repeal), 1001.81 (Add and Repeal)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2294

States that a peace officer may take into custody a person who has been cited, arrested, or convicted for misdemeanor or felony theft from a store in the previous six months or if there is probable cause to believe the person committed organized retail theft, as specified.

1504.6 THEFT: AGGREGATION

AB 2356 (Rodriguez)

Penal Code Section 487 (Amend)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB2356

If the value of the money, labor, real property, or personal property taken exceeds \$950 over the course of distinct but related acts, the value of the money, labor, real property, or personal property taken may properly be aggregated to charge a count of grand theft, if the acts are motivated by one intention, one general impulse, and one plan.

States that the change made by this bill is declaratory of existing law in *People v. Bailey* (1961) 55 Cal.2d 514

"In a series of takings from the same individual, there is a single theft if the takings are pursuant to one continuing impulse, intent, plan or scheme, but multiple counts if each taking is the result of a separate independent impulse or intent."

1504.7 CRIMES: OBSTRUCTION OF JUSTICE

AB 2588 (Maienschein)

PC 146e

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB2588

Presently, it is "a crime to maliciously, and with the intent to obstruct justice or the due administration of laws, or with the intent or threat to inflict imminent bodily harm in retaliation for the due administration of the laws, to publish, disseminate, or otherwise disclose the residence address or telephone number of any peace officer, nonsworn police dispatcher, employee of a city police department or county sheriff's office, or public safety official, or that of the spouse or children of those persons..."

AB 2588 extends these protections to the immediate family of these officials, or anyone who regularly resided in the household within the prior 6 months.

1504.8 LOITERING FOR THE PURPOSES OF PROSTITUTION

SB 357 (Wiener)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB357

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Existing law prohibits soliciting or engaging in an act of prostitution, as specified. Existing law also prohibits loitering in a public place with the intent to commit prostitution, as defined, or directing, supervising, recruiting, or aiding a person who is loitering with the intent to commit prostitution, or collecting or receiving all or part of the proceeds of an act of prostitution. Under existing law, a violation of any of these provisions is a misdemeanor.

This bill would repeal those provisions related to loitering with the intent to commit prostitution and would make other conforming changes. This bill would also authorize a person convicted of a violation of loitering with the intent to commit prostitution to petition the court for the dismissal and sealing of their case, and resentencing, if applicable.

Section 653.20 of the Penal Code is repealed.

Section 653.22 of the Penal Code is repealed.

Section 653.23 of the Penal Code is amended to read:

PC 653.23:

(a) It is unlawful for a person to do either of the following:

(1) Direct, supervise, recruit, or otherwise aid another person in the commission of a violation of subdivision (b) of Section 647.

(2) Collect or receive all or part of the proceeds earned from an act or acts of prostitution committed by another person in violation of subdivision (b) of Section 647.

(b) Nothing in this section shall preclude the prosecution of a suspect for a violation of Section 266h or 266i or for any other offense, or for a violation of this section in conjunction with a violation of Section 266h or 266i or any other offense.

1504.9 DISORDERLY CONDUCT: PEEPING, RECORDING, AND DISTRIBUTION OF INTIMATE IMAGES AKA "REVENGE PORN"

SB 1081 (Rubio)

PC 647

<https://legiscan.com/CA/text/SB1081/id/2609336>

Defines the terms "distribute" and "identifiable" for purposes of the existing crime of unlawful distribution of a private image, also known as "revenge porn."

Provides that it is also unlawful for a person who intentionally causes the image to be distributed.

- "Intentionally causes an image to be distributed" to mean "when that person arranges, specifically requests, or intentionally causes another person to distribute the image."
- "Distribute" to include exhibiting in public or giving possession.
- "Identifiable" through cross-reference to the definition that currently exists in the Penal Code section, which provides that the term means "capable of identification, or capable

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of being recognized, meaning that someone, including the victim, could identify or recognize the victim. It does not require the victim's identity to actually be established."

1504.10 DNA SAMPLES

SB 1228 (Weiner)

PC 680 and 679.12

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB1228

Prohibits entering samples from a victim or a person who voluntarily gave DNA for exclusion purposes into any DNA databank.

1504.11 CA LAW ENFORCEMENT ACCOUNTABILITY REFORM ACT

AB 655 (Karla)

PC 13680

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB655

Existing law requires that a candidate for a peace officer position be of good moral character, as determined by a thorough background investigation.

This bill would require that background investigation to include an inquiry into whether a candidate for specified peace officer positions has engaged in membership in a hate group, participation in any hate group activity, or advocacy of public expressions of hate, as specified, and as those terms are defined.

- "Hate group" means an organization that supports, advocates for, threatens, or practices genocide or the commission of hate crimes.
- "Participation in any hate group activity" means active and direct involvement in, or coordination or facilitation of, any hate crime by hate group members.
- "Public expressions of hate" means any statement or expression to another person, including any statement or expression made in an online forum that is accessible to another person, that explicitly supports, or explicitly threatens to commit genocide or any hate crime or that explicitly advocates for or explicitly supports any hate group.

1504.12 PEACE OFFICER: MINIMUM STANDARDS: BIAS EVALUATION

AB 2229 (Rivas)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2229

Requires that prospective officers' evaluations for physical, emotional and mental fitness including that they be found free of bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation.

1504.13 PEACE OFFICERS: CITIZENSHIP

SB 960 (Skinner)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB960

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Eliminates the requirement that a person be a United States citizen or a permanent resident in order to become a peace officer and instead requires that the person be legally authorized to work in the United States per federal law.

1504.14 FIREARM: PROHIBITED PERSONS

AB 2239 (Maienschein)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2239

Creates a 10-year firearm prohibition for individuals convicted, on or after January 1, 2023, of child abuse and elder and dependent adult abuse involving violence.

1504.15 FIREARM: PROHIBITED PERSONS

AB 2551 (McCarty)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2551

Requires DOJ, upon notification that a specified prohibited person attempted to purchase a firearm, to notify local authorities in the jurisdiction where the prohibited person resides of such attempt.

1504.16 CUSTODIAL INTERROGATION OF MINORS

AB 2644 (Holden)

WI 627 and 627.5

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2644

PART 1 (Takes effect: January 1, 2023)

627. (a) When an officer takes a minor before a probation officer at a juvenile hall or to any other place of confinement pursuant to this article, the probation officer shall take immediate steps to notify the minor's parent, guardian, or a responsible relative that such minor is in custody and the place where he the minor is being held.

(b) Immediately after being taken to a place of confinement pursuant to this article and, except where physically impossible, no later than one hour after the minor has been taken into custody, the minor shall be advised and has the right to make at least two telephone calls from the place where he the minor is being held, one call completed to the minor's parent or guardian, a responsible relative, or their employer, and another call completed to an attorney. The calls shall be at public expense, if the calls are completed to telephone numbers within the local calling area, and in the presence of a public officer or employee. Any public officer or employee who willfully deprives a minor taken into custody of their right to make such telephone calls is guilty of a misdemeanor.

(c) Immediately after being taken to a place of confinement pursuant to this article, and no later than two hours after a minor has been taken into custody, the probation officer shall immediately

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notify the public defender or if there is no public defender, the indigent defense provider for the county, that the minor has been taken into custody.

PART 2 (Takes effect: January 1, 2024)

Commencing January 1, 2024, prohibits law enforcement officers from employing threats, physical harm, deception, or psychologically manipulative interrogation tactics, as specified, during a custodial interrogation of a person 17 years of age or younger.

Does not apply to interrogations of a person 17 years of age or younger if both of the following criteria are met:

- The law enforcement officer who questioned the person reasonably believed the information the officer sought was necessary to protect life or property from an imminent threat.
- The questions by law enforcement officers were limited to those questions that were reasonably necessary to obtain information related to the imminent threat.

1504.17 SPEED CONTESTS

AB 2000 (Gabriel)

VC 23109

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB2000

Expands the crimes of motor vehicle exhibition of speed and speed contest on highways to include occurrences in parking lots.

- Makes it a crime for a person to engage in a motor vehicle speed contest in an off-street parking facility or an exhibition of speed in an off-street parking facility (VC 12500c).
- Makes it a crime for a person to aid or abet or to engage in a motor vehicle speed contest in an off-street parking facility or an exhibition of speed in an off-street parking facility.

1504.18 VEHICLES: DRIVER EDUCATION

AB 2537 (Gipson)

VC 12800.6

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2537

Requires DOJ, in conjunction with DMV and POST, to develop and create a video demonstrating the proper conduct by a peace officer and an individual during a traffic stop. DOJ will post the video on its website.

1504.19 TRAFFIC OR PEDESTRIAN STOPS

AB 2773 (Holden)

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2773

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Requires, beginning **January 1, 2024**, a peace officer making a traffic or pedestrian stop to state the reason for the stop before asking any questions related to a criminal investigation or traffic violation, unless the officer reasonably believes that withholding the reason for the stop is necessary to protect life or property from imminent threat.

Chapter 16 - Departmental Orders

CAPTAIN'S INSTRUCTION 2021-001

1600.1 CALL-TAKING PROCEDURES INCLUDING AN UPDATED SECTION ON PROFILING BY PROXY

The effective period of a departmental order shall be specified therein or, absent a "sunset clause", will automatically become inoperative with the passage of the incident or assignment which caused its issuance. If no effective period is provided, it shall be understood that the departmental order will expire after one year from the date of issuance.

This Order will remain in effect until it is rescinded or otherwise permanently issued in the form of a policy.

Jen Louis

Interim Chief of Police

[See attachment: Captain Instruction - Call Taking 2021.pdf](#)

CAPTAIN'S INSTRUCTION 2022-001

1601.1 TRAFFIC COLLISION REPORT REVIEW CHANGE

The effective period of a departmental order shall be specified therein or, absent a "sunset clause", will automatically become inoperative with the passage of the incident or assignment which caused its issuance. If no effective period is provided, it shall be understood that the departmental order will expire after one year from the date of issuance.

[See attachment: Captain Instruction Collisions.pdf](#)

CAPTAIN'S INSTRUCTION 2023-001

1602.1 LIVESTREAMING OF BODY WORN CAMERAS

The effective period of a departmental order shall be specified therein or, absent a "sunset clause", will automatically become inoperative with the passage of the incident or assignment which caused its issuance. If no effective period is provided, it shall be understood that the departmental order will expire after one year from the date of issuance.

[See attachment: 1602-Livestreaming BWC Captains Instruction.pdf](#)

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Attachments

BPD Retiree Firearms Waiver and Release Form.pdf



Berkeley Police Department



RETIREE CONCEALED CARRY

QUALIFICATION AGREEMENT AND WAIVER OF LIABILITY

I am a retired peace officer of the Berkeley Police Department. I am eligible to attempt to qualify to carry a concealed firearm, pursuant to the Law Enforcement Officers Safety Act of 2004 and/or California Law (18 USC § 926C; Penal Code § 25455).

I understand that the Berkeley Police Department is not legally required to provide a firearms qualification course or provide me with firearms instruction.

I understand that to attempt to qualify to carry a concealed firearm, I may only fire my weapon under the direct supervision of a certified firearms instructor.

I agree to defend and indemnify and hold harmless the City of Berkeley Police Department and/or its officers, agents and employees, for any injury caused by my participation in this qualification process. I further waive any claim for damages against the City of Berkeley Police Department and its officers, agents and employees, for any injury suffered by me while participating in this qualification process.

I agree to defend, indemnify, and hold harmless the City of Berkeley Police Department and/or its officer, agents and employees, from any and all liability resulting from my carrying and/or use of any weapon allowed under the Law Enforcement Officers Safety Act of 2004 or California Law, including, but not limited to, civil litigation.

Furthermore, I have read, understand, and agree to the following conditions under LEOSA or California Law.

LEOSA CONDITIONS

I understand that I am personally responsible for all acts taken related to carrying a concealed firearm and that these acts were not taken as an employee or former employee of the Berkeley Police Department. _____ (initial)

I understand that I remain subject to all applicable Berkeley Police Department policies and federal, state and local laws. _____ (initial)



Berkeley Police Department



I will demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm. _____ (initial)

I understand that the Berkeley Police Department may run a criminal history background check to confirm my good character. _____ (initial)

CALIFORNIA CCW CONDITIONS (Penal Code § 26305)

I agree to qualify annually with the authorized firearm at a course approved by the Berkeley Police Department at my own expense. _____ (initial)

I understand that I remain subject to all applicable Berkeley Police Department policies and federal, state and local laws. _____ (initial)

I will not engage in conduct that compromises public safety. _____ (initial)

I understand that I am only authorized to carry a concealed firearm inspected and approved by a certified firearms instructor. _____ (initial)

Former officers of the Berkeley Police Department only: I shall immediately notify the Berkeley Police Department Communication Center of my arrest or conviction in any jurisdiction, or if I become the subject of a court order, and advise that I hold a CCW endorsement through the Berkeley Police Department. _____ (initial)

Failure to satisfy any of these conditions may result in denial, suspension, or revocation of a LEOSA or California CCW endorsement.

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Name of Witness	Signature	Date

**Police Equipment Community Safety
Ordinance Impact Statements.pdf**



Police Equipment and Community Safety Ordinance Impact Statements

ACKNOWLEDGEMENTS

Thank you to the subject matter experts for helping author this report.

Officer Corey Bold –
Patrol Officer and chemical agent instructor

Officer Semir Muratovic –
Patrol Officer and Bomb Squad Technician

Officer Derek Radey –
Patrol Officer and less lethal coordinator/instructor

Lieutenant Kevin Reece –
Special Response Team Commander

Officer Scott Salas –
Patrol officer and Special Response Team high ground team leader

Lieutenant Jennifer Tate –
Traffic Lieutenant and defensive tactics instructor

Officer Jason Tillberg –
Department trainer and Department Armorer

Officer Sean Tinney –
Department trainer and Special Response Team member

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INTRODUCTION

On May 11, 2021 the Berkeley City Council passed Ordinance NO. 7,760-N.S., the Police Equipment and Community Safety Ordinance. Section 2.100.020 of the ordinance mandates an impact statement for certain equipment that the Berkeley Police Department possesses. An impact statement is defined in section 2.100.020 (C) and is a publicly released written document that includes the following details for each equipment:

- 1) Description
- 2) Purpose
- 3) Fiscal cost
- 4) Impact
- 5) Mitigation
- 6) Alternatives
- 7) Third Party Dependence

An impact statement for each of the following equipment has been authored by subject matter experts in their respective fields:

- M4 rifle/Patrol Rifle
- Penn Arms 40MM launcher
- Milkor LTL multi-launcher
- FN 303 Launcher & FN Pava rounds
- Oleoresin capsicum (OC spray)
- Chlorobenzylidene Malonitrile and Oleoresin capsicum (tear gas)
- Remington 700 Rifle
- ReconRobotics Recon Scout XT Robots
- Andros Remotec HD-1 Hazardous Duty Robot
- Light/sound distraction device
- Long Range Acoustic Device (LRAD)
- 36" batons
- Mobile Command Vehicle
- Barret Model 99

The impact statements required by the City ordinance also fulfill the obligations set forth in Assembly Bill 481. Impact statements were compiled in this report in a

prioritized ranking for the Police Accountability Board to consider in determining the order in which to perform its review per the Police Equipment and Community Safety Ordinance.

M4 Rifle and Associated Ammunition

(1) **Description:**

A. **Background:**

The “M4” was developed and produced for the United States government by Colt Firearms and was based off of the original Armalite Rifle (AR) patent purchased by Colt in 1959. Although Colt owned the trademarked name of “M4”, a number of other manufacturers offer M4-like firearms under various model names. The M4 and its variants fire 5.56×45mm NATO (and .223 Remington) ammunition, and are a gas-operated, magazine-fed firearm with a barrel length ranging from 11.5” to 16”.

The current Berkeley Police Department (BPD) rifle ammunition used is the .223 Remington, a rimless, bottlenecked rifle cartridge. The round was developed in 1957 by Remington Arms and Fairchild Industries. The .223 Remington is considered one of the most popular cartridges and is currently used by a wide range of semi-automatic and manual-action rifles as well as handguns. While the military uses the similar 5.56x45 NATO cartridge, BPD uses the more common and often regarded civilian cartridge of .223 Remington for all training and duty uses.

Currently, BPD uses two different kinds of .223 Remington ammunition: 55 grain FMJ (full metal jacket) for training purposes and 62 grain soft point for duty purposes. This is done for several reasons.

1. FMJ ammunition is cheaper to purchase. While many agencies use the same ammunition for training and duty use, the department saves a significant amount of money by using FMJ ammunition for training.
2. The observed performance between the two rounds is negligible for training purposes. Officers can use the FMJ ammunition in a training course and see no difference in operation and performance versus using 62 grain soft point duty ammunition.
3. The 62-grain soft point ammunition has been shown to have less over penetration and over travel compared to FMJ ammunition.

This means that rounds fired are less likely to hit unintended targets.

B. Quantity:

The Berkeley Department currently owns and maintains 96 rifles.

Quantity of rifle ammunition fluctuates significantly depending on training attended, including the standard basic police academy, officer assignments, and yearly mandate training cycles. For example, most police academy recruits are required to bring approximately 1,000 rounds to the basic POST approved academy. Most academies have a 16-24-hour rifle training course. The training is required for all officers who are issued a rifle and mandates between 800 and 1,200 rounds. As such, the inventory at the Berkeley Police Department fluctuates significantly depending on how many officers are attending state mandated training and can range from 10,000 round (our current inventory) to less than 1,000 rounds (our anticipated inventory at the end of December after scheduled department training in November.)

C. Capability:

The M4 pattern rifle is used only in situations when a potential life-threatening situation exists. While a pistol is the common firearm used by police in these dangerous situations, the M4 patterned rifle has numerous advantages over it. The ability to shoulder the rifle, coupled with the rifle's lengthened barrel and ammunition, result in higher accuracy and lessens the chance of officers missing the intended target. Additionally, due to the design of the rifle's bullet, the round is less likely to over penetrate commercial and residential walls should the officer miss the intended target. The rifle is also easier to use compared to a pistol because of the bullet's low recoil. Finally, as the rifle can be adjusted and customized, it can be configured to accommodate officers of any stature (hand size, strength, etc.).

The .223 Remington cartridge, depending on the weight of the bullet, 55 grain or 62 grain, travel at approximately 3,000 feet per second and 2,700 feet per second respectively. The round is highly regarded as having a high degree of consistency and accuracy, which is why it is the most common rifle round used in Law Enforcement around the world.

D. Lifespan:

Due to the rifle's ability to be maintained by department armorers, these rifles have a relatively long-life span if properly maintained. However, the design has

changed little in the last 60 years and we can expect new variations and designs to become the new industry standard in the coming years.

Like all ammunition, if kept cool and dry, ammunition lifespan can exceed ten years. Due to BPD's and State mandates on training, the majority of ammunition is cycled through within a year of purchase.

E. Use:

Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers.

F. How it Works:

The M4 patterned rifle works the same as a majority of all modern firearms. When the trigger is pressed, a firing pin strikes the primer of a bullet loaded into the chamber of the rifle. The ignited primer ignites gun powder contained in the bullet which pushes the bullet down the barrel and out the muzzle. As the bullet travels down the barrel, gas from the ignited powder also escapes from the muzzle. Some of that gas is recycled back into the chamber of the firearm which causes the firearm to cycle its action and load another bullet. From there the process repeats with each pull of the trigger.

The .223 Remington cartridge is made up of several parts, primarily the primer, casing, gunpowder, and bullet. The bullet is seated into the front or opening of the casing. Gunpowder is placed between the bullet and the interior of the casing and a primer is seated in the rear part of the casing. When the trigger of a firearm is pulled, it releases the hammer, which strikes the firing pin, driving it forward. The firing pin collides with the rear of the cartridge, where the primer is seated, which ignites the primer. The spark from the primer ignites the gunpowder. Gas converted from the burning powder rapidly expands in the cartridge. The expanding gas forces the bullet out of the cartridge and down the barrel with great speed. The rifling in the barrel causes the bullet to spin as it travels out of the barrel. The bullet's speed and escaping gases produce a "bang."

After the bullet exits the barrel, the spent casing which housed the bullet, gunpowder, and primer are ejected from the firearm.

(2) Purpose:

The M4 patterned rifle and associated ammunition is intended as a means to safely stop a lethal threat. While a pistol is the firearm that all officers are minimally

equipped with, the rifle is an ancillary firearm for situations where increased distance and accuracy are needed to safely resolve the situation.

(3) Fiscal Cost:

A. Initial Cost:

Rifle prices, like other firearms, will range depending on current market demand and availability. While M4 rifles purchased several years ago cost between \$1,000 and \$1,200 a piece, current rifles cost between \$1,400 and \$1,600. It should be expected that these prices will fluctuate and likely increase over time.

Ammunition costs fluctuate with the costs of components (brass, primers, gunpowder, and bullets) and supply/demand. Current costs for .223 Remington range from \$0.50 to \$0.75 a round for training ammunition (55 grain) and \$1.25 to \$1.50 a round for duty ammunition (62 grain).

B. Cost of Use:

Cost of use for all firearms should be based on the ammunition used in training and on duty. This will fluctuate based on whether the rifle is issued to a patrol officer, a firearms instructor, or a Special Response Team member as each assignment has different training requirements.

C. Cost of Potential Adverse Effects:

Adverse effects of improper use of a firearm are not calculable. It could lead to the loss of life or serious injury. Additionally, the improper use could result in civil liabilities.

D. Annual and Ongoing Costs:

See section B. above, these costs are determined based on the rifle's assignment.

E. Training Costs:

Every officer that is authorized to carry a rifle on duty must attend a 16-hour CA POST approved rifle instruction course before being authorized to carry the rifle on duty. This course may be administered by Berkeley Police Firearm Instructors or by other POST approved agencies. Tuition for the CA POST approved class is dependent on the hosting agency. If conducted in house the cost only includes the officer's hourly wage, range fee, and ammunition costs (all vary). Outside agencies charge between \$25 to \$500 depending on the range location and duration (some classes are 32-hours while POST only requires 16-hours.)

Additionally, all officers issued a rifle receive specific 8-hour rifle training every two years by POST certified BPD firearm instructors.

Typical round count for such classes range between 800 rounds and 1200 rounds per student. Additionally, all officers issued a rifle receive specific 8-hour rifle training every two years by a BPD firearm instructor which constitutes an additional 500 or so rounds per officer.

F. Maintenance and Storage Costs:

Maintenance costs vary depending on use over time. Traditionally, various springs and pins need to be replaced every five years and may cost between \$3 and \$30 per rifle. Other parts such as the barrel and bolt need replaced around ten years and range between \$150 and \$300 per rifle.

There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

G. Upgrade Costs:

Upgrade costs and Maintenance cost are synonymous due to the consistent design and lack of changes of the rifle over the last 60 years. Improvements in technology and new designs may be an additional cost but we can't predict what those will be at this time.

Should advancements be made in ammunition manufacturing, those upgrade costs are unknown at this time.

(4) Impact:

The Berkeley Police Department is committed to preserving and protecting human life and welfare. The M4 patterned rifle, which fires the .223 Remington cartridge, is a superior firearm to stop a lethal threat compared to the issued pistols to police officers, in that officers equipped with this firearm shoot less rounds, fire more accurately, and are less likely to fire errant rounds. Highly volatile and violent incidents, such as a hostage situation, can be more safely and efficiently resolved with a rifle.

The M4 patterned rifle, and the accompanying .223 Remington cartridge it fires, is intended as a tool to increase the safety and welfare of citizens and officers alike. The M4 patterned rifle and .223 Remington cartridge, both inanimate objects, have zero impact on things such as civil rights or civil liberties of the public. Any abuses of authority or power would be the result of an individual who violates the Berkeley Police Department's policies, including state and federal laws.

(5) **Mitigations:**

Per Policy 300, “Deadly force may only be used when it is objectively reasonable that such action is immediately necessary to protect the officer or another person from imminent danger of death or serious bodily harm.

Officers shall not use deadly force if it is objectively reasonable that alternative techniques will eliminate the imminent danger and ultimately achieve the law enforcement purpose with less risk of harm to the officer or to other persons.”

(6) **Alternatives:**

There are no suitable alternatives to the M4 rifle for the intended purpose. The M4 rifle is a law enforcement standard across the US and other countries due to its reliability, ease of use, ease of maintenance, and increased accuracy over other options.

There are no suitable alternatives to the .223 Remington cartridge, as the current BPD M4 rifle is designed for that particular cartridge. The .223 Remington cartridge is a law enforcement standard across the US and other countries due to its reliability, availability, and increased accuracy over other options.

(7) **Third Party Dependence:**

Berkeley Police Department armorers are trained and capable to handle any and all issues related to the maintenance or repair of the M4 rifles. Additionally, BPD firearm instructors are fully certified by state and private training institutes to fully educate and train BPD officers. No third party is required for maintenance, repair, or instruction.

All ammunition purchased by BPD, like all equipment, is dependent on Third Party vendors. Vendor stock and availability is outside BPD control or management. Once ammunition is purchased and in BPD custody there is no additional need for Third Party assistance.

Penn Arms 40mm Single Launcher

(1) **Description:**

A. **Background:**

The 40mm impact projectile was developed as an alternative to the 12-gauge bean bag round and other more indiscriminate less lethal options. Early 12-gauge

bean bag round designs had somewhat unpredictable flight patterns and could cause significant unwanted injury. The 40mm foam baton round was developed as a direct fire projectile designed to minimize the risk of unintended injuries. Currently, the Berkeley Police Department utilizes the CTS 4557 foam baton projectile and the Penn Arms L-140 single shot launcher.

B. Quantity:

The Berkeley Police Department currently owns and maintains 20 Penn Arms less lethal launchers.

C. Capability:

The Penn Arms single launcher is capable of firing a single projectile out to a maximum manufacturer recommended range of 45 meters. The Penn Arms 40mm projectiles are direct fire with a pliable “sponge” tip designed to mold to the body. The projectiles are about the size of a large egg. Upon impact, the projectile transfers kinetic energy to the body to gain pain compliance. Large muscle groups such as the upper legs or lower abdomen are approved target areas unless a higher level of force is justified. This level of force is considered to be similar to that of a baton strike.

D. Lifespan:

The manufacturer expected lifespan is about 10 years depending on use and regular maintenance.

E. Use:

The Penn Arms 40mm single launcher is designed to reduce the potential for a violent confrontation. Less lethal projectiles are less likely to result in serious bodily injury or death and can be used to de-escalate a potentially deadly situation.

F. How it works:

The Penn Arms 40mm single launcher is a double action, break open less lethal launcher. The launcher is capable of firing a single 40mm projectile. When fired, the hammer strikes the munition primer which ignites gun powder in the primer insert. Expelled gases propel the projectile through the rifled barrel. The projectile has a rear plastic portion called the ogive which catches the barrel rifling and provides spin. The spin provides a greater degree of accuracy and eliminates any potential the projectile will tumble when exiting the barrel.

The projectiles utilized by the Berkeley Police Department are the CTS 4557 40mm sponge baton round. The CTS 4557 has a maximum effective range of 45 meters. The tip of the projectile is a pliable rubber material which molds to the body upon impact. The projectile travels at an estimated 240 feet per second which is slower than the FN 303 projectile. However, the larger mass, about 60 grams, creates more kinetic energy upon impact which is similar to that of a baseball thrown by a pitcher. The additional kinetic energy becomes important when the suspect has on thick or layered clothing or demonstrates a high pain tolerance.

The Penn Arms single launcher is a basic design making it easy to operate and maintain.

(2) **Purpose:**

The purpose of kinetic energy impact projectiles, commonly referred to as “less lethal” is to preserve life, minimize the use of force and allow time for de-escalation. Less lethal projectiles allow the user to maintain a safe distance from a subject who is armed and/or demonstrates the intent to be violent. The ability to maintain a safe distance – while still providing a level of control over the subject – allows officers to employ de-escalation techniques, request additional resources and develop a plan to safely resolve the situation with the least amount of risk.

Violent or armed confrontations are inherently dangerous to all those involved. Officers are required to make split second judgments in circumstances that are tense, uncertain and rapidly evolving. An Officer’s threat perception of a person who is in close proximity as opposed to a person who is at a distance of 20 yards is naturally different. A person in close proximity intent on violence has the ability to immediately utilize personal body weapons, a bludgeoning device or cutting instrument. The immediacy requires the Officer to react instantly and there is a greater potential that a higher level of force will be needed.

On the other hand, a person at a distance of 20 yards may not be perceived as having the immediate ability to violently attack the Officer. The person must first close the distance before certain weapons can be utilized. This fact may allow the Officer time to decide the most appropriate course of action, such as the use of a “less lethal” projectile.

The projectiles are designed to provide a high level of accuracy which minimizes the risk of unwanted impacts. The ability to apply force from a distance reduces the

potential for violent confrontation and aides in reducing the level of force needed to safely resolve a conflict.

Additionally, it has been our experience that a 40mm projectile impact will almost always resolve a violent confrontation with 1 or 2 applications. The larger projectile produces more kinetic energy than the FN 303, which may require several applications to gain compliance.

Since 2015, there have been 31 incidents where Officers utilized less lethal applications. These applications have potentially prevented higher-level uses of force.

(3) **Fiscal Cost:**

A. **Initial Cost:**

Less lethal prices, like other equipment, varies depending on market demand and availability. The most recent Penn Arms purchased by the department cost \$815.00 each.

B. **Cost of Use:**

Cost for Penn Arms single launcher use should be based on the projectiles used in training and on duty. This will fluctuate based on department trainings, projectile availability and events that unfold in the city and surrounding region.

C. **Cost of Potential Adverse Effects:**

Adverse effects from improper use of less lethal are not calculable. Improper use could lead to serious bodily injury or death.

D. **Annual and Ongoing Costs:**

See section B above

E. **Training Costs:**

Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Department Firearms Instructor. The certification class consists of classroom, range qualification and scenario application if the venue allows. This class is largely handled in house thus the cost only includes staff time, range fees, and projectile costs which all vary.

F. Maintenance and Storage Costs:

Maintenance costs vary depending on use. Generally, various springs and pins need to be replaced every 5 years which can cost \$3 to \$30.

G. Upgrade Costs:

There are no foreseeable upgrade costs. The Penn Arms single launcher has few working parts and is of a simple design.

(4) Impact:

The main function of a less lethal device is to preserve the sanctity of human life. The Berkeley Police Department is committed to reducing the potential for violent confrontations. Less lethal projectiles, when used properly, are less likely to result in serious bodily injury or death and can be used to de-escalate a potentially deadly situation. A less lethal application is an acknowledgment a given situation has the potential to elevate to lethal force and the Officers determined a less lethal application is not only objectively reasonable and objectively necessary, but hopefully the minimal amount of force needed to safely resolve the incident.

The Penn Arms single launcher, with its high level of accuracy can be utilized in a large violent group confrontation to specifically target those who are committing acts of violence on other members of the group, involved persons, or law enforcement personnel. It allows a more immediate action to stop a violent assault, overcome their resistance, and aid in the attempt to safely take them into custody. This tool does not require officers to overcome a hostile crowd to stop a violent assault.

(5) Mitigation:

Per Policy 300, "In all cases where physical force is used, officers shall use a minimum amount of force that is objectively reasonable, objectively necessary, and proportional to effectively and safely resolve a conflict." All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

Per Policy 303, "Officers are not required or compelled to use approved projectiles in lieu of other reasonable tactics if the involved officer determines that deployment of these projectiles cannot be done safely. Circumstances appropriate for deployment include, but are not limited to, situations in which: (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved

projectiles. (b) The suspect has made credible threats to harm him/herself or others. (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers. (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.”

The Berkeley Police Department also trains a recommended range of 3 to 30 meters. Berkeley Police Firearm Instructors recommend a minimum standoff of 3 meters to reduce the potential for unintended injury at a closer distance. The 30-meter maximum recommended range is intended to reduce the possibility of an unintended impact area if the suspect moves or the projectile trajectory begins to deteriorate.

Each officer is trained to aim for large muscle groups, such as the thigh or buttocks area, and avoid areas that may cause serious injury. The department also equips each launcher with a red dot optic. The optic greatly increases an officer’s ability to target approved impact areas.

(6) Alternative:

This is the only piece of less lethal equipment (other than the FN 303) that allows officers to address a potentially deadly threat from a distance. The TASER allows an officer to maintain distance but limits the range to about 15 to 25 feet. Furthermore, the TASER requires two prongs (barbs) to penetrate the subject’s clothing to be effective and if that is not accomplished the TASER will have no effect. Additionally, the TASER is not an approved less lethal device for the department.

(7) Third Party Dependence:

The Berkeley Police Department armorers are trained and capable of handling all issues related to the repair or maintenance of the Penn Arms single launcher. Additionally, Berkeley Police Department Less Lethal Instructors are fully certified by state and private training institutes to educate and train BPD officers. No third party is required for maintenance, repair, or instruction.

Milkor LTL Multi-launcher

(1) Description:

A. Background:

The 40mm impact projectile was developed as an alternative to the 12-gauge bean bag round and other more indiscriminate less lethal options. Early 12-gauge

bean bag round designs had somewhat unpredictable flight patterns and could cause significant unwanted injury. The 40mm foam baton round was developed as a direct fire projectile designed to minimize the risk of unintended injuries. Currently, the Berkeley Police Department utilizes the CTS 4557 foam baton projectile and the Milkor LTL multi-shot launcher.

B. Quantity:

The Berkeley Police Department currently owns and maintains 2 Milkor LTL less lethal launchers. One Milkor launcher is assigned to the Berkeley Special Response Team.

C. Capability:

The Milkor LTL is capable of firing six 40mm projectiles before reloading is necessary. The Milkor LTL 40mm projectiles are direct fire with a pliable “sponge” tip designed to mold to the body. The projectiles are about the size of a large egg. Upon impact, the projectile transfers kinetic energy to the body to gain pain compliance. Large muscle groups such as the upper legs or lower abdomen are approved target areas unless a higher level of force is justified. This level of force is considered to be similar to that of a baton strike.

D. Lifespan:

The manufacturer expected lifespan is about 10 to 15 years depending on use and regular maintenance.

E. Use:

The Milkor LTL multi-shot launcher is designed to reduce the potential for a violent confrontation. Less lethal projectiles are less likely to result in serious bodily injury or death and can be used to de-escalate a potentially deadly situation.

F. How it works:

The Milkor LTL multi-shot launcher utilizes a spring actuated cylinder allowing it to fire 6 individual 40mm projectiles. When fired, the hammer strikes the munition primer which ignites gun powder in the primer insert. Expelled gases propel the projectile through the rifled barrel. The projectile has a rear plastic portion called the ogive which catches the barrel rifling and provides spin. The spin provides a greater degree of accuracy and eliminates any potential the projectile will tumble when exiting the barrel. The spring assisted cylinder automatically turns and loads the next projectile.

The projectiles utilized by the Berkeley Police Department are the CTS 4557 40mm sponge baton round. The CTS 4557 has a maximum effective range of 45 meters. The tip of the projectile is a pliable rubber material which molds to the body upon impact. The projectile travels at an estimated 240 feet per second which is slower than FN 303 projectile. However, the larger mass, about 60 grams, creates more kinetic energy upon impact which is similar to that of a baseball thrown by a pitcher. The additional kinetic energy becomes important when the suspect has on thick or layered clothing or demonstrates a high pain tolerance.

The benefit to the Milkor LTL is its ability to provide a quick follow up less lethal application, if necessary. The Milkor holds 6 projectiles while the Penn Arms launcher only holds one. Reloading the Penn Arms single launcher can be time consuming and requires the officer to briefly change focus from the suspect to the reload procedure. The Milkor LTL on the other hand, allows the officer to maintain focus on the suspect and assess whether a follow up application is necessary. This ability is significant when the suspect is advancing, attempting to flee, or demonstrates a high pain compliance threshold.

(2) **Purpose:**

The purpose of kinetic energy impact projectiles, commonly referred to as “less lethal” is to preserve life, minimize the use of force and allow time for de-escalation attempts. Less lethal projectiles allow the user to maintain a safe distance from a subject who is armed and/or demonstrates the intent to be violent. The ability to maintain a safe distance – while still providing a level of control over the subject – allows officers to employ de-escalation techniques, request additional resources and develop a plan to safely resolve the situation with the least amount of risk.

Violent confrontations are inherently dangerous to all those involved. Officers are required to make split second judgments in circumstances that are tense, uncertain and rapidly evolving. An Officer’s threat perception of a person who is in close proximity as opposed to a person who is at a distance of 20 yards is naturally different. A person in close proximity intent on violence has the ability to immediately utilize personal body weapons, a bludgeoning device or cutting instrument. The immediacy requires the Officer to react instantly and there is a greater potential that a higher level of force will be needed.

On the other hand, a person at a distance of 20 yards may not be perceived as having the immediate ability to violently attack the Officer. The person must first close the distance before such weapons can be utilized. This may allow the Officer

time to decide the most appropriate course of action, such as the use of a “less lethal” projectile.

The “less lethal” projectiles utilized by the Berkeley Police Department are generally considered discriminate versus indiscriminate uses of force. The projectiles are designed to provide a high level of accuracy which minimizes the risk of unwanted impacts. The ability to apply force from a distance reduces the potential for violent confrontation and aides in reducing the level of force needed to safely resolve a conflict.

Additionally, it has been our experience that a 40mm projectile impact will generally resolve the violent confrontation with 1 or 2 applications. The larger projectile produces more kinetic energy than the FN 303, which may require several applications to gain compliance.

Since 2015, there have been 31 incidents where Officers utilized less lethal applications. These applications have potentially prevented higher-level uses of force.

(3) **Fiscal Cost:**

A. **Initial Cost:**

Less lethal prices, like other equipment, varies depending on market demand and availability. The most recent Penn Arms purchased by the department cost \$3950.00 each.

B. **Cost of Use:**

Cost for the Milkor LTL launcher use should be based on the projectiles used in training and on duty. This will fluctuate based on department trainings, projectile availability and events that unfold in the city and surrounding region.

C. **Cost of Potential Adverse Effects:**

Adverse effects from improper use of less lethal are not calculable. Improper use could lead to serious bodily injury or death.

D. **Annual and Ongoing Costs:**

See section B above

E. **Training Costs:**

Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Firearm Instructor. The certification

class consists of classroom, range qualification and scenario application if the venue allows. This class is largely handled in house thus the cost only includes the officer's hourly wage, range fees, and projectile costs which all vary.

F. Maintenance and Storage Costs:

Maintenance costs vary depending on use.

G. Upgrade Costs:

There are no foreseeable upgrade costs.

(4) Impact:

The main function of a less lethal device is to preserve the sanctity of human life. The Berkeley Police Department is committed to reducing the potential for violent confrontations. Less lethal projectiles, when used properly, are less likely to result in serious bodily injury or death and can be used to de-escalate a potentially deadly situation. A less lethal application is an acknowledgment a given situation has the potential to elevate to lethal force and the Officers determined a less lethal application is not only objectively reasonable and objectively necessary, but also the minimal amount of force needed to safely resolve the incident.

The Milkor LTL launcher, with its high level of accuracy and 6 projectile capacity, can be utilized in a large violent group confrontation to specifically target those who are committing acts of violence on other members of the group, involved persons, or law enforcement personnel. It allows a more immediate action to stop a violent assault, overcome their resistance, and aid in the attempt to safely take them into custody. It also allows officers to prevent a more indiscriminate use of force, such as entering the group or crowd, to take a subject into custody.

(5) Mitigation:

Per Policy 300, "In all cases where physical force is used, officers shall use a minimum amount of force that is objectively reasonable, objectively necessary, and proportional to effectively and safely resolve a conflict." All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

Per Policy 303, "Officers are not required or compelled to use approved projectiles in lieu of other reasonable tactics if the involved officer determines that deployment of these projectiles cannot be done safely. The safety of hostages, innocent persons

and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior. Circumstances appropriate for deployment include, but are not limited to, situations in which: (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved projectiles. (b) The suspect has made credible threats to harm him/herself or others. (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers. (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.”

The Berkeley Police Department also trains a recommended range of 3 to 30 meters. Berkeley Police Firearm Instructors recommend a minimum standoff of 3 meters to reduce the potential for unintended injury at a closer distance. The 30-meter maximum recommended range is intended to reduce the possibility of an unintended impact area if the suspect moves or the projectile trajectory begins to deteriorate.

Each officer is trained to aim for large muscle groups, such as the thigh or buttocks area, and avoid areas that may cause serious injury. The department also equips each launcher with a red dot optic. The optic greatly increases an officer’s ability to target approved impact areas.

(6) Alternative:

This is the only piece of less lethal equipment (other than the FN 303) that allows officers to address a potentially deadly threat from a distance. The TASER allows an officer to maintain distance but limits the range to about 15 to 25 feet. Furthermore, the TASER requires two prongs (barbs) to penetrate the subject’s clothing to be effective and if that is not accomplished the TASER will have no effect. Additionally, the TASER is not an approved less lethal device for the department.

(7) Third Party Dependence:

The Berkeley Police Department armorers are trained and capable of handling most issues related to the repair or maintenance of the Milkor LTL launcher. In the event of a catastrophic malfunction, the Milkor LTL will need to be sent to the manufacturer for repair. To date, there have been no significant repairs needed to the Milkor LTL. Additionally, Berkeley Police Department Less Lethal Instructors are fully certified by state and private training institutes to educate and train BPD officers. No third party is required for regular maintenance, repair, or instruction.

FN 303 and FN Pava Impact Projectile

(1) Description:

A. Background:

The FN 303 was developed in 2003 by Fabrique Nationale de Herstal as a less lethal option. The FN 303 is based on a concept developed by Monterey Bay Corporation. The development team consisted of designers and researchers from two paintball related companies. The FN 303 uses compressed air to propel a .68 caliber projectile similar to that of most manufactured paintball guns.

B. Quantity:

The Berkeley Police Department currently owns and maintains 8 FN 303 less lethal launchers.

C. Capability:

The FN 303 is capable of firing 15 projectiles out to a maximum manufacturer recommended range of 50 meters. The FN 303 projectiles are direct fire and designed to fragment upon impact to prevent penetration injury. Upon impact, the projectile transfers kinetic energy to the body to gain pain compliance. Large muscle groups such as the upper legs or lower abdomen are approved target areas. This level of force is considered to be similar to that of a baton strike.

D. Lifespan:

The manufacturer expected lifespan is about 10 years depending on use and regular maintenance.

E. Use:

The FN 303 is designed to reduce the potential for a violent confrontation. Less lethal projectiles are less likely to result in serious bodily injury or death and can be used to de-escalate a potentially deadly situation.

F. How it works:

An air reservoir attaches to the FN 303 through an air hose coupler and provides pressure through compressed air. When fired, the compressed air drives a piston that pushes the .68 caliber projectile through the barrel at approximately 280 feet per second. For comparison, the FN projectile is the size of a paintball and the velocity is the same as a commercially manufactured paintball gun.

The projectiles are 8.5 grams in weight and utilize a polystyrene fin stabilized body with a non-toxic forward payload to aid in stability and accuracy. The

projectile will deliver approximately 24-foot pounds of kinetic energy at the muzzle which is about double the kinetic energy of most paintball guns. Most paintballs have a mass of 3 grams while the FN 303 projectile has a mass of 8.5 grams which increases the kinetic energy produced.

Available projectiles are impact, impact + non-permanent marking, impact + permanent marking, and impact + PAVA (0.5% PAVA/Oleoresin Capsicum).

The impact + PAVA projectile is intended to be direct fired at an individual. In addition to delivering pain through kinetic energy upon impact, the PAVA projectile will deliver a secondary chemical irritant, which is the Oleoresin Capsicum (O.C.) payload. Oleoresin Capsicum generally causes irritation/burning at the application site, irritation to the eyes, and coughing. According to the National Institute of Health, the effects of O.C. power exposure tend to resolve on their own within 30 minutes.

Pain is highly subjective and other circumstances, such as heavy clothing, may render the impact ineffective. The application of a secondary chemical irritant may assist in gaining compliance and successfully resolving a potentially violent incident with the minimal amount of force necessary.

(2) **Purpose:**

The purpose of kinetic energy impact projectiles, commonly referred to as “less lethal” is to preserve life, minimize the use of force and allow time for de-escalation attempts. Less lethal projectiles allow the user to maintain a safe distance from a subject who is armed and/or demonstrates the intent to be violent. The ability to maintain a safe distance – while still providing a level of control over the subject – allows officers to employ de-escalation techniques, request additional resources and develop a plan to safely resolve the situation with the least amount of risk.

Violent confrontations are inherently dangerous to all those involved. Officers are required to make split second judgments in circumstances that are tense, uncertain and rapidly evolving. An Officer’s threat perception of a person who is in close proximity as opposed to a person who is at a distance of 20 yards is naturally different. A person in close proximity intent on violence has the ability to immediately utilize personal body weapons, a bludgeoning device or cutting instrument. The immediacy requires the Officer to react instantly and there is a greater potential that a higher level of force will be needed.

On the other hand, a person at a distance of 20 yards may not be perceived as having the immediate ability to violently attack the Officer. The person must first close the distance before such weapons can be utilized. This may allow the Officer time to decide the most appropriate course of action, such as the use of a “less lethal” projectile.

The “less lethal” projectiles utilized by the Berkeley Police Department are generally considered discriminate versus indiscriminate uses of force. Discriminate projectiles are designed to provide a high level of accuracy which minimizes the risk of unwanted impacts. The ability to apply force from a distance reduces the potential for violent confrontation and aides in reducing the level of force needed to safely resolve a conflict.

Since 2015, there have been 31 incidents where Officers utilized less lethal applications. These applications have potentially prevented higher-level uses of force.

(3) Fiscal Cost:

A. Initial Cost:

Less lethal prices, like other equipment, varies depending on market demand and availability. The most recent FN 303s purchased by the department cost \$800.00 each.

B. Cost of Use:

Cost for FN 303 use should be based on the projectiles used in training and on duty. This will fluctuate based on department trainings, projectile availability and events that unfold in the city and surrounding region.

C. Cost of Potential Adverse Effects:

Adverse effects from improper use of less lethal are not calculable. Improper use could lead to serious bodily injury or death. Only trained officers are authorized to use the FN 303.

D. Annual and Ongoing Costs:

See section B above

E. Training Costs:

Every officer authorized to deploy a less lethal launcher must pass a certification course administered by a Berkeley Police Firearm Instructor. The certification class consists of classroom, range qualification and scenario application if the

venue allows. This class is largely handled in house thus the cost only includes the officer's hourly wage, range fees, and projectile costs which all vary.

F. Maintenance and Storage Costs:

Maintenance costs vary depending on use. Generally, O-rings need to be replaced every 3000 rounds and cost \$30 per kit.

G. Upgrade Costs:

The overall design of the FN 303 has changed little since its initial release in the early 2000s thus anticipated upgrade costs will be minimal.

(4) Impact:

The main function of a less lethal device is to preserve the sanctity of human life. The Berkeley Police Department is committed to reducing the potential for violent confrontations. Less lethal projectiles, when used properly, are less likely to result in serious bodily injury or death and can be used to de-escalate a potentially deadly situation. A less lethal application is an acknowledgment a given situation has the potential to elevate to lethal force and the Officers determined a less lethal application is not only objectively reasonable and objectively necessary, but also the minimal amount of force needed to safely resolve the incident.

The FN 303, with its high level of accuracy can be utilized in a large violent group confrontation to specifically target those who are committing acts of violence on other members of the group, involved persons, or law enforcement personnel. It allows a more immediate action to stop a violent assault, overcome their resistance, and aid in the attempt to safely take them into custody. It also allows officers to prevent a more indiscriminate use of force, such as entering the group or crowd, to take a subject into custody.

(5) Mitigation:

Per Policy 300, "In all cases where physical force is used, officers shall use a minimum amount of force that is objectively reasonable, objectively necessary, and proportional to effectively and safely resolve a conflict." All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

Per Policy 303, "Officers are not required or compelled to use approved projectiles in lieu of other reasonable tactics if the involved officer determines that deployment of

these projectiles cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior. Circumstances appropriate for deployment include, but are not limited to, situations in which: (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved projectiles. (b) The suspect has made credible threats to harm him/herself or others. (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers. (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.”

The Berkeley Police Department also trains a recommended range of 3 to 30 meters. Berkeley Police Firearm Instructors recommend a minimum standoff of 3 meters to reduce the potential for unintended injury at a closer distance. The 30-meter maximum recommended range is intended to reduce the possibility of an unintended impact area if the suspect moves or the projectile trajectory begins to deteriorate.

Each officer is trained to aim for large muscle groups, such as the thigh or buttocks area, and avoid areas that may cause serious injury. The department also equips each launcher with a red dot optic. The optic greatly increases an officer’s ability to target approved impact areas.

(6) Alternative:

This is the only piece of equipment that allows officers to address a potentially deadly threat from a distance. The TASER allows an officer to maintain distance but limits the range to about 15 to 25 feet. Furthermore, the TASER requires two prongs (barbs) to penetrate the subject’s clothing to be effective and if that is not accomplished the TASER will have no effect. Additionally, the TASER is not an approved less lethal device for the Berkeley Police Department.

Unlike the Penn Arms 40mm single shot and the Milkor LTL multi-shot launcher, the FN 303 is capable of propelling 15 projectiles before a reload is required. The 15 round magazine allows for a quick follow-up application should the situation warrant with an effective range of over 160 feet; compared to the Penn Arms 40mm single shot and the Milkor LTL multi-shot launcher’s 100 feet. The FN303’s smaller and faster projectiles also generally allow for a higher level of accuracy compared to the 40mm foam baton rounds. The FN 303 rounds is also capable of carrying payloads such as paint or PAVA (Oleoresin capsicum).

(7) **Third Party Dependence:**

The Berkeley Police Department armorers are trained and capable of handling regular maintenance and most repairs. In the event of a catastrophic failure, the device will be sent to the manufacturer for repair. To date there have been 2 devices that required manufacturer repair, both of which were under warranty.

Additionally, department firearm instructors are fully certified by state and private training institutes to educate and train BPD officers. No third party is required for maintenance, most repairs, or instruction.

OC (oleoresin capsicum) Spray

(1) **Description:**

A. Background:

For the purposes of this portion of the Impact Statement, OC (Oleoresin capsicum) will be referred to in the spray form as opposed to the aerosol canister form. First Defense manufactures different sizes of OC sprays. OC is the chemical agent that is most widely used amongst Law Enforcement (LE) and the general public. OC has a pungent and irritating pepper odor. It is classified as an inflammatory agent. Besides being effective on humans, OC based chemical agents usually work on animals as well. In a liquid form, OC can appear as a clear, amber, or heavy dark red solution depending on the manufacturer. It is mixed with several types of solutions which act as carriers.

B. Quantity:

Qty 23 – First Defense MK-9 OC spray (13- ounces)

Qty 178 – First Defense MK-3 OC spray (3 ounces)

Most of the MK-3 OC sprays are issued to and maintained by individual officers; however, a small amount of these sprays is stored in a secured equipment room as spares in case of damage or new personnel issue.

C. Capability:

The First Defense MK-3 OC sprays are standard issued to all police officers and are worn on the police officers' belt. It has an effective range of 10-12 feet. The larger First Defense MK-9 OC sprays are 13 ounces and are used in violent crowd situations. It has an effect range of 18-20 feet.

The use of the First Defense OC spray can render a dangerous and violent situation safe without using a higher level of force.

D. Lifespan:

Aerosol products eventually lose pressure over time. The lifespan of both the MK-9 and MK-3 OC spray are dependent on how well the pressure in the can is maintained, but is recommended to be replaced after 5 years.

E. Use:

OC spray may be considered for use to bring under control an individual or groups of individuals who are engaging in or about to engage in violent behavior. OC spray should not, however, be used against individuals or group who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

F. How it Works:

A person subjected to OC can expect heavy tearing due to a burning sensation, involuntary closing or blinking of the eyes, burning/stinging skin sensation, redness of the skin, irritation and burning of the nose, runny nose, salivation and burning sensation of the mouth, cough, gagging sensation, shortness of breath, temporary paralysis of the larynx (person unable to speak) and nausea (caused by shock, not the OC itself). A person may also feel disorientated, anxiety, and/or panic. A complete recovery usually takes place within 45-60 minutes depending on the level of exposure.

(2) Purpose:

There are a variety of situations where officers may use OC spray such as: self-defense, overcoming the resistance of a noncompliant individual, effecting an arrest, preventing escape, violent crowd or riot control, barricade or hostage situations and dealing with dangerous animals.

(3) Fiscal Cost:

A. Initial Cost:

The MK-3 OC spray cost approx. \$19 per unit and the MK-9 OC spray costs approx. \$60 per unit. The manufacturer is Defense Technology and the Berkeley Police Department purchase each unit from Galls Police Supply or LC Action Police Supply. Purchases for these tools are made when inventory gets low which is typically determined by how many new officers are sworn in, as well as if they are utilized in dangerous situations.

B. Cost of Use:

The cost of each usage is unpredictable due to the unknown nature of crime, timelines of dangerous situations, and number of applications.

C. Cost of Potential Adverse Effects:

Adverse effects of improper use of OC spray are not calculable. It could lead to serious injury. Additionally, the improper use could result in civil liabilities.

D. Annual and Ongoing Costs:

See below cost of training.

E. Training Cost:

Training is conducted in the police academy and in-house by a Police Officer Standard Training (POST) certified Berkeley Police chemical agent training officer. The cost of training is staff time.

F. Maintenance and Storage Costs:

The majority of the MK-3 OC sprays are either stored within the Police Department or with each sworn police officer while they conduct official duties. All MK-9 OC sprays are stored in the basement. There are no additional storage costs or associated costs to transporting, maintain, or upgrade.

G. Upgrade Costs:

No upgrades exist for this equipment as of this report.

(4) Impact:

The physical effects of being subjected to OC may significantly reduce an individual's aggressive behavior. Reports have shown that the use of OC can reduce the amount of officer and arrestee injuries due to its effectiveness. Chemists assigned to the FBI Forensic Science Research and Training Center report no long-term health risks associated with the use of OC. The use of the MK-3 or MK-9 OC spray can render a dangerous and violent situation safe without using a higher level of force.

(5) Mitigations:

Law Enforcement Officers attend a Police Officer Standard Training (POST) approved academy before they enter into a Field Training Program and continue their training. During this academy they are taught about OC, how to deploy it, its effects, and the decontamination process. They are also subjected to OC to physically feel the effects themselves. After the academy, each officer is issued a MK-3 OC spray which they

are to keep on their person while on duty. If deployed and when practical, medical personnel should be summoned for the affected person(s) per policy 303. All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

(6) **Alternatives:**

Alternatives to utilizing OC sprays are tools such as expandable batons, less lethal launchers, and/or physical body weapons. The rationale to use OC spray depends on the circumstances of each individual incident and the individual officer involved in the incident. As mentioned above, reports have shown that OC spray may significantly reduce an individual's aggressive behavior which can minimize the amount of force necessary to apprehend that subject. Per our Use of Force policy (Lexipol 300), we shall use the minimal amount of force possible during each incident, thus making OC spray a valuable option.

(7) **Third Party Dependence:**

There is no third-party dependence for the First Defense OC spray. Once they are purchased, they are secured in their designated locations within the Police Department or with sworn police officers while they conduct official duties.

Chlorobenzylidene Malonitrile and Oleoresin Capsicum

(1) **Description:**

A. **Background:**

Chlorobenzylidene malonitrile (CS):

Chlorobenzylidene malonitrile (CS) is one of the most commonly used "tear gases" in the world. It can be liquid, gaseous, or solid substance intended to produce temporary discomfort through being vaporized or otherwise dispersed in the air. Law enforcement (LE) agencies have found this agent invaluable when faced with combative suspects, for crowd/riot control, and for alleviating barricaded subject situations. LE use it to help control individuals or groups without the need for a higher level of force. There are four different deployment methods of chemical agents (Aerosol - most commonly used by police departments, Fogging, Pyrotechnics, and blast expulsion). All methods of deployment can be affected by certain environmental and physical conditions (wind, rain, temperature, distance, and proximity to others). At standard daily

temperatures and pressures, CS forms a white crystal with a low vapor pressure and poor solubility in water.

Oleoresin capsicum (OC):

For this portion of the Impact Statement, Oleoresin capsicum (OC) will be referred to in the aerosol canister form. OC is the chemical agent that is most widely used amongst Law Enforcement (LE) and the general public. OC has a pungent and irritating pepper odor. It is classified as an inflammatory agent. OC is mixed with several types of solutions which act as carriers.

B. Quantity:

Inventory for CS canisters:

Qty 6 – 5230 CS Canisters

Qty 24 – 6230 CS Canisters

Qty 20 – 5230B CS Baffled Canister (flameless)

Qty 17 – 5231 CS Tri-Phaser Canisters

Qty 21 – 4630 CS Muzzle Blast (used with 40 mm less lethal launcher)

Qty 4 – 4530 CS Impact Rounds (used with 40 mm less lethal launcher)

Qty 19 – 4330 CS Barricade Projectile Rounds (used with 40 mm less lethal launcher)

Inventory for OC canisters:

Qty 54 - 9440 OC Tear Ball

Qty 19 - 5440 OC Flameless

Qty 20 - 6340 OC Vaper

C. Capability:

CS aerosols with microscopic particles which are potent sensory irritants

becoming attached primarily to moist mucous membranes and moist skin.

Common effects are: coughing, increased mucous secretion, difficulty breathing, skin reactions, and excessive salivation. The onset of symptoms typically occurs within 20 to 60 seconds, and if the exposed individual is placed in fresh air these effects generally cease in 10 to 30 minutes.

A person subjected to OC can expect heavy tearing due to a burning sensation, involuntary closing or blinking of the eyes, stinging skin sensation, redness of the skin, irritation of the nose, runny nose, salivation, cough, gagging sensation, and shortness of breath. A person may also experience anxiety and panic. A complete recovery usually takes place within 45-60 minutes depending on the level of exposure.

Both CS and OC canisters can render a dangerous and violent situation safe without using a higher level of force.

D. Lifespan:

CS and OC canisters expire in approximately 5 years.

E. Use:

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Chief of Police may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

(2) Purpose:

There are a variety of situations where peace officers may use chemical agents such as: self-defense, overcoming the resistance of a noncompliant individual, effecting an arrest, preventing escape, violent crowd or riot control, barricade or hostage situations and dealing with dangerous animals.

(3) Fiscal Cost:

A. Initial Cost:

The cost for CS canisters ranges from \$20.00 to \$39.00 per unit. The cost for OC canisters ranges from \$36.00 to \$44.00 per unit. The Berkeley Police Department prefers the use of the Combined Tactical Systems (CTS) chemical agents and we purchase them from LC Action Police Supply.

B. Cost of Use:

The cost of each proposed use is unpredictable due to the demand, unknown nature and timelines of dangerous crowd/riots situations, dangerous barricade situations, and hostage situations.

C. Cost of Potential Adverse Effects:

Adverse effects of improper use of OC and CS are not calculable. It could lead to serious injury. Additionally, the improper use could result in civil liabilities.

D. Annual and Ongoing Costs:

See below cost of training.

E. Training Cost:

When purchased, each unit is given an expiration date which typically falls within a 2-3-year range. Every 2-3 years, new chemical agents are purchased to honor

the expiration dates. The expired agents are then used during annual trainings thus minimizing the overall cost. Training is conducted by a Police Officer Standard Training (POST) certified Berkeley Police chemical agent training officer. The cost of training is staff time.

F. Maintenance and Storage Costs:

The majority of agents are stored inside of a marked chemical agent room within the Police Department, in the Special Response Team vehicle, or in the rescue Vehicle. There are no additional storage costs. There are no associated costs to transporting, maintenance, or upgrades.

G. Upgrade Costs:

No upgrades exist for this equipment as of this report.

(4) Impact:

BPD is committed to preserving and protecting human life and welfare. These tools allow us to fulfill our commitment to our community.

Law Enforcement, under Penal Code 12403.1, is able to lawfully purchase, possess, or use chemical agents in the discharge of their duties. CS and/or OC canisters have been prominently used to resolve dangerous barricaded suspect situations and violent crowd control/riot situations.

Berkeley Police officers are trained to utilize time and distance to de-escalate dangerous barricaded situations in order to resolve each incident with minimal the use of force (per Use of Force Policy 300). In some circumstances when all other options are exhausted, CS and/or OC can be inserted into the structure in which the barricaded suspect is, denying access to certain areas inside. Unless exigent circumstances arise, all attempts to evacuate the structure are made prior to any deployment. When CS and/or OC are deployed into a structure the suspect may be forced outside allowing the situation to resolve safely with no use further use of force.

CS and/or OC chemical agents can be utilized to create order in dangerous crowd control/riot situations that have demonstrated violence or destruction. During these incidents, typically a clear and direct warning has been given to the crowd to disperse before the chemical agents are deployed. The ability to disperse crowds from a distance limits injury to Police Officers as well as damage to critical structures.

(5) **Mitigations:**

Regarding the already mentioned impacts, the decision to utilize chemical agents (unless there are exigent circumstances) flows through the chain of command and ultimately makes its way to the Chief of Police and the City Manager. If there are exigent circumstances, the Field Commander makes the decision and then advises the Chief of Police as soon as practical. All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

With these procedures incorporated in BPD's policies, this mitigates many potential negative impacts. Per Policy 428 – First Amendment Assemblies - The Field Commander shall determine the type and quantity of chemical agents to be used. After use of chemical agents, the Field Commander shall re-evaluate the scene to determine if additional chemical agents are needed. Less-than-lethal munitions (40 mm CS impact rounds), chemical agents (including OC spray), and/or smoke shall only be deployed in crowd control situations as outlined in the Use of Force Policy. For planned events, inventories shall be conducted before and at the conclusion of the incident. Outside agency inventories shall also be tracked.

In addition to the mitigations in place, the Berkeley Police Special Response Team also receives annual training on the use of chemical agents, the effects, and the decontamination process. Per policy 303, when practical, medical personnel should be summoned for the affected person(s).

(6) **Alternatives:**

There are no direct alternatives for CS and OC. They are the industry's leading way to resolve barricaded suspects while reducing the likelihood of injury to the subject, community, and officers. Additionally, it is one of the only tools that allows officers to stop acts of violence or regain order during crowd control/riot situations. They are very distinct in nature and have direct purposes. The rationale to use CS or OC depends on the circumstances of each incident. The Berkeley Police Department shall use the minimal amount of force per our Use of Force Policy 300. The use of CS or OC allows the police personnel to maintain distance, giving officers more time to react and avoid a potential need for a higher level of force to safely resolve the situation.

(7) **Third Party Dependence:**

There is no third-party dependence for CS and OC chemical agents. Once they are purchased, they are secured in their designated areas and stay there until they are either used during incidents or training.

Remington 700 Rifle

(1) **Description:**

A. **Background:**

The Remington 700 is a series of bolt-action rifles designed in 1962 by the Remington Arms Company. The “700” designator is the generic name for multiple models of rifles with various parts, barrel lengths, stocks, etc. The Remington 700 rifle has long been used by law enforcement agencies and continues to be an industry standard for issued equipment. The Berkeley Police Department utilizes a custom Remington 700 action, chambered in the common .308-caliber round, with a 20” barrel and an Accuracy International chassis/stock. The rifle also includes a Nightforce 3-15x magnified optic and bipod.

BPD utilizes Hornady .308-caliber ammunition. This particular ammunition is specially designed for law enforcement applications due to its increased and consistent accuracy and performance.

B. **Quantity:**

The Berkeley Police Department Special Response Team (SRT) currently possesses six Remington 700 rifles, all configured in the same manner.

Currently, BPD has approximately 1,800 Hornady .308-caliber rounds. That quantity of ammunition fluctuates depending on supply from distributors and training schedules of those trained officers.

C. **Capability:**

The Remington 700 rifle, with the appropriate ammunition, training, and practice, is capable of consistent and highly accurate shooting out to a distance of approximately 500-yards.

The Remington 700 is intended to be used in emergency situations where there is a high potential for violence, where the need exists to put distance between officers and a specific individual, such as an armed hostage situation.

D. Lifespan:

The Remington 700 bolt-action rifles have an expected life span of 10-years if properly maintained.

E. Use:

Used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers.

F. How it Works:

The Remington 700 is a manually operated rifle. It requires the officer to physically maneuver a handle to expel a spent cartridge and to load another unspent round of ammunition in order to fire a second round. When the trigger is pressed, a firing pin strikes the primer of a bullet loaded into the chamber of the rifle. The ignited primer ignites gun powder contained in the bullet which pushes the bullet down the barrel and out the muzzle. The officer must then pull a handle attached to the bolt to the rear, ejecting the spent cartridge. The officer then pushes the bolt forward, which picks up another bullet from the magazine, and closes the chamber, making the rifle ready to fire again.

(2) Purpose:

This rifle is to be used in the defense of life or great bodily injury to potential victims of violent crimes, general public, and officers. This rifle provides police with the benefit of adding distance to a volatile situation which can increase the safety for community members and officers. This rifle is an ancillary firearm for situations where increased distance and accuracy is needed to safely resolve the situation.

(3) Fiscal Cost:

A. Initial Cost:

The initial cost to purchase this rifle with its associated components is approximately \$10,000 dollars each. Their average life span is 10-years at which time it will likely need to be replaced.

B. Cost of Use:

Cost of use for all firearms should be based on the ammunition used in training and on duty. This will fluctuate based on training.

C. Cost of Adverse Effects:

Adverse effects and improper usage of a firearm are not calculable. It could lead to the loss of life or serious injury. Additionally, the improper use could result in civil liabilities.

D. Annual and Ongoing Costs:

If this rifle is not cared for or maintained well, then a potential financial adverse impact would be the premature purchasing of a replacement rifle or replacement parts. However, authorized and trained Berkeley Police armorers service and provide regular maintenance of the rifles. The cost of maintenance is staff time.

E. Training Costs:

The cost associated with training is the staff time, range fees, and cost of spent ammunition. SRT members train once a month and, on average, each member shoots approximately 50-rounds. Currently, there are only 4 members shooting at each training day. This equates to approximately 2,400 rounds of ammunition being fired per year. This does not include special training days or attendance to training schools/classes. A single box of 20-rounds costs approximately \$20-dollars or \$1 dollar per round.

F. Maintenance and Storage Costs:

Maintenance costs vary depending on use over time. Firing pins need to be replaced every 5 to 7 years. The maintenance cost associated with this rifle is minimal.

There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

G. Upgrade Costs:

Upgrade costs and maintenance cost are synonymous due to the consistent design. Improvements in technology and new designs may be an additional cost but we can't predict what those will be at this time.

Should advancements be made in ammunition manufacturing; those upgrade costs are unknown at this time.

(4) Impact:

The primary purpose of this rifle is to further SRT's goal of adding time and distance when dealing with a violent and dangerous individual(s). The rifle may allow SRT additional time by increasing the distance between law enforcement and the specific individual, thereby increasing the likelihood of a more peaceful resolution. Like all tools, it has a time and place for its intended operational efficacy.

(5) **Mitigations:**

Mitigating impacts from this tool's primary purpose is done through regular training. The training includes accuracy, decision making, scenarios, and various other training points. All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

(6) **Alternatives:**

The Remington 700 rifle is an industry standard tool used to deliver precision accuracy on an intended target. This tool can deliver accuracy and predictability through intermediate barriers like glass windows. It can be used at distances greater than any other tool currently possessed or authorized. No alternate tool or method would accomplish the same goal.

(7) **Third Party Dependence:**

These rifles are fairly simple in their design and operation. They do require regular maintenance which is commonly performed by each individual member. BPD Armorers are also capable of performing additional maintenance. If an issue arises which is beyond the scope of our Armorers we would seek professional assistance from the manufacturer. However, the need for this is very rare.

ReconRobotics Recon Scout XT

(1) **Description:**

A. **Background:**

The Recon Scout XT is a throwable micro-robot manufactured by ReconRobotics for use in law enforcement applications. The Recon Scout XT enables officers to obtain instantaneous video footage and audio within indoor or outdoor environments. Designed to withstand repeated drops onto concrete, the Recon Scout XT robot can be thrown into hazardous situations (hostage rescue, barricaded subjects, natural disasters, etc.) in order to allow officers to quickly and safely make informed decisions when seconds count.

B. **Quantity:**

The Berkeley Police Department has two Recon Scout XT throwable robots, both purchased in 2010.

C. Capability:

The Recon Scout XT robot is designed to be able to crawl over a variety of terrain, clearing obstacles up to 2" (5 cm) tall. It could be thrown into hazardous situations, indoor and outdoor, and provide live audio and video feed back to the controller.

D. Lifespan:

Both Recon Scout XT robots are over 10 years old and ReconRobotics have developed and manufactured more advanced robots. ReconRobotics have stopped manufacturing certain parts for the Recon Scout XT, so the lifespan is dependent on what parts need to be replaced.

E. Use:

The Recon Scout XT robot may be deployed to help police officers safely view potentially dangerous environments before entering them.

F. How it Works:

The Recon Scout XT robot has a cylindrical body with a finned-wheel at either end of its body, and is stabilized by a rubber "tail". It measures approximately 6 ½" wide, and each wheel is about 5" in diameter (fin to fin) and weights just over one pound (1.2 lbs.). The Recon Scout XT robot sends digital video and audio back to an Operator Control Unit (OCU; controller with a screen and joystick), which allows the officer to control the robot, which provides a live feedback containing audio and visual feeds. The Recon Scout XT robot does not record audio or video footage; there is no data storage capability.

(2) Purpose:

The Recon Scout XT robot is intended to safely provide police officers valuable information during high-risk, rapid evolving situations via real-time audio and video footage. It can be driven a distance away from the OCU, creating space between the officer and potential danger, thus decreasing the likelihood of injury to those involved in the event, or even a violent encounter between police officers and a dangerous subject. This asset furthers our commitment to the sanctity of life by offering time and distance in critical incidents.

(3) Fiscal Cost:

A. Initial cost:

The initial cost for the Recon Scout XT robot was about \$12,500 per unit (2010 cost).

B. Cost of Use:

There is no "per use" cost of this equipment. The Recon Scout XT is powered by a rechargeable battery.

C. Cost of Potential Adverse Impacts:

The likelihood of adverse impacts due to the use of the Recon Scout XT robot is low – it is small, lightweight and is not likely to injure persons or damage personal property when deployed; however, there is a small chance that the Recon Scout XT robot might cause damage to personal property when deployed (thrown) into a structure. Due caution is used when it becomes necessary to throw, rather than place, the robot into a structure.

D. Annual and Ongoing Cost:

There are no ongoing or annual costs associated with the use of the Recon Scout XT robot. Being that it is battery operated, there is a nominal cost associated with charging the Recon Scout XT robot's batteries, and the batteries of the OCU. The Recon Scout XT robot is fairly simple to operate, thus there is no cost associated with training officers in its use. There are no costs with transportation or storage of the Recon Scout XT robot. While there are newer models of this robot available, there does not appear to be any upgrades available for the Recon Scout XT. The Recon Scout XT robot has been damaged on occasion, and there are costs associated with repair. But generally, the Recon Scout XT robot is robust and does not need regular repair.

E. Training Cost:

The Recon Scout XT robot is user friendly and simple to operate. Training is conducted by Berkeley Police personnel familiar with the operations and procedures of the Recon Scout XT robot. The cost of training is staff time.

F. Maintenance and Storage Costs:

There are no annual or storage costs.

G. Upgrade Costs:

There are no upgrades available at the time of this report.

(4) Impact:

The Recon Scout XT robot is used to safely gather information in situations where it may be dangerous to expose an officer, or officers, to gather the same information. Putting officers in such unknown, tense situations has the potential to create violent encounters, or otherwise place officers in unnecessary peril and danger that might otherwise be avoided by the use of a tool like the Recon Scout XT robot. The Recon Scout XT robot is not likely to have a negative impact on the welfare or safety of the public as its role is to gather real-time information during high-risk incidents such as hostage or potentially life-threatening situations. The Recon Scout XT robot is likely to improve the welfare and increase the safety of the public through its ability to gather real-time information and feed it back to police officers. The Recon Scout XT robot does not have the capability to record or store data.

(5) Mitigations:

The use of the Recon Scout XT robot is limited to sworn police officers, and guided by field supervisors (Lieutenants and Sergeants). Procedurally, the Recon Scout XT robot is used when exigent circumstances exist (hostage situation, barricaded subject, natural disaster

necessitating rescue, etc.) and real-time information is necessary to safely and effectively resolve the situation. The robot does not record or store data.

(6) **Alternatives:**

Unmanned aerial vehicles (UAV) are an alternative to robots such as the Recon Scout XT robot. However, the Berkeley City Council has prohibited the Berkeley Police Department from using UAVs. They are not constrained by obstacles on the ground and provide far superior perspective and situational awareness; at times, obstacles halt the Recon Scout XT robot's movement. There are several other robots on the market, however, the Recon Scout XT robot is compact, lightweight (weighing in at just over a pound), very maneuverable, and can easily be carried by an officer. It can also be introduced into structures by throwing it through any opening – an option not possible with other robot models.

(7) **Third Party Dependence:**

The Recon Scout XT robot does not currently rely on a third-party company or vendor for its use or maintenance. Should maintenance or parts be required beyond the scope of the members of the Berkeley Police Department, the robot would be sent to ReconRobotics for service.

Andros Remotec HD-1 Hazardous Duty Robot

(1) **Description:**

A. **Background:**

The Andros Remotec HD-1 Hazardous Duty Robot, hereinafter referred to as Remotec HD-1 robot, was designed to support a wide range of missions in demanding environments. The Remotec HD-1 robot is capable of lifting up to 125 pounds, tracked articulators stair climbing, and has an integrated Talisman radio system for a stronger radio wave connection between the controller and the robot.

Remotec has served explosive ordinance disposal units, hazardous materials units, and other first responders as a provider of mobile robotic systems for application into a variety of undesirable, hazardous and potentially life-threatening environments. The Remotec HD-1 robot allows individuals to approach hazardous devices to examine and manipulate the device without putting people in harm's way.

B. **Quantity:**

The Berkeley Police Department Bomb Squad has one robot, the Remotec HD-1 robot.

C. **Capability:**

Remotec HD-1 robot is used in situations where a potential life-threatening situation exists and is too hazardous for a bomb technician to approach in person. The Remotec HD-1 robot is also used to survey an area prior to a bomb technician approaching a

scene to check for trip wires and ascertain a good approach path. The Remotec HD-1 robot has three cameras and audio monitoring that stream live video and audio back to the control module; however, it is unable to record and does not have any data storage capabilities. It has several attachment mounting options as well. The Remotec HD-1 robot also has the ability to carry a variety of tools. Some of the tools are:

- 1) A spike to break glass and access vehicles or homes with potential explosive devices inside
- 2) An X-ray mount in order to remotely X-ray suspected explosive devices.
- 3) Percussion actuated non-electric disruptors which are smooth barrels that are filled with water and fired at high speed with a blank shotgun round to open backpacks, suitcases, and packages from a distance
- 4) A hook with cutting blades that are used to cut backpack straps, ropes, etc.
- 5) PAN rounds containing various fills, from sand to slugs, in order to open sturdier packages made from metal or other hard covers.
- 6) Electrical connections to connect explosives that can be detonated remotely and from a safe distance.

D. Lifespan:

The Remotec HD-1 robot has an expected life span of 10 years. It is currently 13 years old and has begun exhibiting issues. The Remotec HD-1 robot weighs just over 200 lbs. and has been near multiple explosions over the years and crossed a variety of off-road terrain

E. Use:

Used to examine and possible destroy hazardous materials such as an explosive device.

F. How it Works:

The Remotec HD-1 robot is piloted by a bomb technician into a hazardous area to locate, examine, and render suspicious packages and explosive devices safe by utilizing a variety of attachable tools.

(2) Purpose:

The Remotec HD-1 robot is used as a means to approach hazardous situations where a potentially lethal threat such as an explosive device exist. The Remotec HD-1 robot allows for the examination and manipulation of an object or potential explosive device without unnecessarily putting a bomb technician's life at risk.

(3) Fiscal Cost:

A. Initial Cost:

Procured in 2008 for \$214,496 including on-site training through a UASI Grant. (64,292-N.S.)

B. Cost of Use:

None. The robot is electric and operated through the City's electricity for charging.

C. Cost of Potential Adverse Effects:

The Remotec HD-1 robot interacts with inanimate objects. However, should it encounter a package that explodes, it could potentially destroy the robot and damage other property.

D. Annual and Ongoing Costs:

There is no annual cost. Maintenance of the Remotec HD-1 robot is conducted by Berkeley Police Bomb Technicians.

E. Training Costs:

Berkeley Police Bomb Technicians are trained during regular bomb squad training sessions and maintain their skills through training scenarios. The cost of training is limited to staff time.

F. Maintenance and Storage Costs:

Remotec offers occasional maintenance and upkeep workshops free of charge.

G. Upgrade Costs:

There are no costs for upgrades as the company has stopped manufacturing the robot and any applicable upgrades.

(4) Impact:

The Remotec HD-1 robot is used by the Berkeley Police Department Bomb Squad as a means to examine a potentially explosive device in order to keep the community safe. Since April 2020, the Berkeley Police Department Bomb Squad has responded to 14 incidents. The impact of the Remotec HD-1 robot has been to reduce and minimize the danger posed by calls of possible explosive devices to the Berkeley Police Department's Bomb Technicians.

(5) Mitigations:

The Remotec HD-1 robot is used in situations where a hazardous device exists. In these situations, the area is always evacuated in order to ensure community safety.

(6) Alternatives:

The Remotec HD-1 robot is 13 years old and there has been significant development in technology. There are several alternatives that are far superior than our current Remotec HD-1; Mark V-A1 robot developed by Remotec Andros, Caliber Flex developed by ICOR Technology, Digital Vanguard-S developed by Med-Eng and T7 and T4 developed by L3Harris Technologies. These are alternatives that have newer and better technology and capabilities than the Remotec HD-1 robot.

(7) **Third Party Dependence:**

Remotec representatives are the only ones used to diagnose and maintain complex issues on the robot that cannot be done in-house. Since it is proprietary technology, Remotec may void warranties on any repairs made by outside vendors or by untrained personnel. Therefore, all complex issues with the Remotec HD-1 robot must be repaired by Remotec.

Light/Sound Diversionary Device

(1) **Description:**

A. **Background:**

Light/Sound Diversionary devices also known as distraction device, flashbang, light/sound and noise/flash devices have been available for approximately 40 years and are a safe and effective tool for Law Enforcement (LE) to use during challenging tactical incidents. The device will be referred to a diversionary device throughout this document.

B. **Quantity:**

Qty 50 - CTS 7290 Diversionary Device

C. **Capability:**

When a diversionary device is deployed they create a loud noise, heat and brilliant light and create an effective diversion. They can create psychological and physiological effects such as: hearing a loud noise beyond that of everyday living, seeing a short bright light, and feeling of a change in atmospheric pressure. These effects may disorient/confuse subjects for a short time giving tactical teams the ability to apprehend that subject without using a higher level of force.

D. **Lifespan:**

The lifespan of the CTS 7290 Diversionary Device is 5 years.

E. **Use:**

The use of a diversionary device is to create a diversion in order to facilitate entry and enable arrest. Circumstances justifying the use of a diversionary device may include, but not limited to barricaded subject or hostage situations and high-risk search warrants services.

F. **How it Works:**

The main charge of a modern diversionary device typically contains flash powder which is sometimes called photoflash powder. Upon initiation, this chemical compound causes the device to deflagrate (not detonate). The powder mixture is

rapidly changed into gases that expand outward reaching upwards to 3,800 times the original volume of the charge itself. This process releases the desired effects of loud noise, bright light and the feeling of atmospheric pressure. Flash powder is typically made up of an oxidizer and some type of fuel. The oxidizer is needed to initiate and sustain the flash powder's rapid combustion. This is required since sufficient oxygen cannot be obtained from just the surrounding air.

(2) **Purpose:**

The purpose of a diversionary device is to create a reactionary gap of a person by temporarily disorienting them. This gap gives tactical teams an opportunity to apprehend a suspect while using the minimal amount of force possible. They can also be used to safely invoke a response or redirect the attention of subjects who are either feigning injury, ignoring police commands or are unresponsive while posing a threat to the public.

(3) **Fiscal Cost:**

A. **Initial Cost:**

Diversionary Devices cost approximately \$45 per unit and are purchased through LC Action Police Supply. Purchases for these tools are made when inventory becomes low, based upon critical incident usage and Special Response Team trainings that incorporate live devices.

B. **Cost of Use:**

The cost of each proposed use is unpredictable due to the unknown nature and timelines of dangerous barricade situations, critical incident, and hostage situations. The devices may be stored inside of the Police Department, in the Special Response Team Vehicle, or in the rescue vehicle. There are no additional storage costs. There are no associated costs for transporting, maintenance, training, or upgrades.

C. **Cost of Potential Advert Effects:**

Adverse effects of improper use of a diversionary device are not calculable. It could result in serious injury. Additionally, the improper use could result in civil liabilities.

D. **Annual and Ongoing Costs:**

See below training cost.

E. Training Cost:

Only trained and qualified personnel are permitted to deploy diversionary devices. These trained Berkeley Police officers are typically members of the Berkeley Police Department Special Response Team who receive monthly training which includes training in the deployment of diversionary devices. The cost of training is staff time.

F. Maintenance and Storage Costs:

The majority of diversionary devices are stored inside of a room in the basement within the Police Department. There are no additional storage costs. There are no associated costs to transporting, maintenance, or upgrades.

G. Upgrade Costs:

No upgrades exist for this equipment as of this report.

(4) Impact:

The Berkeley Police Department is committed to preserving and protecting human life and welfare. These tools allow us to fulfill our commitment to our community.

Diversionsary Devices may be utilized in many situations to include potentially dangerous barricaded subject situations, hostage situations, and critical incidents. Some criteria considered prior to a deployment is dependent upon whether the suspect is a dangerous felon, causes a life-threatening situation and/or other unique incidents where it appears to be a reasonable method in which to resolve the situation. When deployed appropriately these devices can assist in safely apprehending suspects and resolving high risk critical incidents with minimal or no injuries to suspects and/or officers.

(5) Mitigations:

Since Diversionsary Devices are considered low explosives, there are several protocols in place to mitigate possible negative results (i.e. minor or major injuries).

Only trained and qualified personnel are permitted to deploy diversionary devices; typically, members of the Special Response Team who receive constant training regarding the deployment, effects, and post deployment protocols.

Pre-deployment concerns are typically gathered and evaluated, such as:

- The number of people at a location and the individual location of suspects within the structure.

- Evaluation if there are children or elderly people present
- An evaluation of the suspect's mental and physical conditioning
- Evaluation of the building/room layout
- Possible combustible/flammable substances present
- Lighting conditions

When a diversionary device is deployed, the officer shall utilize a helmet, hearing protection, eye protection, body armor, and nomex (fire resistive) gloves.

If a diversionary device is used, a supervisor shall be notified, medical treatment/screening is conducted, and a collection of the deflagrated device is completed. Documentation utilizing the device serial number is recorded.

Per Policy 351 - Except in extreme emergencies (i.e., life-threatening situations), flash/sound diversionary devices shall not be used without prior authorization of the incident commander/on-scene supervisor. Whenever diversionary devices are carried by personnel in an actual situation or incident, that fact shall be noted in the after-action report or police report. In the event devices are deployed, the circumstances surrounding their deployment shall be fully described. The Chief of Police or his or her designee shall be responsible for reviewing any deployment of diversionary devices to ensure that policy was followed. Diversionary devices are registered by serial number with the Bureau of Alcohol, Tobacco, and Firearms (ATF). Typically, the police department's purchase of new devices is reported directly (by case-lot serial numbers) to ATF by the device manufacturer via ATF Form 5. The National Firearms Act requires the police department to notify ATF upon the use/expenditure of diversionary devices. A Special Response Team member shall be responsible for submitting written notification to ATF when all devices listed on a single ATF form 5 have been used/expended.

(6) Alternatives:

A possible alternative to a diversionary device (flashbang) is the Tactical Electronic Distraction Device (T.E.D.D.) which emits 2600 lumen light and high pitched 120 decibel sound to disorientate subjects. This could be a good tool as it is not a low explosive however it has its negative aspects as well:

- There is no feeling of atmospheric pressure, limiting the desired momentary physiological effect.
- A suspect could pick up and throw the device at potential victims and at police officers. The currently used diversionary devices are too hot to attempt this.
- In certain circumstances, a suspect could potentially steal the device during an escape.
- The individual cost per unit is approx. \$200 which is much more than a diversionary device
- This device is significantly less effective in disorienting subjects compared to a diversionary device.

(7) **Third Party Dependence:**

There is no third-party dependence for Diversionary Devices with the exception of communication with ATF of the purchase. Once they are purchased, they are secured within their designated locations where they are stored until they are either used during incidents or training.

Long Range Acoustic Device (LRAD)

(1) **Description:**

A. **Background:**

The Long-Range Acoustic Device (LRAD) is a high intensity directional acoustical array for long range, crystal clear notification system. The use of the LRAD is for communications.

B. **Quantity:**

The Berkeley Police Department possesses 2 Long Range Acoustic Devices (LRAD) speakers. One is an LRAD 450XL and the other is an LRAD 100X.

C. **Capability:**

Both of these speakers are able to focus sound in directional pattern allowing the user to make sound audible over distances much greater than conventional public address speakers. The LRAD 450XL is the larger of the two and designed to either be used in a fixed location or mounted on a vehicle to make it portable. It

has a usable range of approximately 1 mile. The LRAD 100X is smaller and more portable. It can be carried or mounted to a person's chest for mobility or mounted to a vehicle. Its range is approximately 1/3 of a mile. Both of these systems allow for clear long-range communication, they are also able to play recorded messages.

D. Lifespan:

The lifespan for both LRADs is 25 years.

E. Use:

The LRADs are used to communicate with the community during natural disasters, crowd management and control situations, or when other forms of communications are ineffective or inoperable to unequivocally communicate messages from Police or Fire and safely resolve uncertain situations where communicating with the public is paramount.

F. How it Works:

The LRADs are essentially a long-range speaker or long-range megaphone and operates as such.

(2) Purpose:

The LRADs are designed for clear long-range communication. The LRAD's ability to communicate over a long distance is far superior to any megaphone or Public Address (PA) system mounted to a police vehicle. Additionally, LRAD's may be used to:

- Communicate lifesaving information to residents during disasters
- Communicate to large crowds during parades, festivals, concerts and sporting events
- Establish safety zones and perimeters
- Control traffic congestion
- Conduct Special Response Team operations
- Broadcast a dispersal order
- Communicate during hostage and barricaded subject situations
- Announce and serve high risk warrants
- Communicate to protesters
- Communicate to persons threatening suicide who are in an inaccessible location
- Conduct search and rescue operations

The ability to communicate with the public in a large area increases the safety of all members of the public and law enforcement. It allows everyone in a given area to know what is being communicated, gives more situational awareness to everyone in a given area and allows people to know where to go or not to go.

(3) **Fiscal Cost:**

A. **Initial Cost:**

The LRAD 450XL and the LRAD 100X were purchased in 2018. The total cost for both LRADs, rechargeable battery packs and accessories was \$49,999.

B. **Cost of Use:**

There is no cost associated with each use of the LRADs. The systems run on batteries or can plug into a vehicle.

C. **Cost of Potential Adverse Effects:**

Adverse effects of improper use of the LRADs are not calculable. It could lead to hearing loss. Additionally, the improper use could result in civil liabilities.

D. **Annual and Ongoing Costs:**

BPD has not incurred any additional cost to date for this equipment.

E. **Training Costs:**

Training is conducted by Berkeley Police personnel who are trained in the use and procedures of the LRAD. The cost to train is staff time.

F. **Maintenance and Storage Costs:**

There are no maintenance or storage costs for this equipment.

G. **Upgrade Costs:**

No upgrades exist for this equipment as of this report.

(4) **Impact:**

The Berkeley Police Department is committed to ensuring the safety of our community. Having the ability to communicate efficiently and effectively in different situations is crucial in providing potentially life-saving information to the public. The LRAD provides BPD personnel the ability to communicate long distances to people that are in a given area, inside structures, or barricaded inside a structure. The LRAD is very effective any situation involving communicating information to large crowds, or entire communities.

(5) **Mitigations:**

The only potential negative impact of the LRAD's is that they are capable of producing a high pitched "deterrent tone" that is designed to disperse a potential threat. This "deterrent tone" does have the ability to cause hearing damage. BPD Policy 707 strictly prohibits any member of BPD from using the LRAD as a weapon. Additionally, the LRAD can only be deployed at the direction of a Watch Commander or Incident Commander and may only be used by personnel specifically trained in the use of the LRAD.

(6) **Alternatives:**

BPD is not aware of any other sound speakers that are able to clearly communicate over long distances of up to 1 mile.

(7) **Third Party Dependence:**

To date, BPD has not depended on any third party for the use or maintenance of this equipment.

36" Baton

(1) **Description:**

A. **Background:**

The Berkeley Police Department issues a knurled grip, polycarbonate, fixed-length straight baton for crowd control purposes. The baton is 36" long and 1.25" in diameter and weighs about 1.64 pounds. Polycarbonate is a thermoplastic, which means it is durable, resistant to splintering and heat.

B. **Quantity:**

In 2017, BPD purchased 175 polycarbonate 36" batons to replace aging wood batons of the same purpose. Additional polycarbonate batons were purchased over the past four years to ensure all sworn police officers as well as trained reserve police officers are equipped with the 36" baton. BPD possesses approximately 195 - 36" polycarbonate batons. Most of these batons are issued to and maintained by individuals. However, a small amount of these batons is stored in a secure equipment room as spares in case of damage or new personnel issue.

C. Capabilities:

The 36" baton is carried in a "baton ring" on an officer's belt just as any other baton. It is used as a safety tool and is a means for officers to defend themselves in certain crowd control or riot situations. Trained officers may employ particular applications of force with their 36" batons when directed by their chain of command. The 36" baton is the desirable baton in a crowd control situation as it is 7" longer than the standard 29" baton. The longer baton creates more distance between the officer and others, which is critical when dealing with violent or aggressive crowds.

D. Lifespan:

The manufacturer provides a lifetime repair or replacement guarantee.

E. Use:

The 36" baton is a less-lethal force tool and is intended to be used in crowd control situations in close quarters, where officers may defend an attack, or when engaging in physical contact with combative or aggressive crowd members. The 36" baton is only used for crowd situations.

F. How it Works:

There are a number of appropriate blocking or striking techniques an officer may use when force is justified and the decision is made to use the 36" baton to effectively gain control of a person or situation. The use of the baton requires the officer to continually monitor and assess effectiveness of any delivered strikes. The reason this type of force is administered is to stop a person's attack, threat or resistance, with the goal to place them under lawful arrest for their actions.

(2) Purpose:

The 36" baton is a less-lethal tool that may be used when a crowd becomes aggressive, hostile or violent. It is the most effective individual tool of choice when officers are in formation and engaged in crowd control duties.

When officers are deployed to maintain, disperse, or protect others from a violent crowd or civil disobedience, it is imperative that they have an adequate safety zone to protect themselves or others. The 36" baton provides officers additional distance from a potential threat than the standard issue 29" baton.

When the baton is used to strike a subject, kinetic energy transfer occurs. Kinetic energy is the energy of motion. The amount of translational kinetic energy which an object has depends upon two variables: the mass of the object and the speed of the

object. The desired effect is for the officer to apply a baton strike with the necessary energy to stop the threat as quickly and safely as possible. By targeting the large muscle areas of the arms or legs with sufficient kinetic energy, motor and sensory nerves can be affected. When the nerves are affected this will create momentary muscle dysfunction or pain, which will allow the officer the ability to gain control of the subject, while minimizing the possibility of long-term injury to the subject.

The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the person's conduct is creating an immediate threat of serious bodily injury or death to an officer or any other person as outlined in policy 303 and 300.

(3) Fiscal Cost:

A. Initial Cost:

The cost of the Monadnock MP36 2004 36" polycarbonate baton with knurled grip was \$53.00 per baton in September 2017. After tax, \$10,132.94 was spent for the purchase of 175 batons. The department placed an additional order for 20 batons in December 2019. It is anticipated that the cost of the baton will fluctuate a few dollars based on supply and demand over time.

B. Cost of Use:

The only cost associated with use that of ongoing departmental training to ensure officers are proficient in authorized baton techniques.

C. Costs of Potential Adverse Impacts:

Adverse effects from improper use of the 36" baton cannot be anticipated. Improper use could lead to serious bodily injury or death. Additionally, the improper use could result in civil liabilities.

D. Annual and Ongoing Costs:

There is no additional annual or ongoing cost associated with the 36" baton.

E. Training costs:

Training on the applications of the batons are conducted at the police academy. Police Office Standard Training (POST) requires "arrest and control" training every 2 years which includes portions of baton training. This training is conducted in-house by POST certified defensive tactics instructors.

F. Maintenance and Storage Costs:

There are no associated costs to transporting, maintenance, or upgrades.

G. Upgrade Costs:

No upgrades exist for this equipment as of this report.

(4) Impact:

Per Policy 300, “The Berkeley Police Department’s highest priority is safeguarding the life, dignity, and liberty of all persons. The Department is committed to accomplishing this mission with respect and minimal reliance of the use of force by using rapport-building communication, crisis intervention, and de-escalation tactics before resorting to force.”

At times, it may become necessary for police officers to use force in crowd control situations to move a crowd, stop violent behavior, overcome resistance or make a lawful arrest. Officers have been trained that they must do everything possible to avoid unnecessary uses of force, and minimize the force that is used, while still protecting themselves and the public. When deemed necessary, use of the 36” baton may be used as a tool to strike a person, create a barrier or used in formation in order to move a crowd in a certain direction. The use of the baton may cause discomfort, pain, blunt trauma and has the potential to cause serious injury. Their use is subject to the totality of the circumstances, proper training, department policy, as well as federal and state law.

Officers who use the 36” baton are trained to continuously assess each situation where force is used and only use the force that is reasonably necessary and proportional to respond to the threat or resistance to effectively and safely resolve the incident.

(5) Mitigations:

Per Policy 300, “In all cases where physical force is used, officers shall use a minimum amount of force that is objectively reasonable, objectively necessary, and proportional to effectively and safely resolve a conflict.”

Per Policy 303, “Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device. Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices. When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.”

Every officer who carries a 36” baton has been trained how to properly carry the equipment, it’s intended use, target areas and non-target areas. Large muscle groups such as the upper legs or lower abdomen are approved target areas and areas to be avoided at the groin and head. When a baton strike is directed at an intended target area and the subject moves simultaneously, it is possible for the officer to unintentionally strike a non-target area. Officers are trained to consider the placement of baton strikes, and to immediately render medical aid to the subject as soon as it is safe to do so.

All uses of force require documentation that is completed by the supervisor in a use of force report and reviewed by the Chain of Command. Furthermore, all deployments of equipment outlined in the Police Equipment and Community Safety Ordinance are documented according to the reporting requirements as mandated in the ordinance.

(6) **Alternatives:**

The alternatives to the 36” crowd control baton are the 29” standard issue baton and collapsible 26” Rapid Containment Baton (RCB). The standard issue baton and RCB are shorter in length and require officers to be closer to the person they are engaging, thereby increasing the risk of injury to the officer and the person. A longer baton provides an officer with more distance which creates a small safety zone and allows the officer time to react and assess the situation before making use of force decisions.

(7) **Third Party Dependence:**

There is no requirement for a third-party service provider to issue the 36” crowd control baton. Berkeley Police Department Defensive Tactics Instructors provide in-house training on the proper use of the baton.

Mobile Command Vehicle

(1) **Description:**

A. Background

The Berkeley Police Department owns one Mobile Command Vehicle (MCV). Our MCV is a 2003 Freightliner MT55. This vehicle’s most common use is as a commercial delivery vehicle. Our 2003 Freightliner MT55 was converted into a MCV by adding desktop work stations, additional police radios and emergency lighting. The MCV is 30’ long and has a gross vehicle weight (GVW) of approximately 23,000 pounds.

B. Quantity:

The Berkeley Police Department owns 1 MCV.

C. Capability:

The MCV is a mobile office that provides shelter and may be used as a mobile command and communication center.

D. Lifespan:

This vehicle is approximately 20 years old and is at the tail end of its serviceable lifespan. All emergency vehicles need to be completely dependable and vehicles of this age start to lose dependability as old parts start to fail without warning. The modern versions of this type of vehicle are typically converted motorhomes.

E. Use:

This vehicle is used as a mobile command post for large scaled events.

F. How it Works:

This vehicle operates and drives like other vehicles.

(2) Purpose:

This vehicle may be used as a mobile command post for any larger scaled events or as a communications center in the event the communications center in the Public Safety Building is inoperable. Some examples of large-scale events include Solano Stroll, Juneteenth, 4th of July, critical incidents or natural disasters.

(3) Fiscal Cost:

A. Initial cost:

The initial cost of the MCV (2003 Freightliner MT55) was \$230,800.

B. Cost of Use:

The cost of use is the cost of fuel from the City Corporation Yard.

C. Cost of Potential Adverse Effects:

Adverse effects of improper use of the MCV are not calculable, but is the same as improper use of any vehicles. The improper use could result in civil liabilities.

D. Annual and Ongoing Costs:

There is no annual or ongoing cost associated with this vehicle. Maintenance of the vehicle is conducted by the City's Corporation Yard.

E. Training Costs:

Training is conducted in-house by Berkeley Police personnel who are trained in the operation of the vehicle. The training cost is staff time.

F. Maintenance and Storage Costs:

There are no storage costs and maintenance would be conducted by the City of Berkeley Corporation Yard.

G. Upgrade Cost:

The MCV is almost 20 years old and upgrades would involve replacing different parts of the vehicle. This work would be conducted by the City of Berkeley's Corporation Yard. The cost would be staff time plus the cost of any necessary parts.

(4) Impact:

The MCV is used as a command post for any large scaled event. It works as a mobile central location where resources can stage and be deployed from. It provides the police department with on-site command, supplying a control and communications hub that is needed for large community events, or critical incidents such as natural disasters in order to maintain public safety.

(5) Mitigations:

The MCV shall only be operated by trained personnel that have demonstrated proficiency in the operations of this vehicle per Berkeley Police Department Policy 811.

(6) Alternatives:

The MCV is almost 20 years old. Current MCV from other agencies are large mobile homes converted into MCVs.

(7) Third Party Dependence:

All maintenance is completed through the Cities Corp Yard so there is no dependence on a third party.

Barrett Model 99 Rifle

(1) Description:

A. Background:

The Barrett Model 99 rifle is a single shot bolt-action 50-caliber rifle first

introduced in 1999. It is intended to be used in emergency situations where there is a high potential for violence.

B. Quantity:

Berkeley Police Department Special Response Team (SRT) currently possess 1 (one) of these rifles and is not looking to purchase any others.

Currently BPD has approximately 100 Summit Ammunition .50-caliber BNG rounds.

C. Capability:

This rifle is used only in situations where a potential life-threatening situation exists. The length of the rifle's barrel coupled with the ammunition result in precision accuracy. This rifle is capable of disabling any vehicle engine block because of the large caliber round.

D. Lifespan:

This rifle has been in our possession for almost 15-years and we expect it to last for an additional 20 years or more considering how in-frequently it's used.

E. Use:

This rifle is used primarily in emergency situations where a life-threatening situation exists, necessitating a vehicle to be disabled.

F. How it Works:

This is a bolt-action rifle that fires one round at a time and needs to be reloaded by hand after each round. The Barrett Model 99 rifle works similar to all modern bolt-action rifles. When the trigger is pressed, a firing pin strikes the primer of a bullet loaded into the chamber of the rifle. The ignited primer ignites gun powder contained in the bullet which pushes the bullet down the barrel and out the muzzle. The operator pulls the bolt back, ejecting the spent cartridge. The operator then loads another bullet into the breach, pushes the bolt forward, and closes the chamber, making the rifle ready to fired again.

(2) Purpose:

The Barrett rifle is a firearm that may be used to stop a vehicle which poses a lethal threat to the public, or to disable a vehicle which presents a threat to the safety of another person(s) by its continued use. There are vehicle disabling tools that may disable vehicles by slowly deflating the tires; however, even with tires deflated a vehicle has the ability to operate and remain a threat to the public. Furthermore,

these tools must be hand deployed and, in most circumstances, require officers to expose themselves to deadly threats. The Barrett rifle creates the ability to effectively disable vehicles instantaneously from a distance away.

(3) **Fiscal Cost:**

A. **Initial Cost:**

The Barrett Model 99 50-caliber rifle has a retail cost of approximately \$12,500 dollars. The Department of Justice provided the Barrett rifle to the Berkeley Police Department on 04/04/2007. There was no initial cost related to BPD taking possession of it.

B. **Cost of Use:**

The costs associated with its proposed uses is in the expenditure of its ammunition. The ammunition has a retail cost of approximately \$6 dollars per bullet; \$60 for a box of 10 and \$600 for a case of 10 boxes, plus shipping and handling. We currently possess 100 rounds of BMG ammunition.

C. **Cost of Potential Adverse Effects:**

Adverse effects of improper use of a firearm are not calculable. It could lead to the loss of life or serious injury. Additionally, the improper use could result in civil liabilities.

D. **Annual and Ongoing Costs:**

The annual cost of the equipment is minimal and includes ammunition expenditure, cleaning equipment, and possibly replacing the optics at some point in the future.

E. **Training Costs:**

The cost associated with training is the staff time, range fees, and cost of spent ammunition.

F. **Maintenance and Storage Costs:**

Maintenance costs vary depending on use over time and will vary. There are no costs associated with maintenance or storage of ammunition. All ammunition is stored in a climate-controlled room in the Berkeley Police Department.

G. **Upgrade Costs:**

Improvements in technology and new designs may be an additional cost but we can't predict what those will be at this time.

Should advancements be made in ammunition manufacturing; those upgrade costs are unknown at this time.

(4) **Impact:**

The Berkeley Police Department is committed to preserving and protecting human life and welfare. The Barrett rifle is a firearm the department would primarily use to stop a vehicle which poses a lethal threat to the public or used to disable a vehicle that presents a threat to the safety of another person(s) by its continued use.

The Barrett rifle is intended as a tool to increase the safety and welfare of community members and officers alike.

The Barrett rifle has minimal or no impact on civil rights or civil liberties as it will only be deployed in very specific situations, by very select members of the SRT. This is not a piece of equipment that is carried by an officer on routine patrol, and is highly unlikely that any members of our community would ever see this equipment due to its very selective use in the most critical of instances.

(5) **Mitigations:**

Only four BPD members are authorized to utilize this rifle. Authorized members are trained in its use as well as the very specific and limited circumstances where this equipment would be utilized.

(6) **Alternatives:**

There is no other alternative tool or asset available that could accomplish the same goal of this rifle. An alternative rifle to the Barrett model 99 is a different rifle of equal capability, such as a Lapua .338 caliber rifle.

(7) **Third Party Dependence:**

These rifles are simple in their design and operation. They do require regular maintenance which is performed by an SRT Team Leader. If an issue arises which is beyond the scope of our Armorers we would seek manufacturer assistance. However, the need for this is expected to be very rare.

Appendix:

Applicable Lexipol Policies Respective to Each Equipment

M4 rifle/Patrol Rifle

- Policy 300 (Use of Force)
- Policy 349 (Tactical Rifle Operator Program)

Penn Arms 40MM launcher

- Policy 300 (Use of Force)
- Policy 303 (Control Devices and Techniques)

Milkor LTL multi-launcher

- Policy 300 (Use of Force)
- Policy 303 (Control Devices and Techniques)

FN 303 Launcher & FN Pava rounds

- Policy 300 (Use of Force)
- Policy 303 (Control Devices and Techniques)

Chlorobenzylidene Malononitrile and Oleoresin Capsicum (canister and spray)

- Policy 300 (Use of Force)
- Policy 303 (Control Devices and Techniques)

Remington 700 Rifle

- Policy 300 (Use of Force)
- Policy 354 (Precision Rifle)

ReconRobotics Recon Scout XT Robots & Andros Remotec HD-1 Hazardous Duty Robot

- Policy 708 (Robot Cameras)

Light/Sound Diversionary Device

- Policy 353 (Diversionary Device)

Long Range Acoustic Device

- Policy 707 (Long Range Acoustical Device)

36" batons

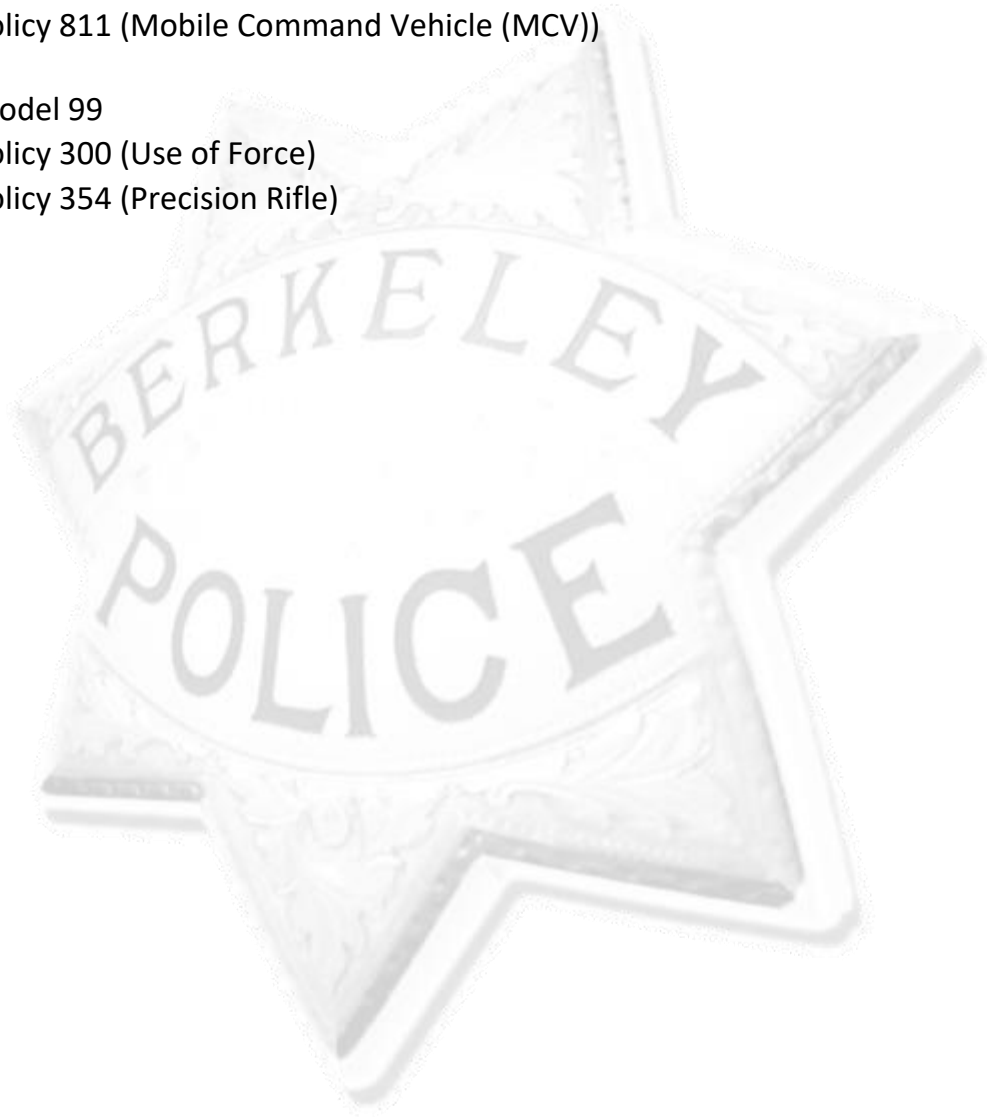
- Policy 300 (Use of Force)
- Policy 303 (Control Devices and Techniques)
- Policy 428 (First Amendment Assemblies)

Mobile Command Vehicle

- Policy 811 (Mobile Command Vehicle (MCV))

Barret Model 99

- Policy 300 (Use of Force)
- Policy 354 (Precision Rifle)



804 Attach June 2022.pdf

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

General Policy Statement Regarding Release Of Police Reports To The Public and the Police Accountability Board (PAB):

It shall be the general policy of the Police Department to release a copy of a police report to any member of the public or the PAB, unless the release of the report, or a part of the report, or the information in the report would: (1) endanger a person; (2) endanger the successful completion of the investigation or a related investigation; (3) constitute an unwarranted invasion of privacy as defined in this Policy; or, (4) is prohibited by law.

A release of a police report to a City department, such as the City Attorney’s office, the Office of Transportation, or the City Manager’s office, is not a release to the public and is not governed by this Policy.

NAMES AND ARRESTEE INFORMATION			
Subject	Release	No Release Reason	Further Direction
Adult arrestee’s <u>name</u> , occupation, physical description including date of birth, color of eyes and hair, sex, height and weight, the time and date of arrest, the time and date of booking, the location of the arrest, the factual circumstances surrounding the arrest, the amount of bail set, the time and manner of release or the location where the individual is currently being held, and all charges the individual is being held on, including any outstanding warrants from other jurisdictions and parole or probation holds.	Yes, release of this information is required by law, unless the release would: (1) endanger a person’s safety; or, (2) endanger the successful completion of the investigation or a related investigation. [Government Code §6254(f)(1)]		

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

NAMES AND ARRESTEE INFORMATION (continued)			
Subject	Release	No Release Reason	Further Direction
Adult suspect <u>name</u> (e.g., when suspect not arrested)	<p>No to general public, but yes to the general public, if the adult suspect's name was already released to the public through the PRC process.</p> <p>Release is also authorized to assist in specific public safety effort, such as locating the suspect.</p>	Unwarranted invasion of privacy.	<p>For PRC to investigate, when relevant to a PRC investigation, the PRC shall get the name of an adult suspect, if ALL of the following conditions apply: (1) the release will not endanger a person's safety; (2) the release will not endanger the successful completion of the investigation or a related investigation; and, (3) the release will not result in the release of highly personal information of a very sensitive nature such as sex crimes information, suicide, or mental health information.</p> <p>With respect to this third category, if the only person affected is the requesting party, and the person has filed a complaint with the PRC, then this information can be released to the PRC.</p>
Juvenile arrestee <u>name</u> and Juvenile suspect <u>name</u>	No. The entire report cannot be released without a Court Order, except that the juvenile's name and address information may be released to the victim, or his/her representative, after the criminal case against the juvenile suspect/arrestee is final in Juvenile Court, but only if the victim is seeking damages in civil court.	Release prohibited (except in limited circumstance noted) by Alameda County Court Order, dated 4/7/1995; Welfare & Institutions Code §§ 601 and 602; [TNG v. Sup. Ct.]	Prior to release to victim, confirm status of case is no longer active in Juvenile Court.

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

NAMES AND ARRESTEE INFORMATION (continued)			
Subject	Release	No Release Reason	Further Direction
Adult and juvenile victim <u>name</u> .	<p>No, if there is an active criminal case pending or a criminal case is likely to be filed, the name of the victim should not be released. [Penal Code §964]</p> <p>If no criminal case is pending or likely to be filed, then:</p> <p>Yes, release of a victim's name is required by law, unless the release of the adult victim's name would: (1) endanger a person's safety; (2) endanger the successful completion of the investigation or a related investigation; or (3) the victim of one of the crimes listed in GC §6254(f)(2) (e.g., sex crimes, domestic violence, stalking or hate crime) has been asked and has requested or, if a juvenile victim, his or her parent or guardian has requested, that his or her name be kept confidential. [GC §6254(f)(2).]</p>	<p>PC §964 sets forth certain restrictions on the release of a victim's name if a criminal case is pending.</p>	

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

NAMES AND ARRESTEE INFORMATION (continued)			
Subject	Release	No Release Reason	Further Direction
<p>Adult or juvenile witness or “other party” <u>name</u>; an “other party” is a person who is not an arrestee, suspect, or witness.</p>	<p>No, if there is an active criminal case pending or a criminal case is likely to be filed, the name of the witness (or other party) should not be released. [PC §964]</p> <p>If no criminal case is pending or likely to be filed, then, for an adult witness name:</p> <p>Yes, unless release of the adult witness name would: (1) endanger a person’s safety; (2) endanger the successful completion of the investigation or a related investigation; or, (3) result in the release of highly personal information of a very sensitive nature such as sex crimes information, suicide, or mental health information.</p> <p>Note: The name of a juvenile witness will not be disclosed to the general public, unless it has already been disclosed through the PRC process. The name of a juvenile witness will only be disclosed to the PRC, if the parent or guardian consents to the disclosure.</p>	<p>Protection of witness and potential witnesses; PC §964 sets forth certain restrictions on the release of a witnesses’ name if a criminal case is pending</p>	<p>If the PRC requests the name of a witness, the name can only be disclosed if: (1) there is no active criminal case pending or a criminal case is likely to be filed; (2) the release of the name would not endanger a person’s safety; and, (3) the release of the name would not endanger the successful completion of the investigation or a related investigation. In addition, if the witness is a juvenile, the parent or guardian must consent to the disclosure to the PRC.</p>

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

PHONE NUMBERS			
Subject	Release	No Release Reason	Further Direction
Phone number of person whose name IS released under this Policy	No, to general public, but yes to the general public, if the phone number was already released to the public through the PRC process.	Unwarranted invasion of privacy.	For PRC to investigate, PRC shall get the phone number of any adult person whose name is released to the PRC. However, if the person whose name is released is a juvenile, the phone number will not be released to the PRC without the consent of the juvenile's parent or guardian.
Phone number of any person whose name is NOT released under this Policy	No.	Unwarranted invasion of privacy.	

ADDRESS INFORMATION			
Subject	Release	No Release Reason	Further Direction
Adult arrestee <u>address.</u> Adult suspect <u>address</u> Adult/juvenile victim <u>address.</u> Adult/juvenile witness <u>address.</u> Adult/juvenile "other party" <u>address.</u>	No, if the <i>name</i> is not released under this Policy and/or applicable law. In cases in which the <i>name</i> is released: No, to general public, but yes to the general public: if the person's address was already released to the public through the PRC process.	Unwarranted invasion of privacy	For PRC to investigate, when relevant to a PRC investigation, PRC shall get the address of an adult arrestee, or adult suspect, or any victim, witness, or other party, but only if ALL of the following conditions apply: (1) the PRC obtained the name from BPD under this Policy; (2) the person has no working telephone number; (3) the release will not endanger a person's safety; (4) the release will not endanger the successful completion of the investigation or a related investigation; [cont.]

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

ADDRESS INFORMATION (continued)			
Subject	Release	No Release Reason	Further Direction
			<p>and, (5) the release will not result in the release of highly personal information of a very sensitive nature such as sex crimes information, suicide, or mental health information.</p> <p>In the case of a juvenile victim, juvenile witness, or juvenile other party, in addition to the above conditions, the address shall not be released to the PRC without consent of the juvenile's parent or guardian.</p> <p>Juvenile arrestee and juvenile suspect addresses are not releasable to the PRC. See below.</p>
<p>Juvenile arrestee <u>address</u> and Juvenile suspect <u>address</u>.</p>	<p>No. The entire report cannot be released without a Court Order, except that name and address information may be released to the victim or his or her representative after the criminal case against the juvenile suspect/arrestee is final in Juvenile Court, but only if the victim is seeking damages in civil court.</p>	<p>Release prohibited (except in limited circumstance noted) by Alameda County Court Order dated 4/7/1995; WIC §§601, 602. [TNG v. Superior Court]</p>	<p>Prior to release to victim confirm status of case is no longer active in Juvenile Court.</p>

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

OTHER PERSONAL INFORMATION			
Subject	Release	No Release Reason	Further Direction
Date of birth of <u>non</u> -arrestee. (Date of birth of arrestee is required by law to be released. See above)	No.	Unwarranted invasion of privacy and potential identity theft.	As an alternative, release victim, witness, or suspect's age.
CDL, Social Security #, Bank Account #.	No.	Unwarranted invasion of privacy and potential identity theft.	
Vehicle license plate numbers.	No.	Unwarranted invasion of privacy.	
Medical treatment records.	No, unless a person is requesting his or her own medical records, or the person whose medical records are being requested has signed an authorization for the release of the medical records to the requesting party.	Civil Code §56, et seq. provides that medical records are to be kept confidential; WIC §5328 provides that WIC §5150 records (such as the Berkeley Mental Health staff person's report re a WIC §5150) are confidential. Note: An officer's report re a WIC §5150 call is not a medical treatment record; it is a police report. Information provided by a medical treater noted in a police report is not a medical treatment record, but it should be deleted as an unwarranted invasion of privacy if it is highly sensitive information such as information involving sex crimes, suicide, or mental health.	Medical records can be given to the PRC if the person whose medical records are being requested has signed an authorization for the release of the medical records to the PRC. Alternatively, a person can obtain his or her own medical records held by BPD, if any, directly from BPD, and then give them to the PRC.

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

MUG SHOTS			
Subject	Release	No Release Reason	Further Direction
PFN photos taken by BPD (mug shots.)	Yes, unless release would: (1) endanger a person's safety; or, (2) endanger the successful completion of the investigation or a related investigation.		Obtain Detective Bureau approval for release in all criminal cases.
PFN photos taken by another agency.	No, unless release is made for a public safety purpose.	Policy decision.	Obtain approval from Office of the Chief.

THE POLICE REPORT NARRATIVE, STATEMENTS, DIAGRAMS, PHOTOS, AND COMMUNICATION TAPE			
Subject	Release	No Release Reason	Further Direction
Oral (paraphrased) and written statements from victims, witnesses, and suspects. Investigative narrative. Diagrams. Evidence list.	Yes, unless release would: (1) endanger a person's safety; (2) endanger the successful completion of the investigation or a related investigation; or, (3) result in the release of highly personal information of a very sensitive nature such as sex crimes information, suicide, or mental health information. With respect to this third category, if the only person affected is the requesting party, and the person has filed a complaint with the PRC, then this information can be released to the PRC.		

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

THE POLICE REPORT NARRATIVE, STATEMENTS, DIAGRAMS, PHOTOS, AND COMMUNICATION TAPE (cont.)			
Subject	Release	No Release Reason	Further Direction
Evidence photographs.	<p>Yes, unless release would: (1) endanger a person's safety; (2) endanger the successful completion of the investigation or a related investigation; or, (3) result the release of highly personal information of a very sensitive nature such as the condition of person's body or a corpse.</p> <p>With respect to this third category, if the only person affected is the requesting party, and the person has filed a complaint with the PRC, then this information can be released to the PRC.</p>		
Communications center audio tapes	<p>Yes, unless release is prohibited under PC §964 (pending criminal case), or release results in an unwarranted invasion of a citizen's privacy.</p> <p>No, as to continuing police radio communications in lengthy incidents occurring more than one hour after the incident first started.</p>	Unwarranted invasion of citizen's privacy and undue burden on staff.	For PRC to investigate, PRC shall get the tapes. However, if witness or victim information is not releasable to the PRC under this Policy or by law (e.g., PC §964), then that information must be deleted. Also, if the tape contains highly personal information of a very sensitive nature such as a victim screaming as she is violently assaulted or killed, such segments shall be deleted before release to the PRC, unless the only person affected is the requesting party, and the person has filed a complaint with the PRC.

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

THE POLICE REPORT NARRATIVE, STATEMENTS, DIAGRAMS, PHOTOS, AND COMMUNICATION TAPE (cont.)			
Subject	Release	No Release Reason	Further Direction
Investigative techniques: Trackers, undercover, surveillance locations, 'Johns'/decoy, tactics, interview tactics.	No.	Evidence Code §§1040-1042	
Confidential informant's name or identifying information.	No.	EC §§1040-1042	If the report uses "x" to refer to the confidential informant, release is permitted as no identifying information is included.
Complete, unredacted police report in ID theft (PC530.5) cases.	Yes, to victim only (PC §530.6(a)).		

CRIMINAL HISTORY INFORMATION			
Subject	Release	No Release Reason	Further Direction
PFN Number.	No.	Unwarranted invasion of privacy.	
Criminal history: Actual RAP sheet or actual RMS print-out for an individual.	No. However, local criminal history information contained in the RMS print out must be released to the subject of that information, if requested by the subject. [PC §13330(b)(11)]	PC §§11075, 11076, 11105 and 13300.	Okay to release serious felony conviction information only to Housing Authority managing Section 8 program.
Limited criminal history: Fact of prior crime or similar arrests relevant to the investigation, or relevant to the arrest charge, such as felon with a gun.	Yes. Although this information may be contained within a Rap sheet, it can be disclosed as a relevant part of a single police report, which in itself is not a Rap sheet. It can also be disseminated to the public generally for the purpose of assisting in the apprehension of a wanted person. [PC §13305]		

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

CRIMINAL HISTORY INFORMATION (continued)			
Subject	Release	No Release Reason	Further Direction
Information taken out of CLETS.	No.	CLETS "Policies, Practices & Procedures" provides that CLETS information (which includes DMV) is confidential and for OFFICIAL USE ONLY.	
Probation or parole hold on an arrestee.	Yes. Release of this information is required by law, unless the release of the probation or parole hold on the arrestee would: (1) endanger a person's safety; or, (2) endanger the successful completion of the investigation or a related investigation. [GC §6254(f)(1)]		
Probation or parole status when it is related to the investigation or arrest charge.	Yes, unless release of the arrest charge or investigation would: (1) endanger a person's safety; or, (2) endanger the successful completion of the investigation or a related investigation.		
Probation or parole, general status when there is no "hold" and it is not related to the investigation or arrest charge, and it is not being disclosed for a public safety purpose.	No.	PC §§11075, 11076, 11105 and 13300.	

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

OPEN AND CLOSED INVESTIGATIONS, HOMICIDE REPORTS			
Subject	Release	No Release Reason	Further Direction
Open, Suspended, and Closed investigations.	<p>Yes, unless release would: (1) endanger a person’s safety; (2) endanger the successful completion of the investigation or a related investigation; or, (3) result the release of highly personal information of a very sensitive nature such as sex crimes information, suicide, or mental health information.</p> <p>With respect to this third category, if the only person affected is the requesting party, and the person has filed a complaint with the PRC, then this information can be released to the PRC.</p>		<p>Obtain approval from effected Detective Bureau unit prior to release, if a criminal prosecution is still possible.</p> <p>For homicide reports, obtain approval from Homicide Unit and Custodian of Records prior to release.</p>

SPECIAL POLICE REPORTS			
Subject	Release	No Release Reason	Further Direction
Juvenile arrest or juvenile suspect reports.	No. The entire report cannot be released without a Court Order, except that the name and address information may be released to the victim or his or her representative after the criminal case against the juvenile suspect/arrestee is final in Juvenile Court, but only if the victim is seeking damages in civil court.	Release prohibited (except in limited circumstance noted) by Alameda County Court Order dated 4/7/1995; WIC §§601 and 602. [TNG v. Superior Court]	Prior to release to victim confirm status of case is no longer active in Juvenile Court.
Child abuse reports.	No.	PC §§11167 and 11167.5.	
Elder abuse reports.	No.	WIC §15633 prohibits release.	
Vehicle collision reports.	No, except to persons authorized in VC §20012.	VC §20012 limits the release of collision reports to certain interested parties.	

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

SPECIAL POLICE REPORTS (continued)			
Subject	Release	No Release Reason	Further Direction
Reports from other agencies.	No.	Policy decision.	

REQUESTS BY UNINVOLVED PARTIES, VICTIMS, AND SPECIAL REQUESTS			
Subject	Release	No Release Reason	Further Direction
Can an uninvolved party obtain a police report?	<p>Uninvolved parties will have access to the same information as involved parties, except in the following three situations:</p> <p>(1) in compliance with Alameda County Superior Court Juvenile Court Order dated 4/7/95 (release certain information to victim only in juvenile cases in certain circumstances, except if it will endanger a person or investigation);</p> <p>(2) in accordance with GC §6254(f) (may withhold from an uninvolved party certain information releaseable to a victim of a misdemeanor or felony crime); and,</p> <p>(3) pursuant to VC §§16005 and 20012 (release to involved parties only re: collision reports.)</p> <p>A release of information to a crime victim, involved party, or their representative, under these three circumstances does not modify otherwise applicable rules regarding release to others.</p>		

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

REQUESTS BY UNINVOLVED PARTIES, VICTIMS, AND SPECIAL REQUESTS (continued)			
Subject	Release	No Release Reason	Further Direction
<p>Can a victim of a misdemeanor or felony (but not an infraction), or their agent or insurance company, obtain a police report?</p>	<p>In part. Release of the following information to the victim (or their agent or insurer) is required under Government Code section 6254(f), except where: the release is prohibited by law (e.g., certain juvenile cases (see above)); is witness information in pending criminal cases; the release would endanger a person's safety; or, impede the successful completion of the investigation or a related investigation:</p> <ul style="list-style-type: none"> (1) names and addresses of persons involved in the incident; (2) names and addresses of witnesses (other than confidential informants) to the incident; (3) description of any property involved; (4) date, time and location of the incident; (5) statements of parties involved in the incident; (6) statements of witnesses (other than confidential informants); and, (7) all diagrams. 		

GUIDELINES FOR RELEASE OF REPORTS AND INFORMATION THEREIN

REQUESTS BY UNINVOLVED PARTIES, VICTIMS, AND SPECIAL REQUESTS (continued)			
Subject	Release	No Release Reason	Further Direction
Categorical requests, such as all reports pertaining to a certain address, all reports regarding a certain type of incident, or all reports related to a particular individual.	<p>Yes, unless:</p> <ul style="list-style-type: none"> (1) the release will impact citizen privacy issues; (2) the potential assembly of information will reveal criminal history; or, (3) if gathering the information will create an undue burden on staff. <p>Yes, when release will enhance public safety (e.g., in a neighborhood effort to abate a nuisance such as drug dealing at a certain property where the reports are needed for a civil lawsuit.)</p>		Custodian of Records to decide.

SEARCH WARRANTS			
Subject	Release	No Release Reason	Further Direction
Search Warrants and Returns.	Yes, unless sealed.	If sealed by Court.	
Search Warrant applications or affidavits, and any police reports attached to application.	Yes, but delete all identifying information pertaining to a victim or a witness in the application, affidavit, or a police report attached to the application.	PC §964 prohibits the release of a witness or victim's identifying information in a Search Warrant application or a police report attached to the application.	

Application for Extra Duty Services.pdf



BERKELEY POLICE DEPARTMENT
 2100 Martin Luther King Junior Way, Berkeley, CA 94704
 TEL: (510) 981-5900, TDD (510) 981-5799, FAX: (510) 981-5744
 EMAIL: police@cityofberkeley.info

APPLICATION FOR EXTRA DUTY SERVICES

Applicant Information	
Name:	Address:
Phone:	Alternate Phone:
Email:	
Reason for Request and Officer Responsibilities	
One Time Event <input type="checkbox"/>	Annual Employer <input type="checkbox"/>
Reason for the Request:	
List Responsibilities that Officer(s) will provide:	
Number of Officer(s) Requested:	
Event Information	
Date(s) of Event:	
Event Address:	
Company or Event Name:	
Company Address:	
Company Phone:	Email:

<p>Insurance: A completed general liability endorsement for \$1,000,000 naming the prospective employee(s) as the insured for the period of Extra Duty Employment is required. Insurance Agency Name: _____ Phone Number: _____ Policy Number: _____ Expiration Date: _____ A copy of the Insurance Policy Attached, If not explain: _____</p> <p>Billing: The Organization will be billed by the City for Services rendered by the Personnel at the overtime rate of the individual Personnel who provide the Services plus indirect costs of 10% of the hourly rate. The specific hourly rate for the individual Personnel shall be determined by the City and shall include a three-hour minimum charge per individual Personnel. Billing for Services shall begin from the time the officer leaves the police station to travel to the off-site work area and will continue until the officer has returned from the off-site work area to the police station. The applicant's submission is an acknowledgement that any Police Services offered are subject to the City of Berkeley Police Department Service Agreement, and that Police Officers will adhere to all Berkeley Police Department policies, procedures, and all local, state, and federal laws. The applicant further acknowledges and agrees that in all instances, the police personnel shall at all times be subject to the exclusive direction, supervision, and control of the Police Department.</p>

Applicant Signature Applicant has declared that the information provided in this application is true and correct.	
Signature:	Date:
BPD USE Received By:	Date Received:

BPD Service Agreement-final.pdf

CITY OF BERKELEY POLICE DEPARTMENT SERVICE AGREEMENT

This agreement for services (“Agreement”) is by and between the City of Berkeley, a chartered California municipal corporation (“City”) and _____ (“Organization”). The City and the Organization may be referred to herein individually as a “Party”, or collectively as the “Parties”.

The Parties agree to the following terms and conditions:

1. DATES: Unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on _____ and terminate on _____.
2. SERVICES; CONDITIONS; CITY EMPLOYEES: In exchange for the compensation from the Organization, as described in this Agreement, the City’s Police Department Peace Officer Personnel (“Personnel”) shall provide security services, crowd control, and/or traffic control (collectively, “Services”) as may be separately requested by the Organization and agreed upon by the City. In performing such Services, the Personnel shall be utilized only in their capacity as Peace Officers, as defined by California Government Code Section 50920 and Penal Code Sections 830 and 830.1.

The Personnel shall, at all times, be subject to the exclusive direction, supervision, and control of the City. The Personnel shall remain employees of the City when performing Services under this Agreement, and shall not be deemed employees of the Organization.

Services shall be provided only upon written request by the Organization via the completion of an Application for Extra Duty Services, attached hereto as Exhibit A. Any request shall include the date and time-period for which Services are required, the number of Personnel anticipated, and a description of the Services. The City may reject any request for any reason in its sole discretion.

The City’s ability to perform such Services is subject to the availability of its Personnel, as such availability may be determined by the City in its sole discretion. It is understood and agreed that the City assumes no liability for its rejection of any request for Services or its inability to provide Personnel for Services on any particular date and/or time.

3. BILLING: The Organization will be billed by the City for Services rendered by the Personnel at the overtime rate of the individual Personnel who provide the Services plus indirect costs of 10% of the hourly rate. The specific hourly rate for the individual Personnel shall be determined by the City and shall include a three-hour minimum charge per individual Personnel. Billing for Services shall begin from the time the officer leaves the police station to travel to the off-site work area and will continue until the officer has returned from the off-site work area to the police station.
4. INDEMNITY/HOLD HARMLESS: To the maximum extent permitted by law, and excluding the gross negligence or willful misconduct by the Personnel while providing the Services, the Organization shall defend, indemnify, and hold harmless, the City (including any City employee, officer, or agent), from any claim, injury, loss, or damage,

including all costs and reasonable attorney's fees, in any way arising from the Services provided under this Agreement.

5. **LIABILITY INSURANCE/ADDITIONAL INSURED:** The Organization shall provide and maintain certificates of insurance for a Commercial General Liability and Automotive Liability insurance policy (in a form acceptable to the City Attorney's Office), which carries general policy coverage limits of at least one million dollars (\$1,000,000).

The Organization shall also provide an endorsement to such insurance policy providing coverage at least as broad as Insurance Services Office Endorsement CG 2010, 1985 Edition, which names the City of Berkeley and its employees, officers, and agents as additional insureds under said policy. Such insurance shall be primary and non-contributing, and shall include a waiver of any right of subrogation against the City. The Additional Insureds endorsement must include the following, or very similar, language: The City of Berkeley and its employees, officers, and agents are hereby added as additional insureds with respect to liability arising out of the paid services the City provides to the Organization under the terms of the Berkeley Police Department Service Agreement.

6. **WORKER'S COMPENSATION CLAIMS**

An employee's worker's compensation claim for an injury sustained while performing Services under this Agreement shall be primarily covered by the City's Workers' Compensation Insurance Plan.

7. **BINDING and NON-DELEGATION:** The City and Organization bind themselves to the terms and conditions of this Agreement, and except as otherwise set forth in this Agreement, no interest in this Agreement or any of the Services provided for in a request under this Agreement shall be assigned, delegated, or transferred, either voluntarily or by operation of law, without the prior written approval of the Parties.

8. **NOTICES:** All notices prescribed by this Agreement shall be in writing and shall be deemed effective once delivered and properly received by:

To City: Chief of Police
Berkeley Police Department
2100 Martin Luther King, Jr., Way
Berkeley, CA 94704

To Organization: _____

9. **GOVERNING LAW:** This Agreement shall be governed and construed in accordance with City of Berkeley Municipal Code and the laws and regulations of the State of California.

10. AMENDMENTS: The City or Organization may, from time to time, request changes in the terms and conditions of this Agreement. Such changes, which are mutually agreed upon in writing by the City and Organization shall be incorporated in amendments to this Agreement.
11. COUNTERPARTS: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument; and, the Parties agree that signatures on this Agreement, including those transmitted by facsimile or scanned email attachment, shall be sufficient to bind the Parties.
12. OTHER AGREEMENTS: This Agreement shall not supersede, amend, or otherwise alter any other contract, memorandum of understanding, or any other written agreement between the Parties.
13. UNDERSTANDING/AUTHORITY TO SIGN: The Parties hereby certify that they have read the above terms and conditions, and agree to conform to them and all laws and regulations pertaining to the use of City Personnel for the purposes as set forth in this Agreement. The signatories below warrant and represent they have the authority to bind the Party to the terms of this Agreement.

CITY OF BERKELEY

Dated: _____

Office of the City Manager
 City of Berkeley
 2180 Milvia Street, 5th Floor
 Berkeley, CA 94704

ORGANIZATION NAME: _____

Dated: _____

By: _____
 (Signature of Person authorized to bind the Organization)

Name: _____

Title: _____

Address: _____

Email Address: _____

Telephone: () _____

Fax: () _____

Captain Instruction Collisions.pdf

CAPTAIN'S INSTRUCTION

SPECIAL ORDER

DATE ISSUED: 03/10/22

SUBJECT: TRAFFIC COLLISION REPORT REVIEW CHANGE

Effective immediately, the Traffic Analyst assigned to the Traffic Bureau will review and approve all collision reports. This change will relieve this responsibility from Operations Division Sergeants and ensure accurate reporting to SWITRS (State Wide Integrated Traffic Reporting System).

Captain Dave Reece
Investigations Division

cc: All BPD Personnel

Statutes and Legal Requirements.pdf

Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

1300 BWC APPENDIX A.pdf

BODY WORN CAMERAS (BWCs)

A. DESCRIPTION

The BWC system consists of four main components: The camera, the docking station, and the Digital Information Management System (DIMS) and smartphone applications.

The first component, the Axon camera, is a system which incorporates an audio and video recording device. It is designed to record events in real time for secure storage, retrieval, and analysis. The camera is to be attached to an officer's uniform and is powered by an internal rechargeable battery. The camera features low-light performance, full-shift battery life, a capture rate of 30 frames per second with no dropped frames, HD video, pre-event buffering, multi-camera playback, and the ability to automatically categorize video using the police department's computer aided dispatch system. An officer can start and stop recording by pressing a button on the front of the camera. The camera does not contain a screen for footage review.



The second component of the system is the docking station. Once the Axon camera is placed in the docking station it recharges the camera's battery. The dock also triggers the uploading of data from the camera to a cloud based Digital Information Management System (DIMS) called Evidence.com. The dock does not directly provide functionality to view, modify or delete video data stored on Axon cameras.



The third component is the Digital Information Management System called Evidence.com. Evidence.com streamlines data management and sharing on one secure platform. The evidence management system is comprehensive, secure, and intuitive to use. The DIMS is located in a cloud-based data center for security, scalability, and ease of administration. Users can add

metadata to existing videos such as associated case numbers, incident type, incident dispositions, etc. to make the videos easier to find. However, the videos themselves cannot be altered by the user.

The fourth component of the system to be utilized are two Axon mobile applications, which allow officers to collect and review evidence in the field and more effectively use their BWCs. The applications use secure Bluetooth and Wi-Fi technology to access the BWC systems and footage. These applications are compliant with US Department of Justice evidentiary standards, meaning that they are both secure and are set up in a way that prohibits the altering or destruction of evidence. The applications are called Axon View and Axon Capture. Axon View allows users to change their camera settings, view live video, and review and tag recorded videos while they are stored on the BWC. Recorded videos remain in the BWC's memory, and cannot be manipulated or deleted. Axon Capture allows officers to use their city-issued smartphone's camera and microphone to take photographs, and record audio and video, and to upload this data directly to Evidence.com. These applications do not allow users to alter, manipulate, or edit any of the footage recorded by the BWC. These applications use secure technology to add value and efficiency to the BWC program.

B. PURPOSE

The primary objective of the BWC system is to document officer contacts, arrests, and critical incidents. Video footage collected by the BWCs will be used as evidence in both criminal and administrative investigations. Video footage not relevant to any investigation will be discarded after a defined retention period.

In instances where the officer might be expected to take law enforcement action of any kind, the officer is expected to record the encounter for the benefit of both the officer and the member of the public.

1. The BWC shall be activated in any of the following situations:
 - i. All in-person enforcement and investigative contacts including pedestrian stops and field interview (FI) situations.
 - ii. Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops.
 - iii. Self-initiated field contacts in which a member would normally notify the Communications Center.
 - iv. Any search activity, including the service of search or arrest warrants; probation, parole, or consent searches where the member is seeking evidence of an offense, or conducting a safety sweep or community caretaking sweep of the premises. Once a location has been secured and the member is not interacting with detainees or arrestees, the member may mute their BWC when conducting a search for evidence.

- v. Any other contact that the member determines has become adversarial after the initial contact in a situation where the member would not otherwise activate BWC recording.
- vi. Transporting any detained or arrested person and where a member facilitates entry into or out of a vehicle, or any time the member expects to have physical contact with that person.

At no time is an officer expected to jeopardize his or her safety in order to activate a BWC. The BWC should be activated in anticipation of situations described above, and in any unanticipated, rapidly unfolding situation where activation becomes required, as soon as the user can do so safely.

Officers should activate their BWC when conducting custodial interviews unless there are other recording devices being used. Officers shall document and explain in their report the reason for not recording custodial interviews, should a BWC be de-activated while conducting a custodial interview or interrogation.

2. Prohibited uses of the BWC system include:

- i. Officers shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police, or his/her designee.
- ii. Officers are prohibited from using a department-issued BWC for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.
- iii. Officers are prohibited from retaining BWC recordings.
- iv. Officers shall not duplicate or distribute such recordings, except for department business purposes.

C. LOCATION

Officers may use BWCs anywhere where officers have jurisdiction to operate as sworn officers, in accordance with BPD policy #425.

D. IMPACT

With the introduction of BWCs, officers record all enforcement contacts with the public. To that end, an officer could find themselves engaged in their lawful duties in both public and private areas. Additionally, due to the nature of law enforcement work, an officer may be required to engage in sensitive conversations with individuals of all ages, including children.

The right to maintain someone's anonymity versus the need to gain information to maintain public safety is of paramount concern. The Department recognizes that all people have a right to privacy and is committed to protecting and safeguarding civil rights by adhering to the

strictest requirements of both state and federal law concerning release of audio/video recordings.

E. MITIGATION

In order to minimize violations of privacy, BWC policy provides that:

1. Officers should record any incident they feel would be appropriate or valuable to document. The BWC policy shall require officers to activate the BWC under the criteria listed above.
2. Officers should not activate the BWC and/or use caution when entering a public locker room, changing room, restroom, doctor's or attorney's office, or other place where individuals unrelated to the investigation are present and would have a heightened expectation of privacy unless the officer is investigating criminal activity or responding to a call for service.
3. BWC use is limited to enforcement and investigative activities involving members of the public. The BWC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, training, civil litigation, and other proceedings protected by confidentiality laws and department policy.
4. BWC footage will be retained or released in accordance with applicable state and federal law. Criminal defendants will have access to relevant BWC footage via the court discovery process.
5. Officers are prohibited from retaining BWC recordings, Officers shall not duplicate or distribute such recordings, except for department business purposes. All such recordings shall be retained at the Department.
6. Officers are prohibited from intentionally erasing, altering, reusing, modifying or tampering with original audio video recordings. Officers may request restriction and subsequent deletion of an accidental recording according to the BWC policy.
7. Access to recorded files will be granted for the purposes of review in response to a public records request, as permitted by law and department policy. Department policy does not authorize release of investigative files or documents that would constitute an unwarranted invasions of privacy. Circumstances where this might arise in video include footage taken inside a home, a medical facility, the scene of a medical emergency, or where an individual recorded has a "reasonable expectation of privacy"

F. DATA TYPES AND SOURCES

BWC use is limited to enforcement and investigative activities involving members of the public. The BWC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, training, civil litigations, and other proceedings protected by confidentiality laws and department policy.

The BWC collects video and audio recordings of events occurring in the user's presence. As each video is created, the system automatically stamps the video with the current date/time and the camera user's identity. The user has the option to add metadata manually to existing recordings after they are created. Such metadata may include but is not limited to:

1. Category of contact (from Department's defined list)
2. Disposition of contact (arrest, citation, etc.)
3. Associated case number

G. DATA SECURITY

To assist with identifying and preserving data and recordings, members shall tag and download recordings in accordance with procedure, and document the existence of the recording in the related case report. Transfers must occur at the end of the member's shift, and any time the member is aware that the storage capacity of the BWC is nearing its limit. In circumstances when the officer cannot complete this task, the officer's supervisor shall immediately take custody of the BWC and be responsible for transferring the data into the digital evidence management system. Officers shall tag each file with the appropriate case/incident number, provide a descriptive title, and select an appropriate category for each recording, using the Axon View app or via the Evidence.com site.

Members are prohibited from intentionally erasing, altering, reusing, modifying or tampering with original audio video recordings.

Improper use or release of BWC recordings may compromise ongoing criminal and administrative investigations or violate the privacy rights of those recorded and is prohibited. The Chief of Police, or his/her designee shall appoint a member of the Department to coordinate the use and maintenance of BWCs and the storage of recordings, including (Penal Code Section 832.18) (Ref. policy 425.14):

1. Establishing a system for uploading, storing and security of recordings.
2. Designating persons responsible for uploading recorded data.
3. Establishing a maintenance system to ensure availability of BWCs.
4. Establishing a system for tagging and categorizing data according to the type of incident captured.
5. Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
6. Working with the City Attorney's office to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
7. Maintaining an audit trail record for all access to evidence files, wherein access information for each evidence file is logged through use of a secure log-in system. The Department's storage system associates an audit trail record with each evidence file,

thereby logging the date, time, user name, activity and client IP address occurring during each evidence file access.

H. FISCAL COST

In 2017, the Berkeley City Council approved a resolution authorizing a contract between BPD and Axon. Axon was chosen after a competitive Request for Proposal (RFP) process. The contract will not exceed \$1,218,103 and includes the cost of 200 body worn cameras, charging stations, accessories, software licenses, training and unlimited storage for five years. The purchase also includes replacement cameras and charging stations during the third and fifth year of the contract.

There will be an annual cost of approximately \$250,000 to the police department's budget for a staff person to administer the body worn camera program beginning in FY 2019.

I. THIRD PARTY DEPENDENCE AND ACCESS

All BWC data will be uploaded and stored on Axon Cloud Services, Evidence.com. Axon complies with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States (collectively, "Privacy Shield"). Axon has certified to the U.S. Department of Commerce that it adheres to the Privacy Shield Principles.

J. ALTERNATIVES

Officers rely primarily on traditional policing techniques to gather evidence related to criminal investigations such as speaking to witnesses and suspects, gathering information from observations, and using standard data aggregation systems. These methods will continue to be employed as primary investigative tools that will be supplemented by use of BWCs to document police activity.

BWC technology provides video and audio documentation of policing activity in addition to the oral and written statements of officers, victims, and witnesses. Alternatives to the use of BWCs would be vehicle-based cameras and/or not utilizing BWCs. However, BPD sees the use of BWCs as an integral strategy to strengthen police transparency, prevent and resolve complaints against the police by civilians, document police-public interaction, and promote the perceived legitimacy and sense of procedural justice that communities have about their departments. There is a broad consensus – among community leaders, the ACLU, the Department of Justice, the Berkeley Police Department, and elected officials – that body-worn cameras can be an important tool for improving the high-quality public service expected of police officers.

K. EXPERIENCE OF OTHER ENTITIES

Numerous police agencies have adopted BWCs as a tool to help combat crime, to reduce citizen complaints and to reduce use of force situations. Many departments have developed their own usage policies which may include standards for required officer use, supervisory review, storage and data retention standards, and internal and public access.

A report for the U.S. Bureau of Justice Administration, https://www.bja.gov/bwc/pdfs/14-005_Report_BODY_WORN_CAMERAS.pdf - pages 6-8, cites a 2013 Rialto, CA study that showed that the use of BWCs led to a 59 percent decrease in UOF and an 87.5 percent decrease in citizen complaints. Likewise, the Mesa, AZ report noted in “Impact” Section above also points to large decreases in UOF and citizen complaints.

The 2017 Police Body Worn Cameras: A Policy Scorecard, <https://www.bwccscorecard.org/>, provides an analysis of how scores of different police agencies have employed BWCs through a defined list of metrics.

Captain Instruction - Call Taking 2021.pdf



Police Department

MEMORANDUM

Date: February 24, 2021
To: Communications Center Personnel
From: Captain J. Louis #C2 *JL C-2*
Subject: Captain's Instruction: Call-Taking

This Captain's Instruction on the Call-Taking procedure now includes a section on profiling by proxy. This instruction is effective immediately pending an update into the Communications Center Operations Manual.

CALL TAKING

SCOPE

The function of the Dispatcher working call taking is to provide 24 hour a day service to the public for information as well as routine or emergency assistance. Dispatchers shall follow these standardized procedures and expectations for call processing.

CALL TAKER EXPECTATIONS

1. **CONTROLLING THE CALL: Where, What, When, Weapons, Who:** The call taker should maintain control of the call in order to receive the answers to the most important questions in the shortest period of time.
2. **VERIFICATION AND ACCURACY: Verify details that are received through the initial line of questioning:** The call taker will use active listening and repeat back to the caller the information he/she provided in order to confirm the documented details.
3. **COMPASSION AND PATIENCE**
 - a. **Help the caller understand what is happening:** The call taker will use a firm yet reassuring tone of voice with the caller, stating that you are going to help and will need to ask a number of questions in order to do so.
 - b. **Commit the caller to staying on the line and working with you as long as it is safe to do so:** The call taker will state that it is very important for the caller to remain on the line as long as it is safe to do so, and to provide the best information possible in response to the questions being asked. The call taker will inform the caller that there will be some moments of silence or side conversations with other Dispatchers as the details are being entered, they are not being ignored, nor ending the call, and not to hang up during these periods.
 - c. **Explain what will happen next:** The call taker will remain on the line with the caller as long as practicable to continue information gathering. However, if it is necessary to end the call the call taker will advise the caller a call for service request has been completed. If the caller asks when officers might arrive, the call taker may state they cannot estimate the time and there may be delays due to higher-priority calls or high call volume.
4. **PROFESSIONALISM: Speak calmly and clearly and with enough volume for the caller to hear you.** The call taker should project authority, yet portray understanding and empathy through a steady and reassuring tone. Speak in clear and understandable terms; do not use departmental codes or jargon.

5. **RESPECT:**
- a. **Do not demonstrate an argumentative demeanor**, and do not question the integrity or validity of the caller or the reported incident. What may appear improbable or unlikely upon first report may in fact be what has occurred.
 - b. **Do not use sarcasm or diminish the caller's perceived importance/urgency of the reported situation. Do not patronize the caller.** All callers should be treated with understanding and dignity, regardless of how well they can articulate or explain what has occurred and/or how well they are able to cooperate/comply with the call intake process.

PROCEDURE FOR INFORMATION GATHERING

The call taker shall obtain the basic information from the caller using the **5 W's format (Where, What, When, Weapons, Who)**, as well as any secondary questioning necessary to provide pertinent information. When appropriate, the call taker may ask callers near the end of the call if there is anything they would like to add. All information must be documented in the narrative window of the CAD mask.

1. **WHERE (Location):** The call taker will make every attempt to enter an accurate location of **where** the Incident occurred into the CAD call mask.

The call taker shall request the exact location of the incident (structure addresses, intersections).

If the specific location is unknown, the call taker shall request landmarks or estimated proximity to landmarks.

The call taker will tell the caller and any witnesses to remain at their current location (unless determined unsafe) until officers arrive.

Address Verification. The call taker shall verify all addresses reported. This can be accomplished by matching the ALI display, repeating the address, and/or enunciating each digit of the address.

2. **WHAT (Nature of the Incident):** The call taker will question the caller in order to ascertain **what** happened.

Determine the appropriate call type.

Ask the caller if there are injuries or if anyone requires medical attention. If **medical attention is required, copy call to Fire, document the nature of the injuries and status of scene security in the call's narrative.** If there are injuries and no police response is required, the call taker will then transfer the caller to ACCREC for pre-arrival instructions (ref. EMD policy).

3. **WHEN (Time of Occurrence):** The call taker will question the caller to ascertain **when** the incident occurred. The call taker will determine if the incident is in-progress, just prior, or a cold report.

In Progress: Incidents occurring now or within past 2 minutes

Just Prior: Incidents occurring 2-10 minutes prior or incidents occurring more than 10 minutes prior and the responsible is still on scene or in the area.

Cold Reports: Incidents occurring more than 10 minutes prior and the responsible is no longer in the area.

If the call type is a priority 1 or 2 and the incident is in-progress, just prior (10 minutes or less), or if the suspect is still on scene, the call taker will make the call "**ready for dispatch**" as soon as practicable after the incident location is verified and the call type is determined.

4. **WEAPONS (First Responder/Citizen Safety Hazards):** The call taker will ascertain if there are any weapons involved or other potential on-scene hazards.

Weapons: The call taker will ask the caller if any weapons were seen, simulated or threatened.

Intoxicated or Mentally Disturbed Subjects: The call taker will ask secondary questions when a caller reports a subject behaving erratically or unusually.

The call taker will ask the caller if there are any other on-scene **hazards** that could potentially harm responding units.

5. **WHO (Descriptions of Involved Subjects):** The call taker will attempt to obtain full subject descriptions using the following questioning sequence:

Race and/or Complexion; Gender; Age (or Approximate); Height, Weight, Hair/Facial (Color, length, style); Eyes (Glasses); Headwear; Coat; Shirt/Dress; Pants/Shorts/Skirt; Shoes; and Other Distinctive Features

For in-progress or just prior priority 1 and 2 calls, the call taker will ascertain whether the subject is still in sight or if they have left the scene. If the subject has left the scene, the call taker will first ask the caller for the direction of travel, time element and a description of the method of transportation (i.e. foot, vehicle, or bicycle). The call taker will enter this information as soon as practicable into the narrative.

The following order should be used to document descriptions of **transportation methods**:

1. **Vehicles:** The call taker will use the CYMBAL format (Color, Year, Make, Body type, Additional Characteristics, License plate) to ask the caller for a description of a vehicle. The call taker will also ask the number of occupants, position of suspect (i.e. Driver, front or rear seat passenger) and direction of travel.
2. **Bus:** The call taker will ask the caller the Bus Company, coach number, route number and direction of travel.
3. **BART:** The call taker will ask the caller the BART station name, platform information and train destination information (i.e. Richmond, Fremont, San Francisco) and train direction
4. **Bicycle:** The call taker will ask the caller the bike color, type, brand (i.e. Black, mountain bike, Diamondback) and direction of travel.

PROFILING BY PROXY

Bias, racism or profiling by proxy occurs in a call for service when an individual calls the police and makes false or ill-informed claims about persons they dislike or are biased against. Dispatchers and Officers have a role in mitigating bias-based calls for service (CFS), and proper handling of these calls is important to maintain and build trust between the police and the community.

Call takers have a responsibility to do an initial screen and triage of all calls to ensure they are accurately entered as the correct CFS with the appropriate priority attached. Call takers should ask questions and explore whether there are concrete, observable behaviors that form the basis of the suspicious activity or crime the RP is reporting. Calls for service (CFS) should focus on behaviors of involved parties, not appearance. Reports of suspicious activity require the reporting party (RP) to articulate something criminal or reasonably suspicious about a person's behavior.

If a Call Taker believes an RP is making a bias-based call for service, they should:

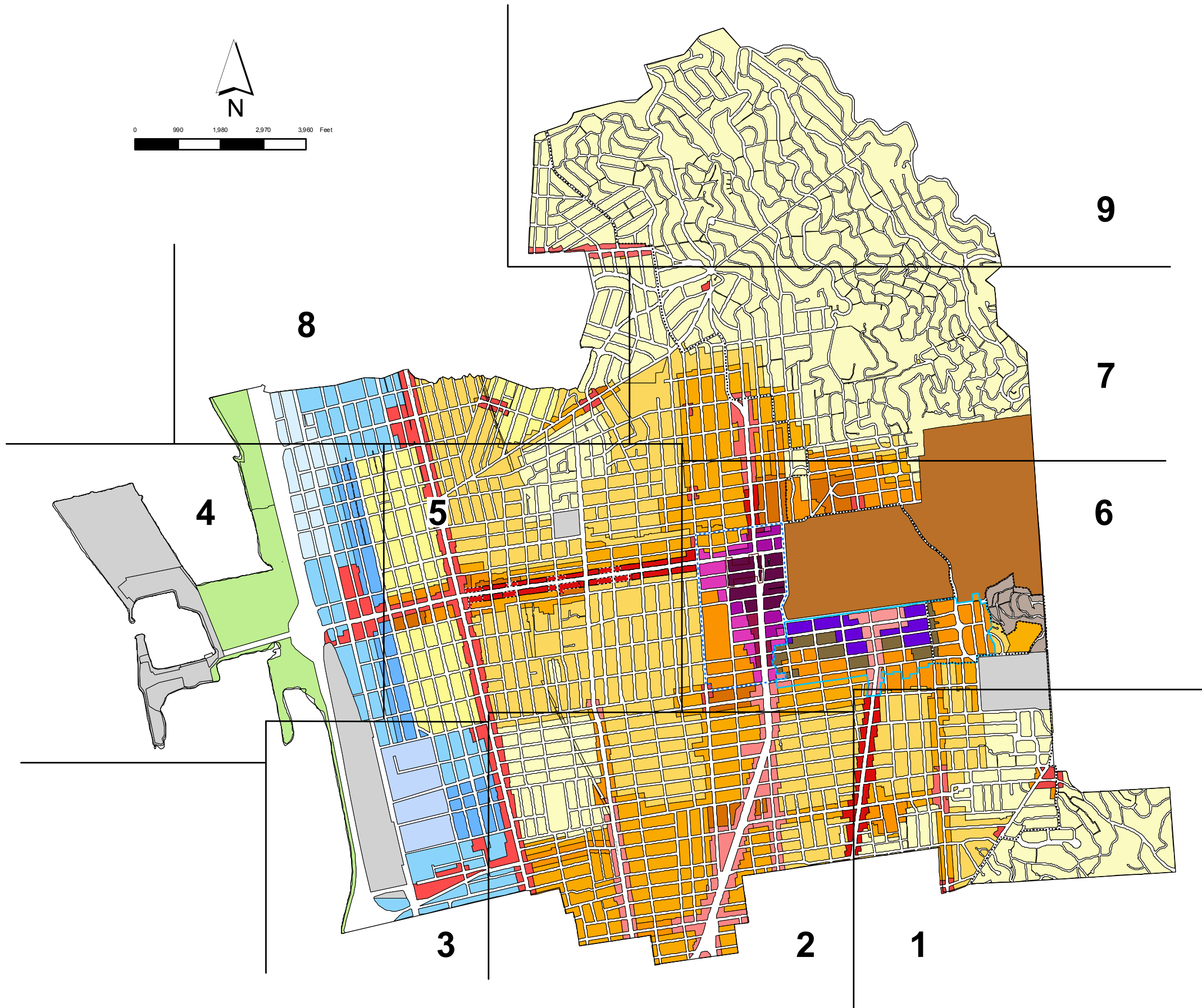
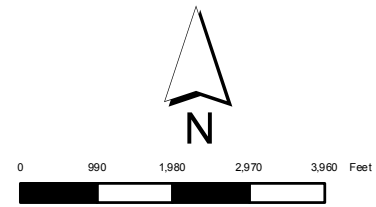
1. **Create a call for service,**
2. **Enter the details** provided by the RP in the call narrative
3. **In the Nature of Call field enter: "Supervisor review required"** which will ensure that the call is not ready for dispatch, and
4. **Notify the on duty supervisor.** Supervisor will review the merits of the call for service and either approve for dispatching or notify a Watch Commander (or designee)
5. **Watch Commander** will determine if a response will be provided and/or follow-up with the RP for more information.

1203 Zoning Map 2019.pdf

Official Zoning Map

of the
City of Berkeley, California

Adopted by the Berkeley City Council on
March 18, 1999 - Ordinance No. 6478-N.S.



ZONING DISTRICTS

R-1	Single Family Residential
R-1A	Limited Two-family Residential
R-2	Restricted Two-family Residential
R-2A	Restricted Multiple-family Residential
R-3	Multiple-family Residential
R-4	Multi-family Residential
R-5	High Density Residential
ES-R	Environmental Safety-Residential
R-S	Residential High Density Subarea
R-SMU	Residential Mixed Use Subarea
C-DMU	C-DMU Core
C-DMU	C-DMU Outer Core
C-DMU	C-DMU Corridor
C-DMU	C-DMU Buffer
C-1	General Commercial
C-E	Elmwood Commercial
C-N	Neighborhood Commercial
C-NS	North Shattuck Commercial
C-SA	South Area Commercial
C-SO	Solano Avenue Commercial
C-T	Telegraph Avenue Commercial
C-W	West Berkeley Commercial
M	Manufacturing
MM	Mixed Manufacturing
MULI	Mixed Use-Light Industrial
MUR	Mixed Use-Residential
SP	Specific Plan
U	Unclassified

OTHER MAP SYMBOLS

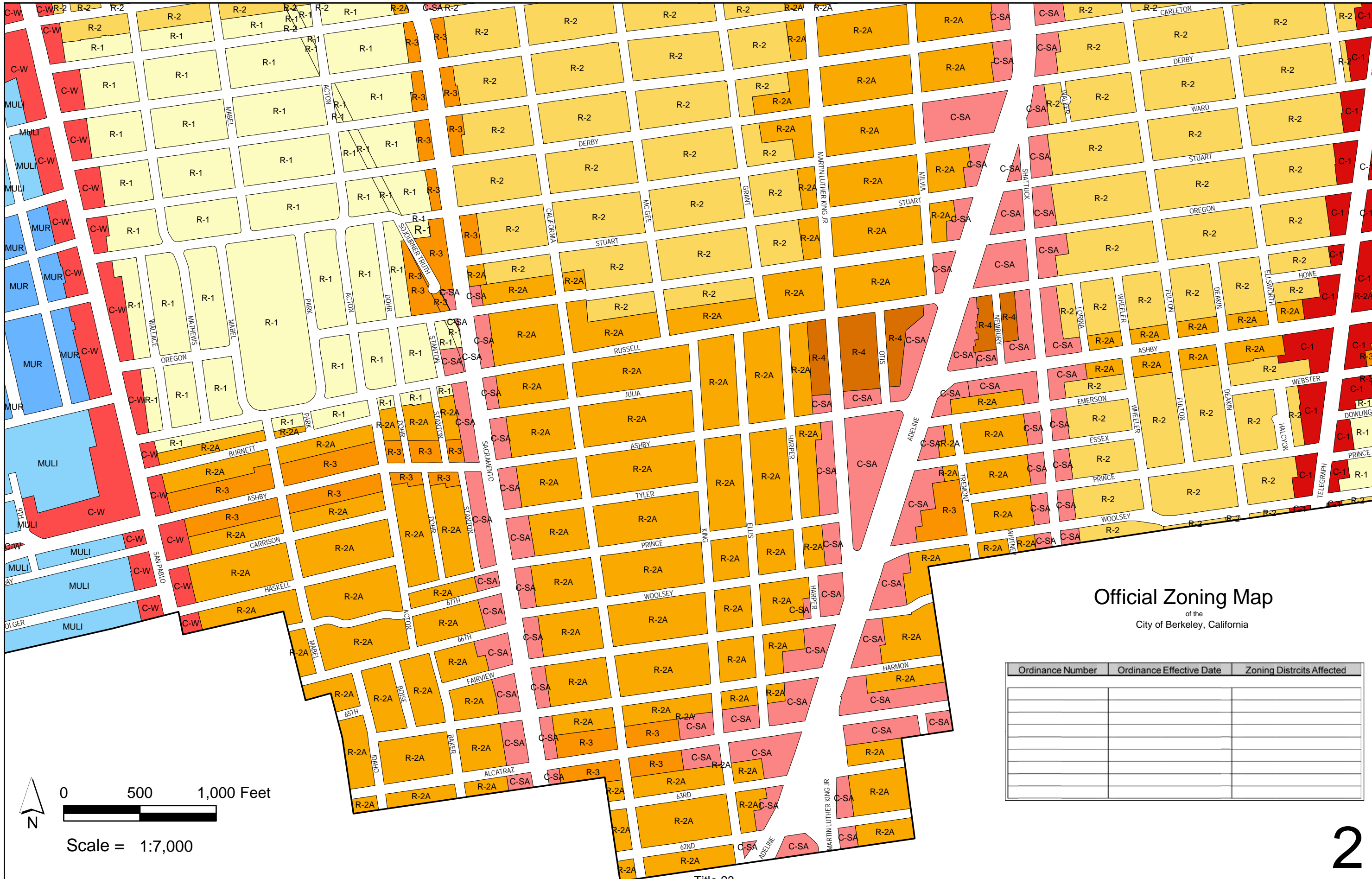
	Hillside Overlay Boundary
	Arts District Overlay
	Southside Plan
	Downtown Area Plan

University Ave Strategic Plan

	Avenue Mixed Use
	UASP Node

5

6



Official Zoning Map
of the
City of Berkeley, California

Ordinance Number	Ordinance Effective Date	Zoning Districts Affected

0 500 1,000 Feet
Scale = 1:7,000

3

1

2

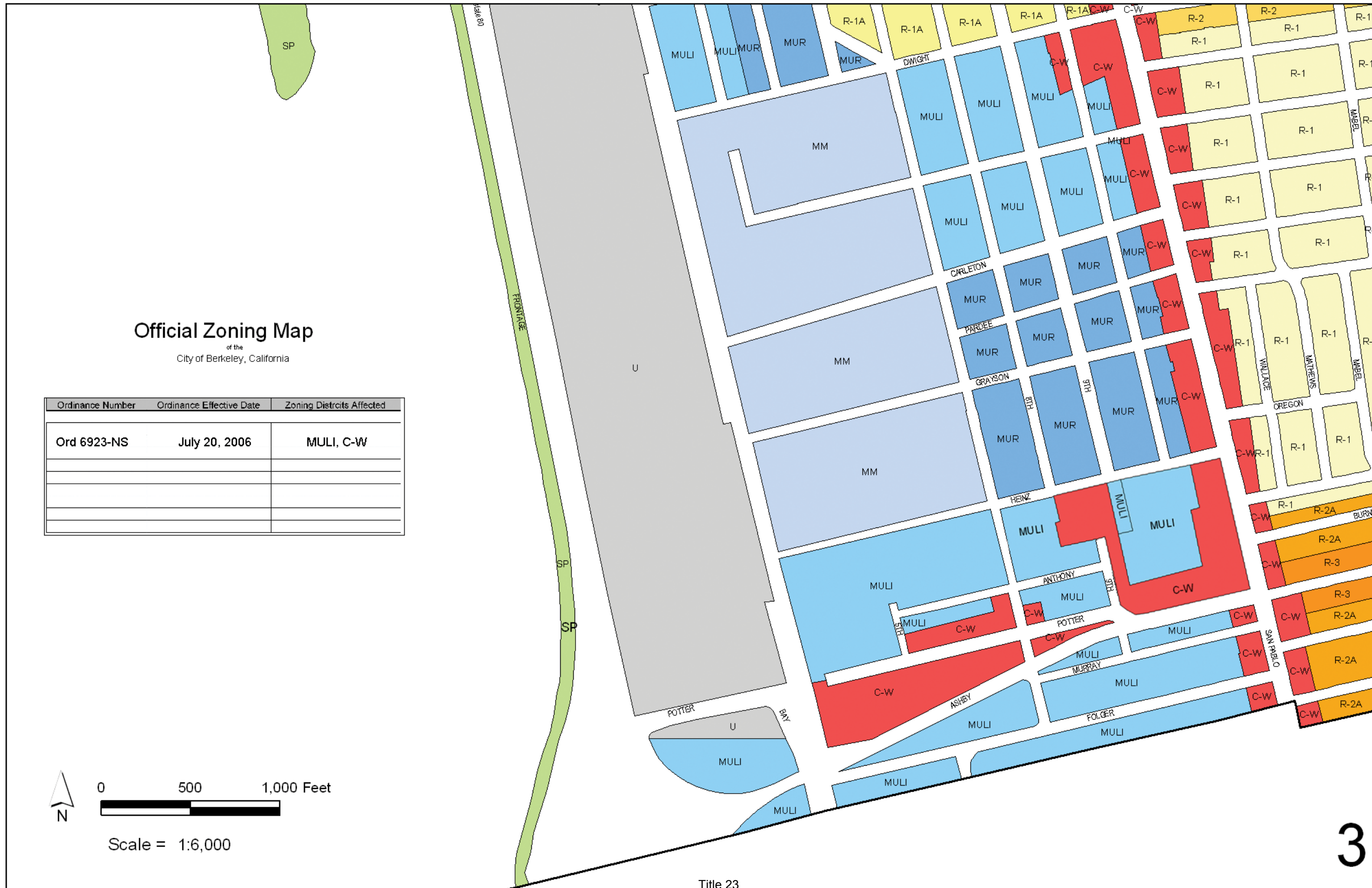
Official Zoning Map

of the
City of Berkeley, California

Ordinance Number	Ordinance Effective Date	Zoning Districts Affected
Ord 6923-NS	July 20, 2006	MULI, C-W

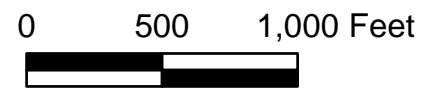


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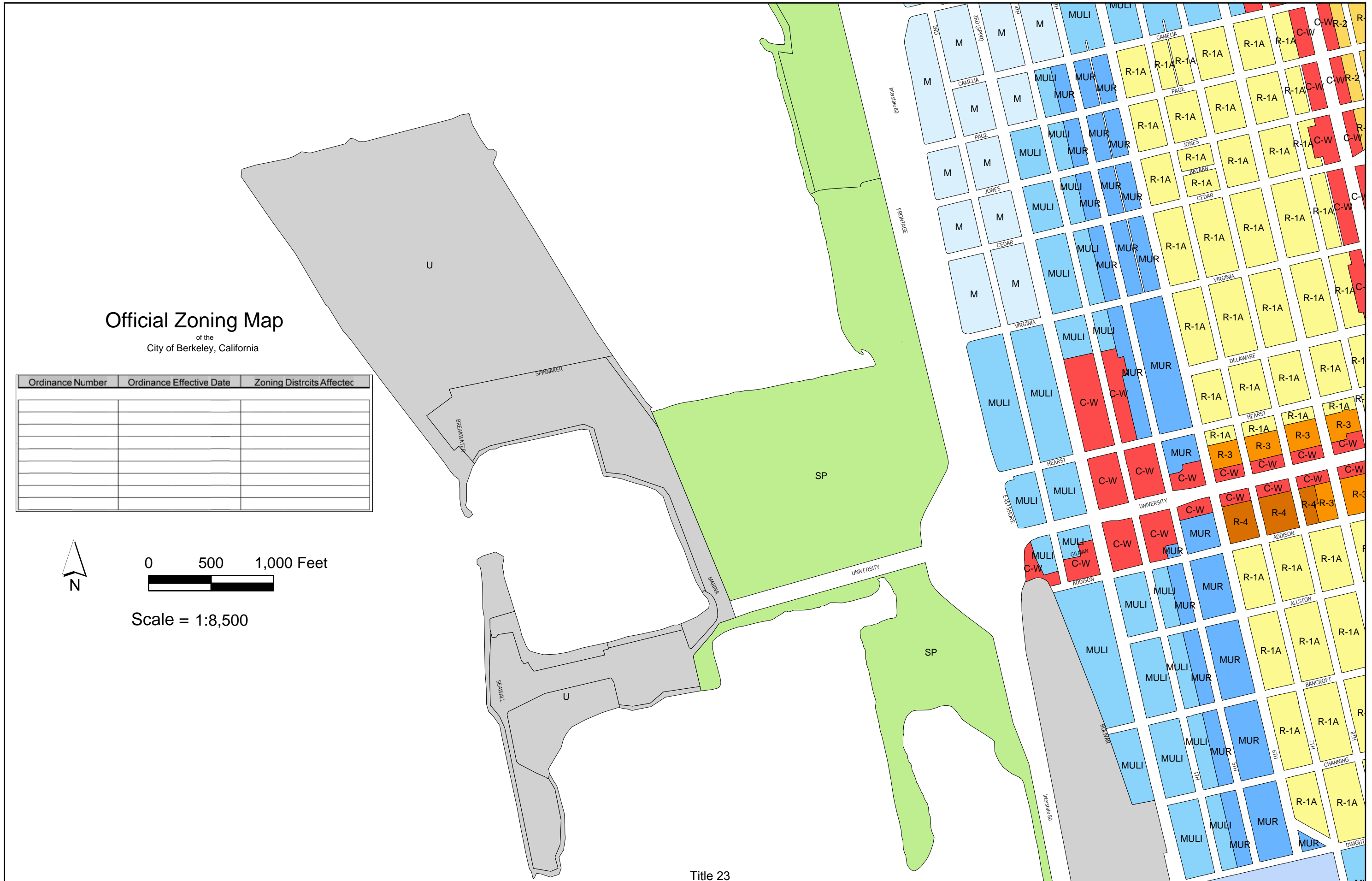


Official Zoning Map of the City of Berkeley, California

Ordinance Number	Ordinance Effective Date	Zoning Districts Affected

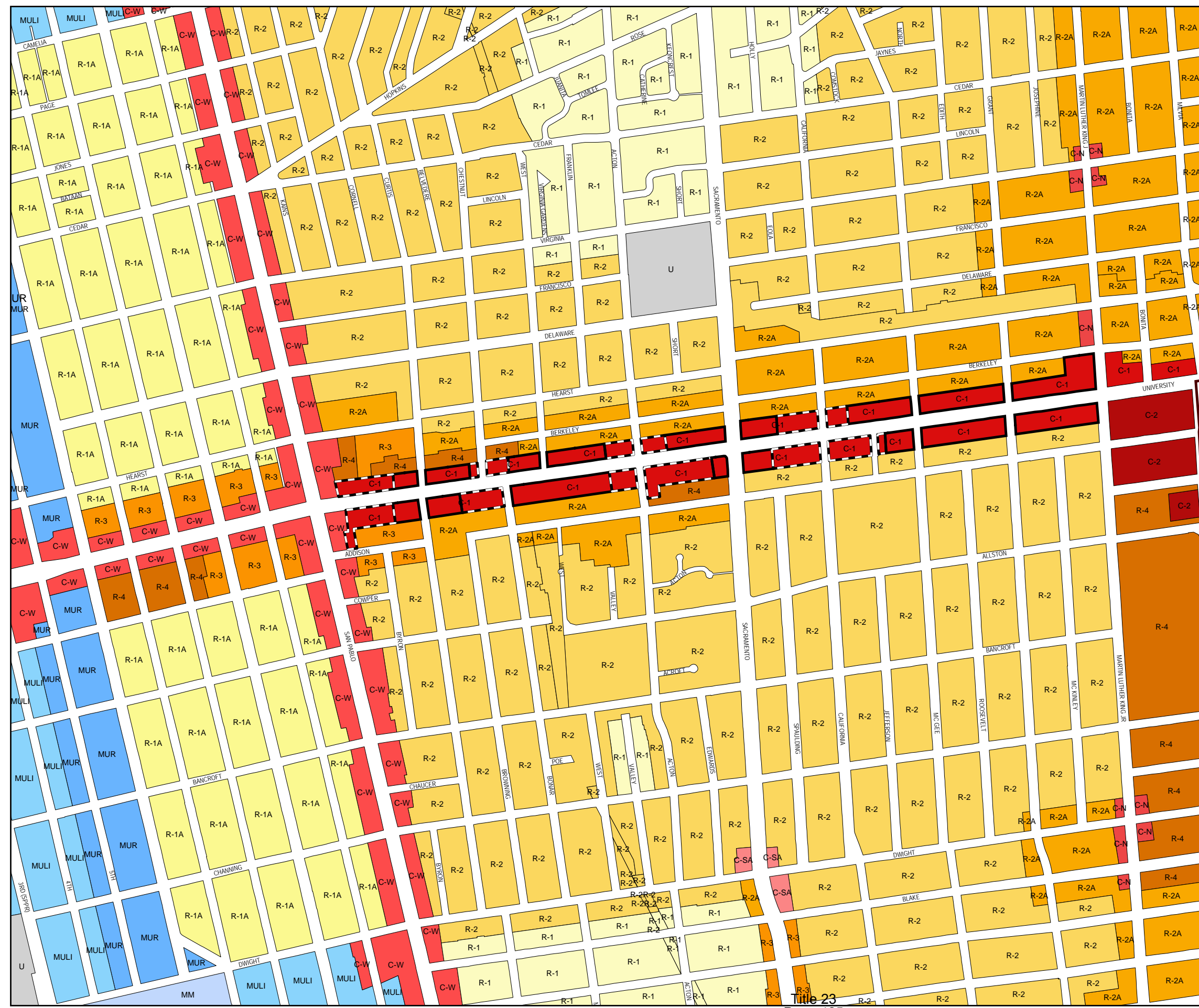


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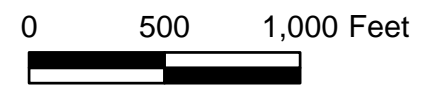
Official Zoning Map

of the
City of Berkeley, California

Ordinance Number	Ordinance Effective Date	Zoning Districts Affected
6681-N.S.	April 18, 2002	R - 3
6830-N.S	January 6, 2005	C - 1

4

6



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3

2

5

Official Zoning Map

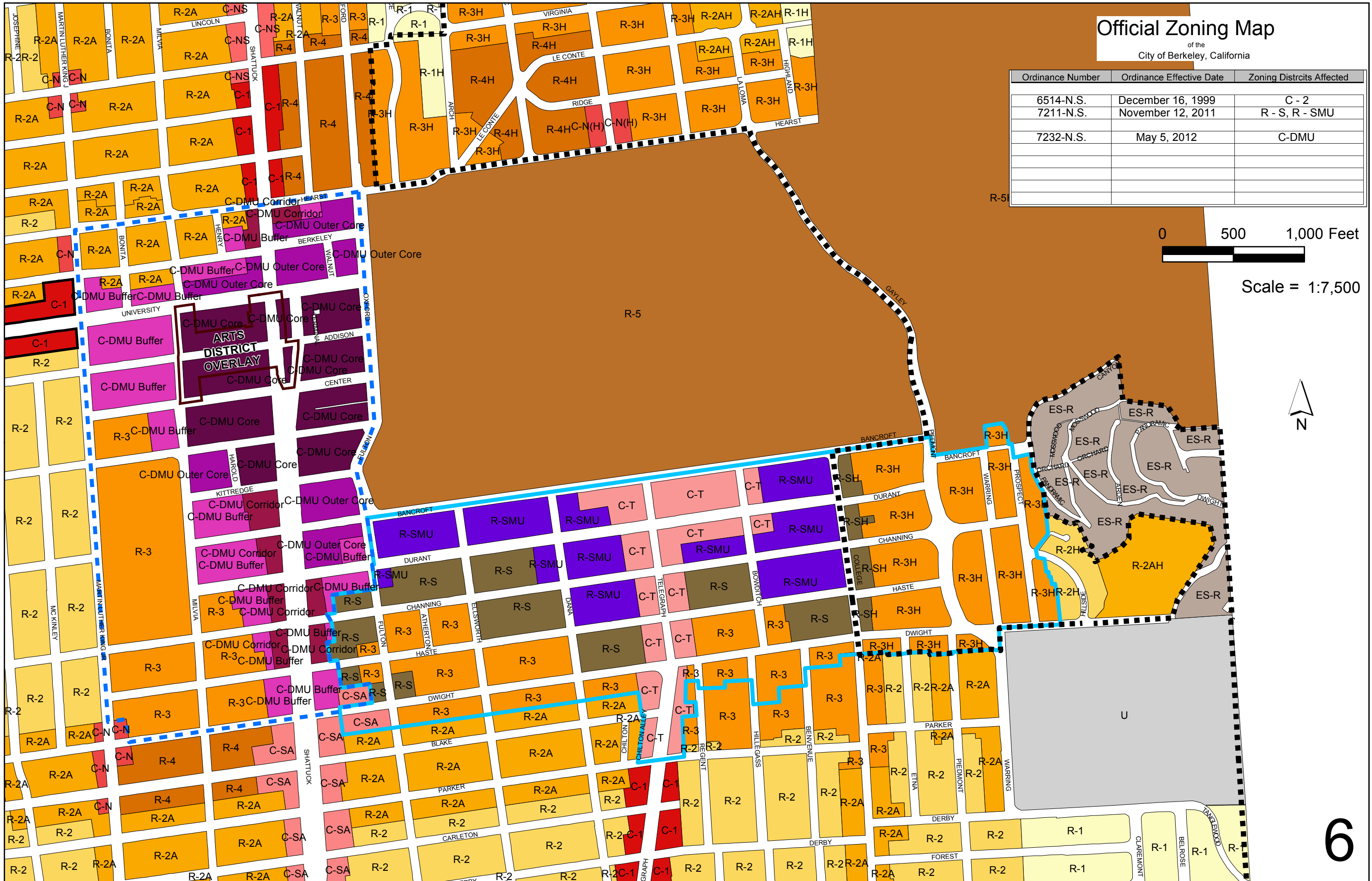
of the
City of Berkeley, California

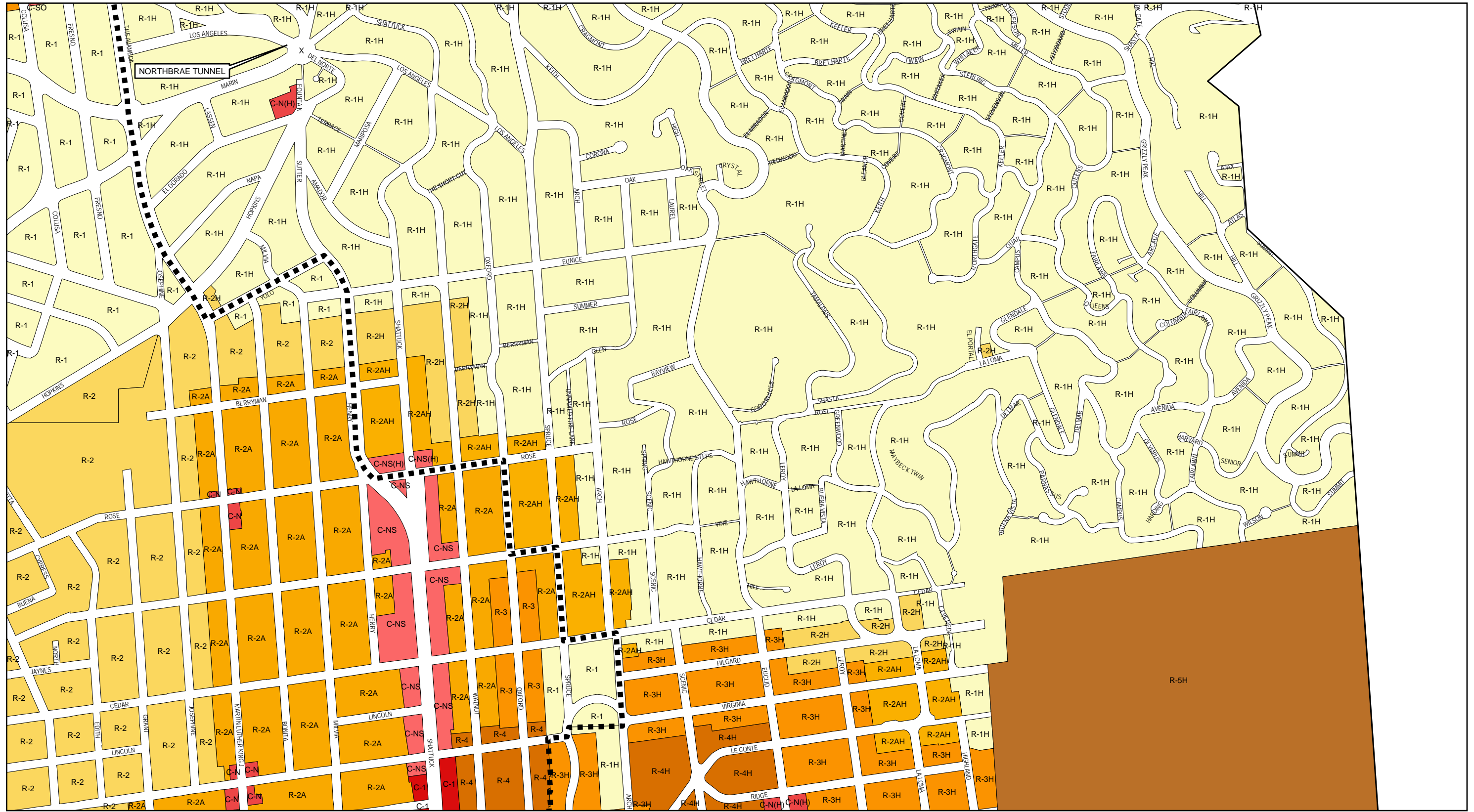
Ordinance Number	Ordinance Effective Date	Zoning Districts Affected
6514-N.S.	December 16, 1999	C - 2
7211-N.S.	November 12, 2011	R - S, R - SMU
7232-N.S.	May 5, 2012	C-DMU

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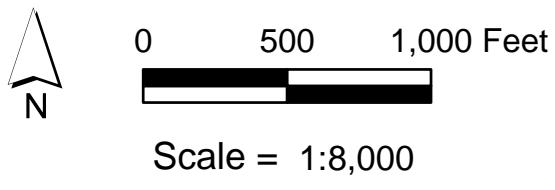
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Official Zoning Map
of the
City of Berkeley, California

Ordinance Number	Ordinance Effective Date	Zoning Districts Affected



Official Zoning Map

of the
City of Berkeley, California

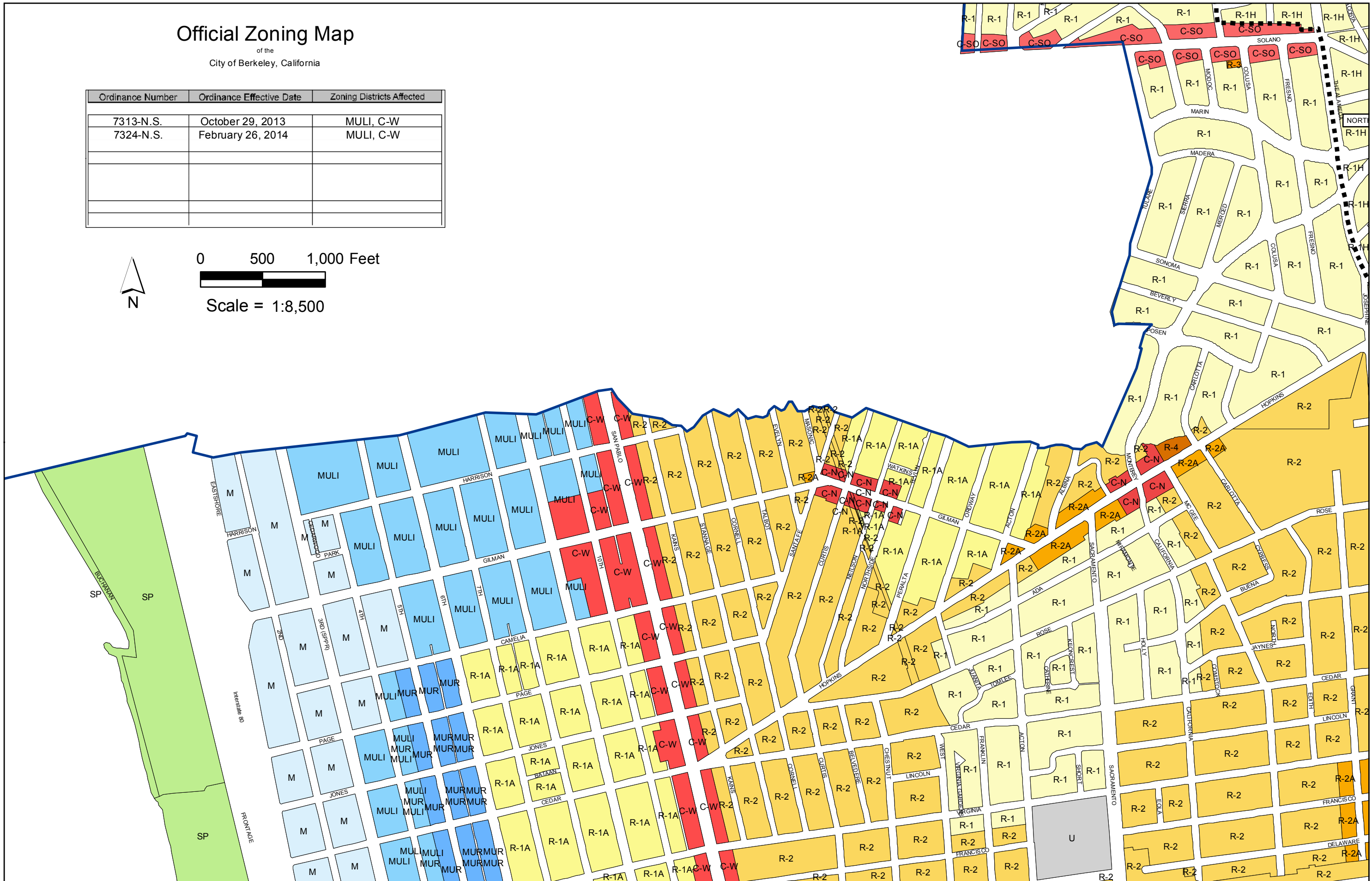
Ordinance Number	Ordinance Effective Date	Zoning Districts Affected
7313-N.S.	October 29, 2013	MULI, C-W
7324-N.S.	February 26, 2014	MULI, C-W



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Scale = 1:8,500



Official Zoning Map

of the
City of Berkeley, California

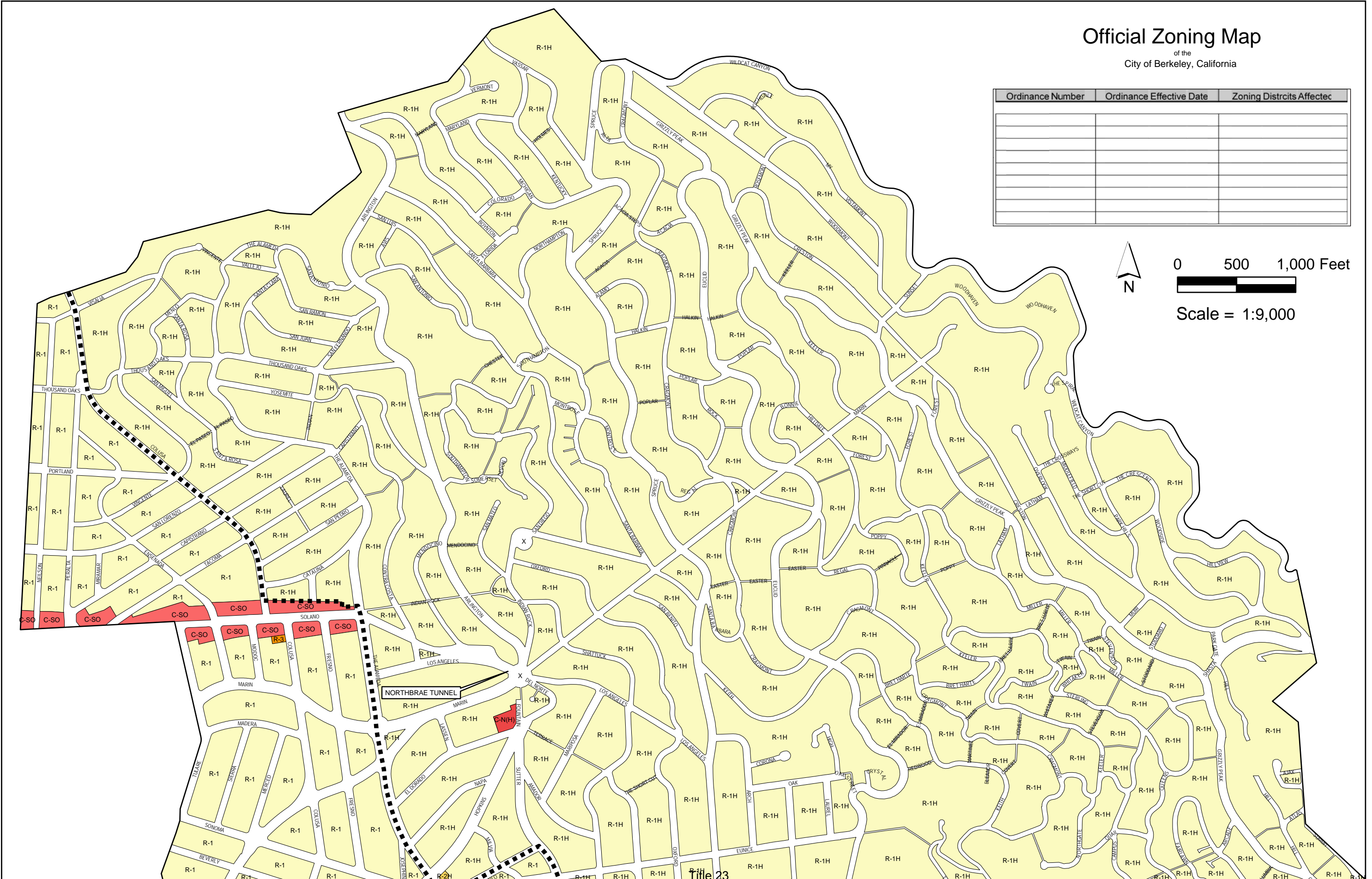
Ordinance Number	Ordinance Effective Date	Zoning Districts Affected



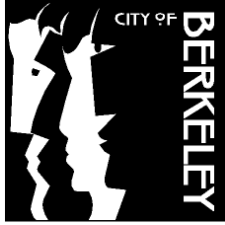
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Court Order 14602.7 Notification Template.pdf



Berkeley Police Department

June 27, 2022

John Smith
123 Main Street,
Berkeley, Ca 94704

This priority document is to serve notice that your vehicle, a silver 2020 Toyota Rav4, CA LP #1ABC123, was seized by the Berkeley Police Department on 06/27/2022, at 06:22 P.M. BPD Incident # 2022-02159.

The vehicle was seized pursuant to the court order attached in this packet.

The vehicle is currently impounded at Towing Company, tow company's address.

I have also attached the California Vehicle Code section CVC 14602.7(a) for your reference and guidance.

Sincerely,

Officer Name and Badge Number
Patrol division
Berkeley Police Department
510-981-5900
Officer's Email

VEH_14602.7..pdf

State of California

VEHICLE CODE

Section 14602.7

14602.7. (a) A magistrate presented with the affidavit of a peace officer establishing reasonable cause to believe that a vehicle, described by vehicle type and license number, was an instrumentality used in the peace officer's presence in violation of Section 2800.1, 2800.2, 2800.3, or 23103, shall issue a warrant or order authorizing any peace officer to immediately seize and cause the removal of the vehicle. The warrant or court order may be entered into a computerized database. A vehicle so impounded may be impounded for a period not to exceed 30 days.

The impounding agency, within two working days of impoundment, shall send a notice by certified mail, return receipt requested, to the legal owner of the vehicle, at the address obtained from the department, informing the owner that the vehicle has been impounded and providing the owner with a copy of the warrant or court order. Failure to notify the legal owner within two working days shall prohibit the impounding agency from charging for more than 15 days impoundment when a legal owner redeems the impounded vehicle. The law enforcement agency shall be open to issue a release to the registered owner or legal owner, or the agent of either, whenever the agency is open to serve the public for regular, nonemergency business.

(b) (1) An impounding agency shall release a vehicle to the registered owner or his or her agent prior to the end of the impoundment period and without the permission of the magistrate authorizing the vehicle's seizure under any of the following circumstances:

(A) When the vehicle is a stolen vehicle.

(B) When the vehicle is subject to bailment and is driven by an unlicensed employee of the business establishment, including a parking service or repair garage.

(C) When the registered owner of the vehicle causes a peace officer to reasonably believe, based on the totality of the circumstances, that the registered owner was not the driver who violated Section 2800.1, 2800.2, or 2800.3, the agency shall immediately release the vehicle to the registered owner or his or her agent.

(2) No vehicle shall be released pursuant to this subdivision, except upon presentation of the registered owner's or agent's currently valid driver's license to operate the vehicle and proof of current vehicle registration, or upon order of the court.

(c) (1) Whenever a vehicle is impounded under this section, the magistrate ordering the storage shall provide the vehicle's registered and legal owners of record, or their agents, with the opportunity for a poststorage hearing to determine the validity of the storage.

(2) A notice of the storage shall be mailed or personally delivered to the registered and legal owners within 48 hours after issuance of the warrant or court order, excluding weekends and holidays, by the person or agency executing the warrant or court order, and shall include all of the following information:

(A) The name, address, and telephone number of the agency providing the notice.

(B) The location of the place of storage and a description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage of the vehicle.

(C) A copy of the warrant or court order and the peace officer's affidavit, as described in subdivision (a).

(D) A statement that, in order to receive their poststorage hearing, the owners, or their agents, are required to request the hearing from the magistrate issuing the warrant or court order in person, in writing, or by telephone, within 10 days of the date of the notice.

(3) The poststorage hearing shall be conducted within two court days after receipt of the request for the hearing.

(4) At the hearing, the magistrate may order the vehicle released if he or she finds any of the circumstances described in subdivision (b) or (e) that allow release of a vehicle by the impounding agency. The magistrate may also consider releasing the vehicle when the continued impoundment will cause undue hardship to persons dependent upon the vehicle for employment or to a person with a community property interest in the vehicle.

(5) Failure of either the registered or legal owner, or his or her agent, to request, or to attend, a scheduled hearing satisfies the poststorage hearing requirement.

(6) The agency employing the peace officer who caused the magistrate to issue the warrant or court order shall be responsible for the costs incurred for towing and storage if it is determined in the poststorage hearing that reasonable grounds for the storage are not established.

(d) The registered owner or his or her agent is responsible for all towing and storage charges related to the impoundment, and any administrative charges authorized under Section 22850.5.

(e) A vehicle removed and seized under subdivision (a) shall be released to the legal owner of the vehicle or the legal owner's agent prior to the end of the impoundment period and without the permission of the magistrate authorizing the seizure of the vehicle if all of the following conditions are met:

(1) The legal owner is a motor vehicle dealer, bank, credit union, acceptance corporation, or other licensed financial institution legally operating in this state or is another person, not the registered owner, holding a financial interest in the vehicle.

(2) (A) The legal owner or the legal owner's agent pays all towing and storage fees related to the seizure of the vehicle. No lien sale processing fees shall be charged to the legal owner who redeems the vehicle prior to the 15th day of impoundment. Neither the impounding authority nor any person having possession of the vehicle shall collect from the legal owner of the type specified in paragraph (1), or the legal

owner's agent any administrative charges imposed pursuant to Section 22850.5 unless the legal owner voluntarily requested a poststorage hearing.

(B) A person operating or in charge of a storage facility where vehicles are stored pursuant to this section shall accept a valid bank credit card or cash for payment of towing, storage, and related fees by a legal or registered owner or the owner's agent claiming the vehicle. A credit card shall be in the name of the person presenting the card. "Credit card" means "credit card" as defined in subdivision (a) of Section 1747.02 of the Civil Code, except, for the purposes of this section, credit card does not include a credit card issued by a retail seller.

(C) A person operating or in charge of a storage facility described in subparagraph (B) who violates subparagraph (B) shall be civilly liable to the owner of the vehicle or to the person who tendered the fees for four times the amount of the towing, storage and related fees, but not to exceed five hundred dollars (\$500).

(D) A person operating or in charge of a storage facility described in subparagraph (B) shall have sufficient funds on the premises of the primary storage facility during normal business hours to accommodate, and make change in, a reasonable monetary transaction.

(E) Credit charges for towing and storage services shall comply with Section 1748.1 of the Civil Code. Law enforcement agencies may include the costs of providing for payment by credit when making agreements with towing companies on rates.

(3) The legal owner or the legal owner's agent presents, to the law enforcement agency, impounding agency, person in possession of the vehicle, or any person acting on behalf of those agencies, a copy of the assignment, as defined in subdivision (b) of Section 7500.1 of the Business and Professions Code; a release from the one responsible governmental agency, only if required by the agency; a government-issued photographic identification card; and any one of the following, as determined by the legal owner or the legal owner's agent: a certificate of repossession for the vehicle, a security agreement for the vehicle, or title, whether paper or electronic, showing proof of legal ownership for the vehicle. Any documents presented may be originals, photocopies, or facsimile copies, or may be transmitted electronically. The law enforcement agency, impounding agency, or any other governmental agency, or any person acting on behalf of those agencies, shall not require any documents to be notarized. The law enforcement agency, impounding agency, or any person acting on behalf of those agencies, may require the agent of the legal owner to produce a photocopy or facsimile copy of its repossession agency license or registration issued pursuant to Chapter 11 (commencing with Section 7500) of Division 3 of the Business and Professions Code, or to demonstrate, to the satisfaction of the law enforcement agency, impounding agency, or any person acting on behalf of those agencies that the agent is exempt from licensure pursuant to Section 7500.2 or 7500.3 of the Business and Professions Code.

No administrative costs authorized under subdivision (a) of Section 22850.5 shall be charged to the legal owner of the type specified in paragraph (1), who redeems the vehicle unless the legal owner voluntarily requests a poststorage hearing. No city, county, city and county, or state agency shall require a legal owner or a legal owner's

agent to request a poststorage hearing as a requirement for release of the vehicle to the legal owner or the legal owner's agent. The law enforcement agency, impounding agency, or other governmental agency, or any person acting on behalf of those agencies, shall not require any documents other than those specified in this paragraph. The law enforcement agency, impounding agency, or other governmental agency, or any person acting on behalf of those agencies, shall not require any documents to be notarized. The legal owner or the legal owner's agent shall be given a copy of any documents he or she is required to sign, except for a vehicle evidentiary hold logbook. The law enforcement agency, impounding agency, or any person acting on behalf of those agencies, or any person in possession of the vehicle, may photocopy and retain the copies of any documents presented by the legal owner or legal owner's agent.

(4) A failure by a storage facility to comply with any applicable conditions set forth in this subdivision shall not affect the right of the legal owner or the legal owner's agent to retrieve the vehicle, provided all conditions required of the legal owner or legal owner's agent under this subdivision are satisfied.

(f) (1) A legal owner or the legal owner's agent that obtains release of the vehicle pursuant to subdivision (e) shall not release the vehicle to the registered owner or the person who was listed as the registered owner when the vehicle was impounded of the vehicle or any agents of the registered owner, unless a registered owner is a rental car agency, until the termination of the impoundment period.

(2) The legal owner or the legal owner's agent shall not relinquish the vehicle to the registered owner or the person who was listed as the registered owner when the vehicle was impounded until the registered owner or that owner's agent presents his or her valid driver's license or valid temporary driver's license to the legal owner or the legal owner's agent. The legal owner or the legal owner's agent shall make every reasonable effort to ensure that the license presented is valid and possession of the vehicle will not be given to the driver who was involved in the original impoundment proceeding until the expiration of the impoundment period.

(3) Prior to relinquishing the vehicle, the legal owner may require the registered owner to pay all towing and storage charges related to the impoundment and the administrative charges authorized under Section 22850.5 that were incurred by the legal owner in connection with obtaining the custody of the vehicle.

(4) Any legal owner who knowingly releases or causes the release of a vehicle to a registered owner or the person in possession of the vehicle at the time of the impoundment or any agent of the registered owner in violation of this subdivision shall be guilty of a misdemeanor and subject to a fine in the amount of two thousand dollars (\$2,000) in addition to any other penalties established by law.

(5) The legal owner, registered owner, or person in possession of the vehicle shall not change or attempt to change the name of the legal owner or the registered owner on the records of the department until the vehicle is released from the impoundment.

(g) (1) A vehicle impounded and seized under subdivision (a) shall be released to a rental car agency prior to the end of the impoundment period if the agency is either the legal owner or registered owner of the vehicle and the agency pays all towing and storage fees related to the seizure of the vehicle.

(2) The owner of a rental vehicle that was seized under this section may continue to rent the vehicle upon recovery of the vehicle. However, the rental car agency shall not rent another vehicle to the driver who used the vehicle that was seized to evade a police officer until 30 days after the date that the vehicle was seized.

(3) The rental car agency may require the person to whom the vehicle was rented and who evaded the peace officer to pay all towing and storage charges related to the impoundment and any administrative charges authorized under Section 22850.5 that were incurred by the rental car agency in connection with obtaining custody of the vehicle.

(h) Notwithstanding any other provision of this section, the registered owner and not the legal owner shall remain responsible for any towing and storage charges related to the impoundment and the administrative charges authorized under Section 22850.5 and any parking fines, penalties, and administrative fees incurred by the registered owner.

(i) (1) This section does not apply to vehicles abated under the Abandoned Vehicle Abatement Program pursuant to Sections 22660 to 22668, inclusive, and Section 22710, or to vehicles impounded for investigation pursuant to Section 22655, or to vehicles removed from private property pursuant to Section 22658.

(2) This section does not apply to abandoned vehicles removed pursuant to Section 22669 that are determined by the public agency to have an estimated value of three hundred dollars (\$300) or less.

(j) The law enforcement agency and the impounding agency, including any storage facility acting on behalf of the law enforcement agency or impounding agency, shall comply with this section and shall not be liable to the registered owner for the improper release of the vehicle to the legal owner or the legal owner's agent provided the release complies with the provisions of this section. The legal owner shall indemnify and hold harmless a storage facility from any claims arising out of the release of the vehicle to the legal owner or the legal owner's agent and from any damage to the vehicle after its release, including the reasonable costs associated with defending any such claims. A law enforcement agency shall not refuse to issue a release to a legal owner or the agent of a legal owner on the grounds that it previously issued a release.

(Amended by Stats. 2009, Ch. 322, Sec. 6. (AB 515) Effective January 1, 2010.)

1602-Livestreaming BWC Captains Instruction.pdf



Police Department

CAPTAINS INSTRUCTION

Date: February 16, 2023
To: Sworn Personnel
Form: Captain Dan Montgomery #C2
Subject: **Livestreaming of Body Worn Cameras**

The Berkeley Police Department recognizes that video recording of contacts between department personnel and the public provides an objective record of these events, and that the use of a recording system complements field personnel in the performance of their duties by providing a video record of enforcement and investigative field contacts, which can enhance criminal prosecutions, limit civil liability, increase transparency, and enhance professionalism in the delivery of police services to the community. (BPD Policy 425.2)

As Body Worn Camera technology develops, new procedures or rules may become necessary. One of the new functions of our Axon Body 3 Body Worn Camera (BWC) is that a supervisor can remotely livestream into another officer's camera view while the officer is actively recording. If a camera is not actively recording it cannot be viewed remotely. When a supervisor remotes into an officer's camera, the officer is notified in the following ways:

- The BWC will give one short vibration.
- On the digital screen the word "Live" will be visible.
- The camera will give one audible beep. *
- The BWC's light will change from red to purple. *

(*If the officer has the sound muted and lights off, then the purple light and beep will not happen.)

A supervisor should only live stream into another officer's BWC in the following situations:

- Incidents that are pre-planned between the officer and supervisor.
- Incidents where the officer requests a supervisor live stream in.
- Situations where an officer is not responding to their radio.
- Situations deemed exigent by the supervisor.

- Situations authorized by the Watch Commander

In no case should livestreaming an officers BWC be used to substitute in person supervision. Under ideal circumstances, a supervisor should contact the officer and advise them before remoting into their BWC. In situations where it is not practical to notify the officer, the supervisor shall notify them that they activated the live stream function as soon as safe to do so.

Exposure Incident Report.pdf

**CITY OF BERKELEY
EXPOSURE INCIDENT REPORT FORM**

CONFIDENTIAL: TO BE COMPLETED BY THE SUPERVISOR

1. Employee Name _____		2. Date of Incident _____	3. Time of Incident _____
Employee Social Security Number: _____ - _____ - _____		5. Location/Address of Incident: Street: _____ City: Berkeley State: CA Zip code: _____	
6. Department <input checked="" type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> HHS <input type="checkbox"/> Public Works <input type="checkbox"/> Other (Specify): _____			
7. What was employee's assignment when incident occurred: _____ _____			
8. Type of exposure sustained by employee: <input type="checkbox"/> Needlestick <input type="checkbox"/> Blood to Blood Transfer <input type="checkbox"/> Human Bite <input type="checkbox"/> Sexual <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Skin Abrasion/Laceration <input type="checkbox"/> Ocular			
9. Describe details of exposure: (Report facts, include names of witnesses, cite any policy or compliance methods relevant to the exposure. Attach additional pages, if necessary.) _____ Witnesses: _____ _____ _____ _____ _____			
10. Source Individual name: (if known)		11. Source Individual address and phone number: (if known)	
12. Was Source Individual tested for HIV? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		13. Testing of Source Individual: <input type="checkbox"/> Voluntary <input type="checkbox"/> Mandatory	
14. Medical treatment provided by <input type="checkbox"/> Employee declination of treatment (signed form)		<input type="checkbox"/> OHS <input type="checkbox"/> Alta Bates ER <input type="checkbox"/> Other: _____	
15. Date/Time of medical referral:		16. Name of Supervisor completing report:	
17. Supervisor's action/suggestion to prevent recurrence: _____ _____ _____ _____			
18. Supervisor's signature:		19. Title:	20. Date:

AR2-7 supervisor report 39.pdf



Human Resources

INCIDENT REPORT Supervisor's Investigation

1. Today's Date:	2. Date of Incident:	3. Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm	4. Exact Location of Incident (Bldg/Floor):
5. Weather Conditions: <input type="checkbox"/> N/A (indoors) <input type="checkbox"/> Sunny/Clear Skies <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Fog <input type="checkbox"/> Apprx. Wind Speed _____ mph <input type="checkbox"/> Apprx. Temp. _____ °F			

INCIDENT DETAILS

6. Name of Injured Employee (please print)	7. Job Title:	8. Department & Division:
9. Did you witness the incident: <input type="checkbox"/> Yes <input type="checkbox"/> No 9. a.) Did you visit the scene of the incident during your investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
10. Names & phone numbers of witnesses interviewed:		
11. After interviewing the employee and witnesses, describe the incident (<i>Continue on reverse side if needed</i>):		
12. Was the employee performing the tasks associated with this incident according to an established Policy/Procedure? <input type="checkbox"/> Yes <input type="checkbox"/> No a.) If established Policies/Procedures were not followed, why not? <input type="checkbox"/> Inadequate Policy/Procedure <input type="checkbox"/> Work was time-sensitive <input type="checkbox"/> Proper Tools/Equipment/PPE not available <input type="checkbox"/> Independent Employee Action <input type="checkbox"/> Uncontrollable External Factor		
13. Was Personal Protective Equipment (PPE) required to complete the tasks associated with this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No a.) If Yes, specifically identify the PPE involved _____ b.) If PPE was involved in the incident, who owns the PPE? <input type="checkbox"/> City of Berkeley <input type="checkbox"/> Involved Employee <input type="checkbox"/> Fellow Employee		
14. Were Tools or Equipment a factor in the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>List tool(s) involved:</i> _____ a.) If tools/equipment were involved in the incident, who owns it? <input type="checkbox"/> City of Berkeley <input type="checkbox"/> Involved Employee <input type="checkbox"/> Fellow Employee b.) Was the absence of the proper tool a factor in this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Has any physical evidence associated with this incident (e.g. broken ladder) been collected and secured? <input type="checkbox"/> Yes <input type="checkbox"/> No a.) If Yes, what has been collected, and where is it secured? _____		
16. Plainly state contributing causes: _____ Date reviewed with employee: _____		
17 What action will be taken to prevent or minimize the potential for this type of incident in the future?		

MEDICAL TREATMENT & WORK STATUS

18. Was medical care immediately provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please describe</i> _____		
19. Was the employee transported to an emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Name of E.R.:</i> _____		
20. Was the employee admitted as an inpatient and hospitalized overnight? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Name of Hospital:</i> _____ a.) If Yes, was Occupational Health and Safety notified of the overnight hospitalization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Date/Time:</i> _____		
21. Did the employee receive medical treatment from the City's Occupational Clinic? <input type="checkbox"/> Yes <input type="checkbox"/> No		
22. Did the employee receive medical treatment from a predesignated medical provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the name of the predesignated medical provider the employee has on file? _____		
23. Was a DWC-1 Form provided to the employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, when? (date & time):</i> _____		
24. Did employee lose time from work beyond the date of incident? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, date last worked:</i> _____		

REPORTED BY

25. Name (Please Print)	26. Signature	27. Date
28. Job Title	29. Department	30. Phone

31. Name of Supervisor (Please Print)	32. Signature	33. Date
34. Job Title	35. Department	36. Phone

Distribution: Original > Occupational Health & Safety, within 72 hours

INCIDENT REPORT
Supervisor's Investigation

Human Resources

Provide any other details associated with items # 11-24.

INCIDENT REPORT

Supervisor's Investigation

Human Resources

Itemized instructions and additional information:

1	Enter today's date.
2	Enter the date on which the injury occurred.
3	Enter the time of the incident, check a.m. or p.m.
4	Enter the exact location of the incident.
5	Select the best option for weather conditions, approximate the wind speed and temperature.
6	Enter the first name, middle initial and last name of the injured employee.
7	Enter the job classification title of the injured employee.
8	Enter the injured employee's department and division.
9	Indicate if you witnessed the employee being injured.
9 (a)	Indicate if you visited the scene of the incident during your investigation.
10	Enter the names and phone numbers of the witnesses you interviewed for this incident.
11	Enter the employee's and witness's account of the incident, as told to you.
12	Indicate if the employee was performing the immediate tasks associated with the incident according to a Policy or Procedure.
12 (a)	If established Policies/Procedures were not followed, using information gathered during your investigation, indicate why not.
13	Indicate if PPE was required for the tasks that were being performed immediately prior to the incident.
13 (a)	If PPE was involved, specifically identify the PPE; e.g. <i>right latex glove, full-face APR with HEPA pancake filters.</i>
13 (b)	If PPE was involved in the incident, indicate who owns the PPE.
14	Indicate if a tool, or a piece of equipment, was a factor in the incident. If yes, list the equipment.
14 (a)	Indicate who owns the tool/equipment involved with this incident.
14 (b)	Indicate if the absence of the proper tool contributed to this incident.
15	Indicate if any physical evidence associated with this incident has been collected and secured (e.g. broken ladder).
15 (a)	If physical evidence has been collected, identify what has been collected and where it is being secured.
16	After reviewing all known facts, plainly state other contributing factors
17	Identify any and all corrective actions that will be taken. .
18	Indicate if medical care was immediately provided to the injured employee. If so, describe the care.
19	Indicate if the injured employee was transported to an Emergency Room. If so, identify the Emergency Room.
20	Indicate if the employee was admitted as an inpatient and hospitalized overnight. If so, identify the hospital.
20 (a)	If #20 is 'yes', indicate if Occupational Health and Safety Dept. was notified of the overnight hospitalization. Enter date and time.
21	Indicate if the employee received medical treatment from the City's Occupational Clinic (U.S. HealthWorks).
22	Indicate if the employee received medical treatment from a predesignated medical provider. Identify the medical provider.
23	Indicate if a DWC-1 Form was provided to the employee. If so, identify when.
24	Indicate if the employee lost time from work beyond the date of incident. If so, enter date last worked.
25 - 30	Enter your information.
31 - 36	Enter your Supervisors' information

Distribution: Original > Occupational Health & Safety, within 72 hours



INCIDENT REPORT Supervisor's Investigation

Medical Treatment Guidelines

These guidelines should be referenced to determine if an employee should be seen by a professional health care provider due to an injurious incident.

Abrasion/Scratch	<ul style="list-style-type: none"> • if bleeding cannot be controlled • if the wound cannot be cleaned
Amputation	ALWAYS
Arc Flash	<ul style="list-style-type: none"> • if an electrocution has occurred • if 2nd or 3rd degree burns exist
Bloodborne Pathogens	ALWAYS
Bruise/Contusion	<ul style="list-style-type: none"> • if bruising/internal bleeding cannot be controlled
Burn-Chemical	<ul style="list-style-type: none"> • if 2nd or 3rd degree burns exist
Burn-Temperature	<ul style="list-style-type: none"> • if 2nd or 3rd degree burns exist
Burn- Electrical	<ul style="list-style-type: none"> • if an electrocution has occurred • if 2nd or 3rd degree burns exist
Concussion	ALWAYS
Conjunctivitis (pink eye)	ALWAYS
Contact Dermatitis	ALWAYS
Cut/Laceration	<ul style="list-style-type: none"> • if bleeding cannot be controlled • if the wound cannot be cleaned
Dislocation	<ul style="list-style-type: none"> • if full range of motion is not possible
Foreign Body	<ul style="list-style-type: none"> • if bleeding cannot be controlled
Fracture	ALWAYS
Loss of Consciousness	ALWAYS
Hernia/Rupture	ALWAYS
Illness	<ul style="list-style-type: none"> • if body temperature $\geq 101^{\circ}\text{F}$ • if medical shock is suspected • if stroke is suspected • if a heart attack is suspected • if a diabetic emergency is suspected • if severe allergic reaction is suspected • if vomiting is persistent • if consciousness is inconsistent • if vertigo is detected
Insect Sting/Bite	<ul style="list-style-type: none"> • if inflammation cannot be controlled • if the bite came from a... <ul style="list-style-type: none"> – venomous snake – Black Widow or Brown Recluse spider • if the employee is allergic to the insect
Puncture	<ul style="list-style-type: none"> • if bleeding cannot be controlled • if foreign body is still impaled • if the wound cannot be cleaned
Sharps-Needle	ALWAYS
Sharps-Other	<ul style="list-style-type: none"> • if bleeding cannot be controlled
Sprain (ligament)	<ul style="list-style-type: none"> • if full use cannot be attained after first aid measures • if swelling is significant
Strain (muscle/tendon)	<ul style="list-style-type: none"> • if full use cannot be attained after first aid measures • if bruising is significant • if pain does not subside • if tenderness does not subside
Multiple Injuries	<ul style="list-style-type: none"> • if bleeding cannot be controlled or any of the above

ACPH Lab Pre-Populated.pdf

****SAMPLE COLLECTION: USE GOLD, RED OR TIGER CAPPED TUBE ONLY****

ALAMEDA COUNTY PUBLIC HEALTH LABORATORY
 2901 Perilla Oaks Ct, 2nd Floor
 OAKLAND, CA 94605
 CLIA NO.: 05D2090025
 Mark W. Pandori, Ph.D. HCLD(ABB), Laboratory Director
 (510) 382-4300 / FAX (510) 382-4333



LABORATORY USE ONLY

LAD Number _____ Date Time _____

BOLD FIELDS ARE MANDATORY FOR SPECIMEN TESTING

PATIENT INFORMATION		SUBMITTER INFORMATION	
Med. Rec. No.:	Age:	Agency:	City of Berkeley Police
Name:		C/O Agile Occupational Medicine	
Sex/ETH:	D.O.B.:	Address:	6001 Shellmound St, Ste 115
Address:		City:	Emeryville State: CA
City:	State:	ZIP:	94608
ICD-10 CODE(S) / DIAGNOSIS:	ZIP:	Ordering Clinician:	<u>Dr. Minh Nguyen, NPI #1336111251</u>
		Phone No:	510-653-5200 FAX: 510-653-5210 QIC:

COMPLETE BILLING INFORMATION MUST BE PROVIDED (no billing for mandated services)

BILL TO: City of Berkeley, Police Dept P&T, 2100 M L King Jr Way, Berkeley, 94704 Patient SSN:

<input type="checkbox"/> MediCal	MEDI-CAL #	Referring Physician: Physician License # National Provider ID #
<input type="checkbox"/> Alliance	ALLIANCE #	
<input type="checkbox"/> CMSP		
<input type="checkbox"/> Other: Provide copy of Card (front and back)		

DATE OF SERVICE:

SPECIMEN INFORMATION

DATE SPECIMEN TAKEN:	PREGNANCY STATUS:
TIME TAKEN:	
DISEASE SUSPECTED:	PATIENT HISTORY:
REASON FOR TESTING: <input type="checkbox"/> Clearance	DATE OF ONSET:
<input type="checkbox"/> Case <input type="checkbox"/> Contact	Treated: <input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Confirmation <input type="checkbox"/> Carrier <input type="checkbox"/> Other	Date of Treatment:
SPECIMEN SOURCE:	Drug Therapy:
<input type="checkbox"/> Serum <input type="checkbox"/> Stool <input type="checkbox"/> Sputum <input type="checkbox"/> Tissue _____	
<input type="checkbox"/> Plasma <input type="checkbox"/> Urine <input type="checkbox"/> Induced Sputum <input type="checkbox"/> Swab _____	
<input type="checkbox"/> Blood <input type="checkbox"/> CSF <input type="checkbox"/> Other _____ <input type="checkbox"/> Aspiration _____	

TESTING ORDERED

<p>ENTERIC BACTERIOLOGY</p> <p><input type="checkbox"/> Salmonella / Shigella</p> <p><input type="checkbox"/> Salmonella typhi</p> <p><input type="checkbox"/> Stool Culture</p> <p><input type="checkbox"/> E. coli O157</p> <p><input type="checkbox"/> STEC</p> <p><input type="checkbox"/> Shiga Toxin Gene 1/2 Detection (PCR)</p> <p><input type="checkbox"/> Other _____</p> <p>BACTERIOLOGY (Analysis by whole genome sequencing)</p> <p><input type="checkbox"/> Aerobic Culture and Definitive ID</p> <p><input type="checkbox"/> Anaerobic Culture and Def. ID</p> <p><input type="checkbox"/> Bacterial Isolate Definitive ID</p> <p><input type="checkbox"/> Neisseria sp. Definitive ID</p> <p><input type="checkbox"/> Bordetella pertussis, Definitive ID</p> <p><input type="checkbox"/> CRE (carbapenem resistant enterobacteriaceae)</p> <p><input type="checkbox"/> Other _____</p>	<p>MYCOBACTERIOLOGY / AFB</p> <p><input type="checkbox"/> AFB Smear / Culture / ID</p> <p><input type="checkbox"/> AFB isolate Definitive ID</p> <p><input type="checkbox"/> TB Drug Susceptibility</p> <p><input type="checkbox"/> M. tuberculosis complex PCR</p> <p><input type="checkbox"/> Other _____</p> <p>MYCOLOGY/ FUNGAL</p> <p><input type="checkbox"/> Fungal Culture and ID</p> <p><input type="checkbox"/> Fungal isolate Definitive ID</p> <p><input type="checkbox"/> Other _____</p> <p>PARASITOLOGY</p> <p><input type="checkbox"/> Malaria</p> <p><input type="checkbox"/> Other _____</p> <p>OTHER TESTS / REQUESTS:</p> <p><u>HEP B and C</u></p> <p>_____</p> <p>_____</p>	<p>HIV</p> <p><input type="checkbox"/> HIV EIA (Oral Fluid) (with reflex confirmation)</p> <p><input checked="" type="checkbox"/> HIV Screen (serum/plasma) (with reflex confirmation)</p> <p><input type="checkbox"/> Confirmatory HIV antibody (Bio-Rad Geenius*)</p> <p><i>*will include screening test</i></p> <p>SYPHILIS SEROLOGY</p> <p><input type="checkbox"/> RPR (with TPPA as reflex confirmation)</p> <p><input type="checkbox"/> TPPA Only</p> <p><input type="checkbox"/> Other _____</p> <p>OTHER IMMUNOLOGY</p> <p><input type="checkbox"/> Quantiferon-TB Gold</p> <p>NAAT (nucleic acid amplification)</p> <p><input type="checkbox"/> Influenza A/B</p> <p><input type="checkbox"/> Bordetella pertussis</p> <p><input type="checkbox"/> Measles</p> <p><input type="checkbox"/> Mycobacterium tuberculosis complex</p> <p><input type="checkbox"/> Respiratory Syncytial Virus (RSV)</p> <p><input type="checkbox"/> Norovirus</p>
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AR2-7 Employee report 27.pdf



INCIDENT REPORT

Employee Incident Report

Human Resources

REV: 2014-April

1. Today's Date:	2. Date of Incident:	3. Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm	4. Exact Location of Incident (Bldg/Floor):
------------------	----------------------	---	---

INCIDENT DETAILS

5. Name of Affected Employee (please print):	6. Employee #:	7. Department & Division:
--	----------------	---------------------------

8. Job Title:	9. Home Address (include zip code):	10. Home Phone (include area code)
---------------	-------------------------------------	------------------------------------

11. Narrative of the incident (*Who/What/Where/How?*) *Continue on reverse side if needed:*

12. Witness(es) – full names & phone numbers:	a.)	b.)
	c.)	e.)

13. Identify any contributing factors to this incident:

14. Suggestions for Future Avoidance:

15. Enter the Date & Time the employer was first notified of this incident: _____

16. To whom was this incident first reported to (name and position): _____

17. Did you seek medical treatment for this incident? Yes No If Yes, where: _____
 If No, by signing here you are attesting that you do not require medical treatment at this time: _____

18. Were you supplied with a DWC-1 form? Yes No If Yes, did you complete and submit it? Yes No Date: _____

ATTESTMENT

19. By signing below, you are attesting that the information you have provided is true and accurate to the best of your knowledge:

_____	_____	_____
Name (printed)	Signature	Date

REPORTED TO

20. Name (<i>please print</i>):	21. Signature:
-----------------------------------	----------------

22. Job Title:

23. **Part of Body** (check all that apply)

<input type="checkbox"/> Abdomen <input type="checkbox"/> Heart <input type="checkbox"/> Stomach <input type="checkbox"/> Kidney <input type="checkbox"/> Nervous System <input type="checkbox"/> Buttocks..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Groin..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Pelvis/Hip..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Other: _____	<input type="checkbox"/> Finger: _____ <input type="checkbox"/> Hand..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Arm..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Elbow..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Shoulder..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Back/ Spine <input type="checkbox"/> Neck <input type="checkbox"/> Ribs..... L <input type="checkbox"/> R <input type="checkbox"/>	<input type="checkbox"/> Head <input type="checkbox"/> Knee..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Leg..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Lung..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Respiratory <input type="checkbox"/> Foot..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Toe: _____ <input type="checkbox"/> Ankle..... L <input type="checkbox"/> R <input type="checkbox"/>	<input type="checkbox"/> Jaw / Chin <input type="checkbox"/> Face <input type="checkbox"/> Eye..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Ear..... L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Mouth <input type="checkbox"/> Nose <input type="checkbox"/> Tooth: _____ <input type="checkbox"/> Tongue
--	---	--	---



INCIDENT REPORT

Employee Incident Report

Itemized instructions and additional information:

1	Enter today's date.
2	Enter the date of the incident.
3	Enter the time of the incident, check a.m. or p.m.
4	Enter the exact location of the incident.
5	Enter your first name, middle initial and last name.
6	Enter your Employee Number.
7	Enter your Department and Division.
8	Enter your job classification title.
9	Enter your home address, include city and zip code.
10	Enter your home phone number, include area code.
11	Please PRINT or TYPE the specific description of what you were doing immediately prior to the incident. Describe the exact work task(s) and movements you were performing immediately prior to the incident. For example: <i>I was climbing up an A-frame ladder and my left foot slipped off the 3rd step causing me to fall approx. three feet to the ground, where a sprained my right ankle.</i>
12	Enter the full names of any witnesses, and provide a phone number for each witness.
13	Identify any other factors which may have contributed to the incident.
14	Identify any actions which may minimize the potential for similar incidents in the future.
15	Enter the date and time you first reported the incident to you supervisor.
16	Enter the name of the person to whom you reported the incident.
17	Indicate if you did seek medical treatment at this time for an injury sustained from this incident. If you did seek medical treatment, enter the name of the medical provider. Enter your signature if you did not require medical treatment.
18	Indicate if you were supplied with a DWC-1 form. Indicate if you completed the form and the date you completed it.
19	Print your name, sign your name and enter the date.
20	Name of the person to whom the incident was reported.
21	Signature of the person to whom the incident was reported.
22	Title of the person to whom the incident was reported.
23	Indicate the body part injured; check as many as applicable.

Blood Test Declaration.pdf

1 ZACH COWAN, City Attorney SBN 96372
2 MATTHEW J. OREBIC, Deputy City Attorney SBN 124491
3 2180 Milvia Street, Fourth Floor
4 Berkeley, CA 94704
5 TEL.: (510) 981-6950
6 FAX.: (510) 981-6960

7 Attorneys for Petitioners
8 CITY OF BERKELEY and Officer _____

9 **SUPERIOR COURTS OF CALIFORNIA, COUNTY OF ALAMEDA**
10 **WILEY W. MANUEL COURTHOUSE**

11 **THE PEOPLE OF THE STATE OF**
12 **CALIFORNIA,**

13 Plaintiff,

14 v.

15 _____,

16 Defendant.

17 **CITY OF BERKELEY and OFFICER**

18 _____,

19 Real Parties in Interest.

NO. _____

DECLARATION OF OFFICER
_____ IN SUPPORT OF
MOTION TO COMPEL DEFENDANT'S
BLOOD TEST

Date: _____

Time: _____

Dept: _____

20
21 I, _____, declare:

22 1. I am a Peace Officer employed with the Berkeley Police Department in the City
23 of Berkeley.

24 2. I have personal knowledge of the matters set forth in this Declaration, and if
25 called upon to do so, I could competently testify to these matters in a court of law.

26 3. On _____, at approximately _____, (insert facts here re: how defendant's
27 bodily fluids got on or in officer) _____

28 _____

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4. Knowing whether or not defendant is an AIDS carrier or has Hepatitis C would give me peace of mind and allow me to determine what the best course of action would be for me.

5. On the basis of these facts and pursuant to Health and Safety Code sections 121060 and 121065, I request that this Court grant this motion for an order to test defendant's blood for the human immunodeficiency virus (HIV) and Hepatitis C.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(Officer's signed name)

**CONSENT TO BLOODBORNE
PATHOGEN TEST BLOOD .pdf**

CONSENT TO BLOODBORNE PATHOGEN TEST BLOOD AND/OR ORAL FLUID / RELEASE OF TEST RESULTS

I understand that a possible transfer of bodily fluid took place between me and:

Name(s) of Exposed Party(-ies)

I understand that the Human Immunodeficiency Virus (HIV), and other communicable diseases, may be transmitted through bodily fluids.

I agree to provide specimens of my blood and/or oral fluid. I understand the analysis of my blood and/or oral fluid for HIV and other communicable diseases will be performed in a licensed medical laboratory.

I understand I will receive the test results subsequent to completion of the aforementioned analysis, and the results of the analysis will be provided to the individuals named above who may have been exposed to my bodily fluids.

As a condition of my consent for testing, I understand that all persons, other than me, who receive the test results, will maintain the confidentiality of the personal identifying data relating to the test results, except for disclosure that may be necessary to obtain medical or psychological care or advice. I also understand that the specimen and the test results will not be admissible as evidence in a criminal proceeding.

I agree that the people performing the test, transmitting the test results, or disclosing information pursuant to this consent, will be immune from civil liability. My consent is voluntary. No promises or threats have been made to obtain my consent.

Dated: _____

Printed Name of Person Giving Consent

Signature of Person Giving Consent

Signature of Witness

(Feb. 2014)

AR2-7 DWC-1 29.pdf



**WORKERS' COMPENSATION
CLAIM FORM (DWC 1)**

**PETITION DEL EMPLEADO PARA DE
COMPENSACIÓN DEL TRABAJADOR (DWC 1)**

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included as the cover sheet of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying worker' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".

Employee - complete this section and see note above Empleado - complete esta sección y note la notación arriba.

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Direction/lugar donde ocurrió el accidente.* _____
6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. Signature of employee. *Firma del empleado.* _____

Employer - complete this section and see note below. Empleador - complete esta sección y note la notación abajo.

9. Name of employer. *Nombre del empleador.* City of Berkeley - Human Resources Dept.
10. Address. *Dirección.* 2180 Milvia St., 1st floor, Berkeley, CA 94704 (Attn: WC Analyst)
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* Innovative Claim Solutions (ICS), P.O. Box 5128, San Ramon, CA 94583-5128
15. Insurance Policy Number. *El número de la póliza de Seguro.* Self-insured - Cert. #4-7149-02-269
16. Signature of employer representative. *Firma del representante del empleador.* _____
17. Title. *Título.* _____ 18. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

Empleador: Se requiere que Ud. feche esta forma y que provea copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleo Employee copy / Copia del Empleado

Claims Administrator / Administrador de Reclamos Temporary Receipt / Recibo del Empleado

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Attached is the form for filing a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If required you will be notified by the claims administrator, who is responsible for handling your claim, about your eligibility for benefits.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Your employer will then complete the "Employer" section, give you a dated copy, keep one copy and send one to the claims administrator. Benefits can't start until the claims administrator knows of the injury, so complete the form as soon as possible.

Medical Care: Your claims administrator will pay all reasonable and necessary medical care for your work injury or illness. Medical benefits may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, and medicines. Your claims administrator will pay the costs directly so you should never see a bill. For injuries occurring on or after 1/1/04, there is a limit on some medical services.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness. Generally your employer selects the PTP you will see for the first 30 days, however, in specified conditions, you may be treated by your predesignated doctor. If a doctor says you still need treatment after 30 days, you may be able to switch to the doctor of your choice. Special rules apply if your employer offers a Health Care Organization (HCO) or after 1/1/05, has a medical provider network. Contact your employer for more information. If your employer has not put up a poster describing your rights to workers' compensation, you may choose your own doctor immediately.

Within one working day after an employee files a claim form, the employer shall authorize the provision of all treatment, consistent with the applicable treating guidelines, for the alleged injury and shall continue to provide treatment until the date that liability for the claim is accepted or rejected. Until the date the claim is accepted or rejected, liability for medical treatment shall be limited to ten thousand dollars (\$10,000).

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, you will receive temporary disability payments. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Si Ud. se lesiona o se enferma, ya sea física o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación para trabajadores. Se adjunta el formulario para presentar un reclamo de compensación para trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran, dependiendo de la índole de su reclamo. Si se requiere, el/la administrador(a) de reclamos, quien es responsable del manejo de su reclamo, le notificará a usted, lo referente a su elegibilidad para beneficios.

Para presentar un reclamo, complete la sección del formulario designada para el "Empleado", guarde una copia, y déle el resto a su empleador. Entonces, su empleador completará la sección designada para el "Empleador", le dará a Ud. una copia fechada, guardará una copia, y enviará una al/a la administrador(a) de reclamos. Los beneficios no pueden comenzar hasta, que el/la administrador(a) de reclamos se entere de la lesión, así que complete el formulario lo antes posible.

Atención Médica: Su administrador(a) de reclamos pagará toda la atención médica razonable y necesaria, para su lesión o enfermedad relacionada con el trabajo. Es posible que los beneficios médicos incluyan el tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio y las medicinas. Su administrador(a) de reclamos pagará directamente los costos, de manera que usted nunca verá un cobro. Para lesiones que ocurren en o después de 1/1/04, hay un límite de visitas para ciertos servicios médicos.

El Médico Primario que le Atiende-Primary Treating Physician PTP es el médico con toda la responsabilidad para dar el tratamiento para su lesión o enfermedad. Generalmente, su empleador selecciona al PTP que Ud. verá durante los primeros 30 días. Sin embargo, en condiciones específicas, es posible que usted pueda ser tratado por su médico pre-designado. Si el doctor dice que usted aún necesita tratamiento después de 30 días, es posible que Ud. pueda cambiar al médico de su preferencia. Hay reglas especiales que son aplicables cuando su empleador ofrece una Organización del Cuidado Médico (HCO) o después de 1/1/05 tiene un Sistema de Proveedores de Atención Médica. Hable con su empleador para más información. Si su empleador no ha colocado un anuncio (poster) describiendo sus derechos para la compensación para trabajadores, Ud. puede seleccionar a su propio médico inmediatamente.

El empleador autorizará todo tratamiento médico consistente con las directivas de tratamiento aplicables a la lesión o enfermedad, durante el primer día laboral después que el empleado efectúa un reclamo para beneficios de compensación, y continuará proveyendo este tratamiento hasta la fecha en que el reclamo sea aceptado o rechazado. Hasta la fecha en que el reclamo sea aceptado o rechazado, el tratamiento médico será limitado a diez mil dólares (\$10,000).

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación para los trabajadores, sus expedientes médicos no tendrán la misma privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un(a) juez de compensación para trabajadores posiblemente decida qué expedientes se revelarán. Si Ud. solicita privacidad, es posible que el/la juez "selle" (mantenga privados) ciertos expedientes médicos.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. recibirá pagos por incapacidad temporal. Es posible que estos pagos cambien o paren, cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado(a) de noche, o no pueda trabajar durante más de 14 días.

Livestreaming BWC Captains Instruction.pdf



Police Department

CAPTAIN'S INSTRUCTION

Date: February 16, 2023
To: Sworn Personnel
Form: Captain Dan Montgomery #C2
Subject: **Livestreaming of Body Worn Cameras**

One of the functions of our Axon Body 3 Body Worn Camera (BWC) is that a supervisor can remotely livestream into another officer's camera view while the officer is actively recording. If a camera is not actively recording it cannot be viewed remotely. When a supervisor remotes into an officer's camera, the officer is notified in the following ways:

- The BWC will give one short vibration.
- On the digital screen the word "Live" will be visible.
- The camera will give one audible beep. *
- The BWC's light will change from red to purple. *

(*If the officer has the sound muted and lights off, then the purple light and beep will not happen.)

A supervisor should only live stream into another officer's BWC in the following situations:

- Incidents that are pre-planned between the officer and supervisor.
- Incidents where the officer requests a supervisor live stream in.
- Situations where an officer is not responding to their radio.
- Situations deemed exigent by the supervisor.
- Situations authorized by the Watch Commander

In no case should livestreaming an officers BWC be used to substitute in person supervision. Under ideal circumstances, a supervisor should contact the officer and advise them before remoting into their BWC. In situations where it is not practical to notify the officer, the supervisor shall notify them that they activated the live stream function as soon as safe to do so.

ALPR Acknowledgment Letter.pdf



AUTOMATED LICENSE PLATE READERS DATA SHARING ACKNOWLEDGMENT LETTER

This letter is to certify that the (AGENCY NAME) has requested to receive data from the Berkeley Police Department's Automated License Plate Readers Program.

Data shared by the Berkeley Police Department will only be used for legitimate California law enforcement purposes ONLY, and not for other purposes such as immigration, personal use, harassment, and any other usages that are against the Berkeley Police Department's Policy.

By signing this letter, the representatives of (AGENCY NAME) agree to abide by this policy.

(Signature/Print name)

(Title/Rank)

(Date)

AR2-7 medical status 33.pdf

**City of Berkeley
WORK STATUS SLIP**

ATTACHMENT C

SECTION 1: COMPLETED BY EMPLOYEE

Employee: _____ Department: _____
 Occupation: _____ Supervisor: _____
 Date of Injury _____ Supervisor's Phone #: _____

NOTE TO EMPLOYEES: You must return this form to your supervisor immediately following the Dr. appointment.

SECTION 2: COMPLETED BY SUPERVISOR/MANAGER FOR INITIAL VISIT ONLY

FIRST TIME VISIT IS AUTHORIZED BY:

Name (Print): _____	Signature: _____
Employee is authorized to go to:	
<input type="checkbox"/> City Clinic Name: _____	
<input type="checkbox"/> Pre-Designated Physician Name: _____	

SECTION 3: COMPLETED BY ATTENDING PHYSICIAN

Date of Injury _____ Date of Examination _____ Time In _____ Time Out _____
 Return Visit on _____

WORK STATUS

- Able to return to regular work on _____
- Temporary modified work with work limitations (**Complete Work Limitations below**):
- Temporarily disabled. Please identify the duties that preclude the employee from performing modified duty (**Complete Work Limitations below**):
- Permanent and Stationary effective _____

WORK LIMITATIONS (Please identify any and all work limitations below by Hours and Minutes per Day)

Limitations	Hours per Day	Minutes per Day
<input type="checkbox"/> Climbing		
<input type="checkbox"/> Use of Keyboard or <input type="checkbox"/> 10 Key		
<input type="checkbox"/> Kneeling/Squatting		
<input type="checkbox"/> Lifting Over _____ lbs.	n/a	n/a
<input type="checkbox"/> Pushing/Pulling		
<input type="checkbox"/> Reaching at Shoulder Level		
<input type="checkbox"/> Reaching Above Shoulder Level		
<input type="checkbox"/> Standing		
<input type="checkbox"/> Sitting		
<input type="checkbox"/> Twisting/Bending		
<input type="checkbox"/> Walking		
<input type="checkbox"/> Other		

DISPOSITION

- Need Ergonomic Evaluation Discharged, no further care needed. Referred for Physical Therapy
- Referral needed for _____

Attending Physician's Name _____ Signature _____
 Address _____
 Phone _____ Fax Number _____

AR2-7 supervisor checklist 43.pdf

Workers' Compensation
SUPERVISOR'S INSTRUCTIONS and QUICK GUIDE

WHEN AN EMPLOYEE REPORTS A WORK-RELATED INJURY TO YOU...

If the employee does not need or request medical treatment:

- . The employee completes: **Incident Report – Employee Incident Report**
- . The supervisor completes: **Incident Report - Supervisor's Investigation**

OR

If the employee NEEDS or REQUESTS MEDICAL TREATMENT:

Give the employee the following forms:

- .. **Incident Report – Employee Incident Report** *(employee completes)*
- .. **Workers' Compensation Claim Form (DWC-1)** *(Supervisor completes "Employer Section" (9 through 18) before you give to employee)*
 - 9: *Name of Employer:* City of Berkeley
 - 10: *Address:* 2180 Milvia St., 1st Floor, Berkeley, CA 94704 (attn: WC Analyst)
 - 11: *Date employer first knew of injury.* This is the date you were informed that the employee needed medical attention.
 - 12: *Date employer provided claim form to employee:* Date you gave the claim form to the employee.
 - 13: *Date employee returned claim form to employer:* Date the employee returned the claim form to you. Otherwise leave blank.
 - 14: *Name and address of insurance carrier or adjusting agency:* N/A (the City is self-insured).
 - 15: *Insurance Policy Number:* Self-insured – Cert. #4-7149-02-269
 - 16: *Signature of employer representative:* Your signature.
 - 17: *Title:* Your title
 - 18: *Telephone:* Your telephone number.
- . **City of Berkeley Work Status Slip**
 - *Supervisor completes Section 2 for initial visit only.*

The supervisor completes:

- . **Incident Report - Supervisor's Investigation**
- . **State of California Employer's Report of Occupational Injury or Illness (Form 5020)** *noted on lower left-corner*

Fax completed forms to Human Resources (510-981-6860) within 24-hours of employee report to the supervisor that the employee needs or requests medical treatment as a result of a work-related injury.

Hate Crime Checklist.pdf

HATE CRIME CHECKLIST

Page _____ of _____

VICTIM	<p style="text-align: center;"><u>Victim Type:</u></p> <p><input type="checkbox"/> Individual Legal name (Last, First): _____ Other Names used (AKA): _____</p> <p><input type="checkbox"/> School, business or organization Name: _____ Type: _____ <i>(e.g., non-profit, private, public school)</i> Address: _____</p> <p><input type="checkbox"/> Faith-based organization Name: _____ Faith: _____ Address: _____</p>	<p style="text-align: center;"><u>Target of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Person <input type="checkbox"/> Private property <input type="checkbox"/> Public property</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;"><u>Nature of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Bodily injury <input type="checkbox"/> Threat of violence</p> <p><input type="checkbox"/> Property damage</p> <p><input type="checkbox"/> Other crime: _____</p> <p>Property damage - estimated value _____</p>
---------------	---	--

BIAS	<p style="text-align: center;"><u>Type of Bias</u> (Check all characteristics that apply):</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Gender identity/expression</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Nationality</p> <p><input type="checkbox"/> Religion</p> <p><input type="checkbox"/> Significant day of offense <i>(e.g., 9/11, holy days)</i></p> <p><input type="checkbox"/> Other: _____</p> <p>Specify disability (be specific): _____ _____</p>	<p style="text-align: center;"><u>Actual or Perceived Bias – Victim’s Statement:</u></p> <p><input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)].</p> <p><input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)]. <i>If perceived, explain the circumstances in narrative portion of Report.</i></p> <p style="text-align: center;"><u>Reason for Bias:</u></p> <p>Do you feel you were targeted based on one of these characteristics? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you know what motivated the suspect to commit this crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you feel you were targeted because you associated yourself with an individual or a group? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p> <p>Are there Indicators the suspect is affiliated with a criminal street gang? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p>
-------------	--	---

	<p style="text-align: center;"><u>Bias Indicators (Check all that apply):</u></p> <p><input type="checkbox"/> Hate speech <input type="checkbox"/> Acts/gestures <input type="checkbox"/> Property damage <input type="checkbox"/> Symbol used</p> <p><input type="checkbox"/> Written/electronic communication <input type="checkbox"/> Graffiti/spray paint <input type="checkbox"/> Other: _____</p> <p><i>Describe with exact detail in narrative portion of Report.</i></p>
--	--

HISTORY	<p style="text-align: center;"><u>Relationship Between Suspect & Victim:</u></p> <p>Suspect known to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Nature of relationship: _____</p> <p>Length of relationship: _____</p> <p><i>If Yes, describe in narrative portion of Report</i></p>	<p><input type="checkbox"/> Prior reported incidents with suspect? Total # _____</p> <p><input type="checkbox"/> Prior unreported incidents with suspect? Total # _____</p> <p>Restraining orders? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, describe in narrative portion of Report</i></p> <p>Type of order: _____ Order/Case# _____</p>
----------------	--	--

WEAPONS	<p>Weapon(s) used during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____</p> <p>Weapon(s) booked as evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Automated Firearms System (AFS) Inquiry attached to Report? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
----------------	--

HATE CRIME CHECKLIST

Page ____ of ____

EVIDENCE	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked
	Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo
	Total # of photos: _____ D#: _____ Taken by: _____ Serial #: _____	<input type="checkbox"/> Known to victim

OBSERVATIONS	<u>VICTIM</u>	<u>SUSPECT</u>
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has suspect ever harmed you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does suspect possess or have access to a firearm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you afraid for your safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other information that may be helpful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Resources offered at scene: Yes No Type: _____

MEDICAL	<u>Victim</u>	<u>Suspect</u>	Paramedics at scene? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit # _____
	<input type="checkbox"/>	<input type="checkbox"/>	Declined medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Will seek own medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Received medical treatment
Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name(s)/ID #: _____
			Hospital: _____
			Jail Dispensary: _____
			Physician/Doctor: _____
			Patient #: _____

Officer (Name/Rank)	Date
Officer (Name/Rank)	Date
Supervisor Approving (Name/Rank)	Date

OES - Emergency Operations - RED BOOK - 2019.pdf

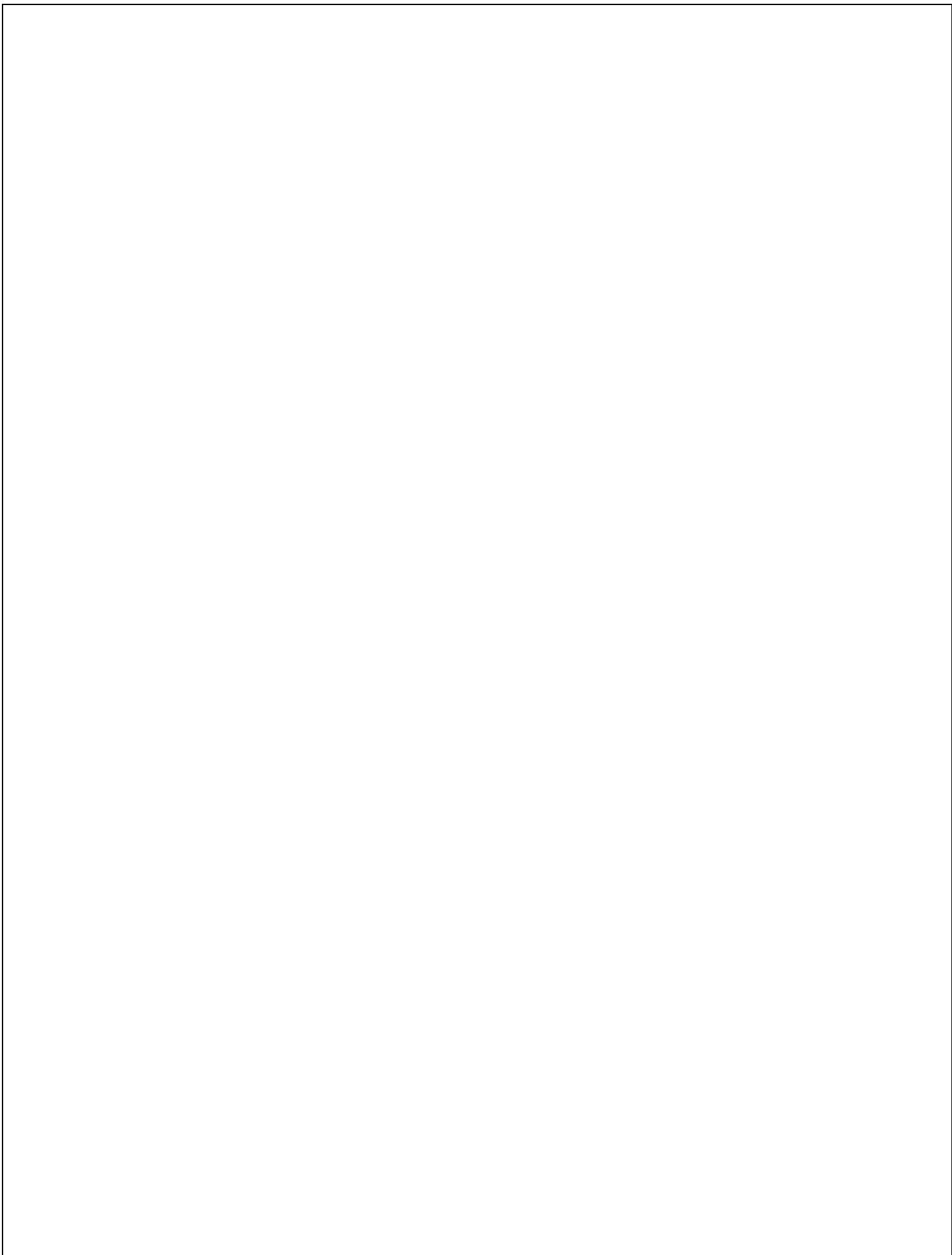
2019 Edition



Law Enforcement
Guide for Emergency
Operations



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES





GOVERNOR:

Gavin Newsom

DIRECTOR:

Mark S. Ghilarducci

LAW ENFORCEMENT BRANCH:

Mark N. Pazin, Chief

PREPARED BY:

Sunday Ippolito, Staff Services Analyst

Mark N. Pazin, Chief
Law Enforcement Branch

California Governor's Office of Emergency Services
Law Enforcement Branch
3650 Schriever Avenue
Mather, CA 95655

March 2019



NOTES



PREFACE

As you read this; somewhere in California, a law enforcement agency is providing mutual aid. Mutual aid is an everyday occurrence in a state as large and diverse as California. This is the continuation of a Cal OES decades-long process of “neighbor helping neighbor.” The law enforcement mutual aid system is an ongoing cooperative effort among law enforcement agencies to ensure an effective and organized response to a wide range of emergencies. There may be a misconception that mutual aid is used only during a civil unrest and/or natural disaster; however, this system has been used successfully for many other situations, including large criminal investigations, deployment of special teams such as Special Weapons and Tactics Teams, Bomb Squads, etc.

How will your agency use the mutual aid system? Planning, preparation and operational activities of law enforcement agencies in support of the mutual aid system must be consistent with each department’s policies and procedures and must also comply with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

All law enforcement executives, administrators, managers, and field supervisors should familiarize themselves with this plan and its application. The personnel of the Cal OES Law Enforcement Branch are available to assist you with planning, training and when necessary, emergency response coordination. It is important to note that Cal OES does not “own” the mutual aid system. It is a part of California law enforcement; and those that participate benefit and share in the concept of “neighbor helping neighbor.”

Mark N. Pazin, Chief
Law Enforcement Branch



INTRODUCTION/PURPOSE

The California Governor's Office of Emergency Services original *Law Enforcement Guide for Emergency Operations* was developed in response to the need for standardization and uniformity of organization and response on the part of law enforcement agencies involved in major multi-jurisdictional and multi-agency incidents such as a civil disorder, technological disaster, or natural disaster.

The revised and expanded *2019 Law Enforcement Guide for Emergency Operations* is designed to be a practical field-oriented guide to assist law enforcement personnel throughout the State of California with *implementation* of the *Field Level Incident Command System*. The intended primary users of this guide are watch commanders and field supervisors. The guide can also be an excellent emergency response tool for law enforcement managers, as well as line officers and deputies.

This updated edition incorporates the concept and statutory requirement of the Standardized Emergency Management System (SEMS). Additionally, the Law Enforcement Incident Command System, as approved by the SEMS Law Enforcement Specialist Committee, is presented in this publication. **Please disregard earlier editions of this guide.**

The *Law Enforcement Guide for Emergency Operations* is organized in a user-friendly format consisting of overview text, diagrams, organization charts, checklists, forms, and a glossary. Several sections are suitable for photocopying and distribution to field personnel.

The ultimate goal is to provide practical guidance for California law enforcement agencies in using the SEMS and ICSS organizational framework for efficient and safe response, management, and coordination of major emergencies and disasters.

Mark N. Pazin, Chief
Law Enforcement Branch



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SECTION I

OVERVIEW OF THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

The Standardized Emergency Management System (SEMS) is the emergency management organization required by California statute, Government Code 8607(a) for emergency response and disaster management in multi-agency and multi-jurisdiction emergencies. California local governments ***must*** use SEMS in emergency response and disaster management to be eligible for any available disaster reimbursement funding for its personnel related costs provided through state disaster assistance programs. SEMS incorporates the use of:

The Incident Command System (ICS): Field level emergency management response system and organization.

Multi/Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Mutual Aid Systems: Voluntarily provided local government services, resources and facilities when emergency impacted jurisdiction resources are exhausted or inadequate.

The Operational Area Concept: The management and application of resources of all political subdivisions (cities and special districts) of a county.

PURPOSE OF SEMS:

SEMS was established to provide an effective and coordinated response to multi-agency and multi-jurisdictional emergencies in California. By standardizing key components of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between all levels of the system.
- Facilitate interaction and coordination among all responding agencies.

The use of SEMS will improve the processes of mobilization, deployment, tracking, and demobilization of needed mutual aid resources.

The use of SEMS will reduce the incidence of ineffective coordination and communications, and avoid duplication of resource ordering in multi-agency and multi-jurisdiction response actions.

SEMS is designed to be flexible and adaptable to the varied types of disasters that occur in California and to meet the needs of all emergency responders.

LEVELS OF SEMS:

SEMS provides for five distinct organizational levels of emergency response and disaster management, which may be activated as necessary:

- Field Response
- Local Government
- Operational Area
- Regional
- State



Field Response Level: Emergency response level where personnel and resources carry out tactical decisions and activities under the command of an appropriate authority in direct response to an incident or threat.

Local Government Level: The level that includes cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.

Operational Area Level: An intermediate level of the state's emergency services organization, which includes the county and all political subdivisions situated within the county. The operational area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area and serves as the coordination and communication link between the local government level and the regional level.

Regional Level: The level that manages and coordinates information and resources among operational areas within the mutual aid region and between the operational areas and the state level. This level also coordinates overall state agency support for emergency response activities within the region.

State Level: The level that manages state resources in response to emergency needs of the other levels, and manages and coordinates mutual aid among the mutual aid regions and between the regional level and the state level. State level also serves as the initial coordination and communication link with the federal response system.

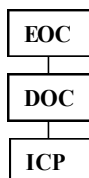
**COMMUNICATIONS BETWEEN EMERGENCY OPERATIONS CENTERS (EOC),
DEPARTMENT OPERATIONS CENTERS (DOC) AND INCIDENT COMMANDER (IC):**

SEMS regulations require that upon activation of a Local Government Emergency Operations Center (EOC), communications and coordination will be established between the Incident Commander and the response Department's Operations Center (DOC) to the EOC, or directly between the Incident Commander and the Local Government EOC.

The regulations further require that communications and coordination be established between an activated Local Government EOC and any state or local emergency response agency having responsibilities at an incident occurring within that local government's jurisdictional boundary.

ICS field response organizations must establish communications with the local government level. The jurisdiction's dispatching procedures, communication capabilities, and local policies, will determine how the field level is linked to the local government level.

In many instances, the ICS field response units will be linked primarily to its DOC having jurisdictional responsibility for the incident. In such cases, the DOC retains agency-level authority over their assigned Incident Commander(s). The DOC is then responsible for coordinating with the Local Government EOC.





In some incidents, ICS field response organizations may have a direct communications link with the Local Government EOC when it is activated. The ICS field unit may receive policy direction from the Local Government EOC in certain circumstances. Whether or not this direct linkage occurs will depend upon the size of the emergency event, existing policies of the jurisdiction and the available lines of communication.

ESSENTIAL MANAGEMENT FUNCTIONS:

SEMS has five essential functions adopted from the Incident Command System. The field response level uses the five primary ICS functions:

- Command
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

At the Local Government, Operational Area, Regional and State levels, the term *management* is appropriately substituted for the term *command*. The titles given the other functions remain the same at all levels.

The concept of using this structure within the SEMS Field Response organization is based on the following:

- Develop the form of the organization to match the function or task to be performed.
- Staff only those functional elements that are required to perform the task.
- Observe the recommended span-of-control guidelines.
- Perform the function of any non-activated organizational element at the next highest level.
- Deactivate elements no longer required by the incident.

COMMON FEATURES OF ALL ORGANIZATIONAL/RESPONSE LEVELS:

SEMS has several features based on ICS. The field response level uses functions, principles, and components of ICS as required in SEMS regulations.

Many of these field response level features also are applicable at local government, operational area, regional and state levels. In addition, there are other ICS features that have application to all SEMS levels.

Listed below are the features of ICS, which are applicable to all SEMS levels:

- Organizational Flexibility/Modular Organization
- Organizational Unity and Hierarchy of Command/Management
- Manageable Span of Control
- Personnel Accountability
- Common Terminology
- Compressive Resource Management
- Integrated Communications
- Action Planning



SEMS Functions and the Incident Command System

Field Level Response

PRIMARY SEMS/ICS FUNCTION	FIELD RESPONSE LEVEL	EOC LEVELS
Command/Management	<u>Command</u> is responsible for directing, ordering, and/or controlling of resources by virtue of explicit legal, agency or delegated authority.	<u>Management</u> is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
Operations	Responsible for the coordinated tactical response of all field operations directly applicable to, or in support of, the missions(s) in accordance with the Incident Action Plan.	Responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
Planning/Intelligence	Responsible for the collection, evaluation, documentation, and use of information about the evaluation of the incident, and the status of resources.	Responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions, and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance/Administration	Responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.	Responsible for financial activities and administrative aspects not assigned to the other functions.



LOCAL GOVERNMENT OR OPERATIONAL AREA EOC

FUNCTION	STAFFING CONSIDERATIONS
Management	City/County administrative personnel, emergency management, fire, law enforcement is recommended for use in initial EOC activations.
Operations	Fire, and/or law enforcement, or emergency management generally will coordinate these activities within the EOC during initial activations.
Planning/ Intelligence	Emergency Management, CAO, fire, law enforcement, planning department, and other departments can contribute personnel depending upon the nature of the emergency.
Logistics	Department of General Services or Public Works are good candidates to provide personnel for this EOC function. Other departments also may have the background to manage or assist in this function.
Finance/ Administration	City/County CAO, finance departments are candidates for managing this function within an EOC.

REGIONAL/STATE EOC

FUNCTION	STAFFING CONSIDERATIONS
Management	<u>SOC Director</u> - Cal OES Director, Assistant Director. REOC Director - Regional Administrators
Operations	To fill Section/Branch Positions: Cal OES, Cal Fire, Fire Marshall, Cal EPA, DHS, CHP, CNG, EMSA, DMH, DSS, ARC, OSHPD, PUC, etc.
Planning/ Intelligence	Cal OES staff, DOJ, Cal Fire, CNG, Caltrans, plus Technical advisors as necessary from CDMG, DHS, etc.
Logistics	To fill Section/Branch Positions: Cal OES, CNG, DPA, EDD, and DGS
Finance/ Administration	Cal OES, DOF



SECTION II

Applying the Incident Command System

REQUIREMENT TO USE ICS:

SEMS regulations state that where an agency has jurisdictional authority over a *multiple-agency incident*, it shall organize the field response using ICS. An incident is defined as an occurrence or event, human-caused or by natural phenomena, which requires action by emergency response personnel to prevent or minimize loss of life or damage to property, including natural resources.

In the most rigid sense, ICS within the SEMS Regulations need only be used in incidents, which require multiple agencies, or multiple jurisdictional involvement whether they are single discipline (e.g., all fire services or all law enforcement) or multi-discipline. Establishing the ICS would be required whenever an emergency incident involves more than one response agency.

LAW ENFORCEMENT ICS TRAINING GUIDELINES:

As use of the ICS in the law enforcement profession continues, new training methods may be developed to meet specific needs. At the present time there are two principle training reference documents that outline the acceptable SEMS/ICS curriculum approved by the Commission on Peace Officer Standards and Training (POST).

POST requires that a law enforcement agency train its personnel according to the curriculum set forth in the *SEMS Approved Course of Instruction* (which provides a multi-discipline SEMS overview) and the *Cal OES Law Enforcement Guide for Emergency Operations* (which provides a law enforcement-specific field level ICS guidance). Together, these documents will provide an agency with information to train and implement ICS for emergency response with the added benefit of focusing on law enforcement organizational concerns.

Will it be necessary to establish minimum qualifications and certifications for law enforcement ICS practitioners? No; not at the present time. ICS certification and qualifications are found in the fire service where ICS has developed over time and this has worked well for them. Within law enforcement, where training time is in constant competition with response time and calls for service, the certification and qualification of ICS practitioners may not be imposed. It is sufficient for an Agency, to *self-certify* that its personnel have received the appropriate level of SEMS/ICS proficiency training for law enforcement and to *effectively implement that training in an actual incident* requiring the use of ICS.

For information on SEMS/ICS training, the following websites are provided for reference:

- For a copy of the of the *Cal OES Law Enforcement Guide for Emergency Operations*:
<http://www.caloes.ca.gov>
- For copies of the SEMS guidelines and approved courses of instruction:
contact the California Specialized Training Institute (CSTI) from the Cal OES web site:
<http://www.caloes.ca.gov>



ICS IS RECOMMENDED FOR ANY INCIDENT:

As a matter of practice and training, it is of great benefit for agencies to utilize ICS for managing routine incidents. This practice provides a seamless integration of ICS into larger emergency operations as the situation evolves.

Typically, incidents begin with a single response discipline but may expand rapidly to multi-discipline incidents requiring additional resources. One of the dilemmas often confronting field response agencies has been a "gray area" of when exactly to establish ICS or to continue using an existing agency emergency response system that does not incorporate ICS principles.

There may be reluctance or hesitancy for an emergency response agency engaged in emergency operations using its own department's emergency configuration to attempt a transition to form the Incident Command System. *This dilemma may be avoided by adopting ICS as the agency's sole emergency management organization. ICS is a management system, which can be used virtually in any emergency or incident.*

A basic premise of ICS use is that in each emergency or incident, regardless of its size, the principles of ICS apply. The first on-scene emergency responder has single-discipline management responsibility. If the responder is aware of and follows the primary ICS functions, then that person and that department are actually using ICS in day-to-day performance.

Initial response to an emerging situation may consist of one or two officers in a patrol car. Generally, the senior officer assumes the role of the Incident Commander (IC). As IC, this officer is responsible for the accomplishment of all the applicable functions under the ICS organization. In a small incident the officer (as IC) may gather information (intelligence), formulate a plan (planning), request one or two units (logistics), deploy the officers, and resolve the problem (operations), release the requested units (demobilize), complete required reports (administration), and perhaps submit a request for overtime (finance).

In a rapidly expanding emergency, the need may increase to hundreds of officers. In such a scenario, the IC is still responsible for the accomplishment of all applicable ICS functions. Clearly, the IC cannot do all the functions alone as in a small incident. So, to spread the workload into manageable components, the IC appoints individual Officers-in-Charge (OIC) to oversee specific areas of the ICS to ensure effective task completion.

ICS provides numerous functional elements to assist operational and organizational needs. The organizational levels and ICS elements activated for any particular incident should be limited to that necessary to mitigate the emergency. The theory is that *form* (ICS structure) follows *function* (getting the job done). A basic ICS concept is any ICS element that is not staffed is the functional responsibility of the next higher supervising OIC, or ultimately rests with the IC.

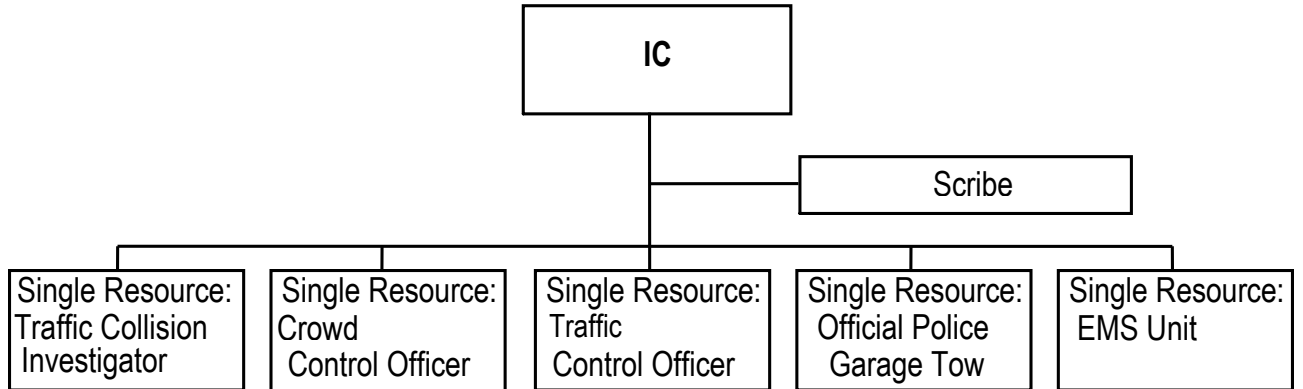
For example, in an incident requiring aircraft coordination, the Operations OIC would be responsible for that coordinating function in the absence of an Air Operations Branch OIC. In a smaller incident without an Operations OIC, all functions would be assumed by the IC, including aircraft coordination. *The key to ICS is remembering to focus on the functions and,*



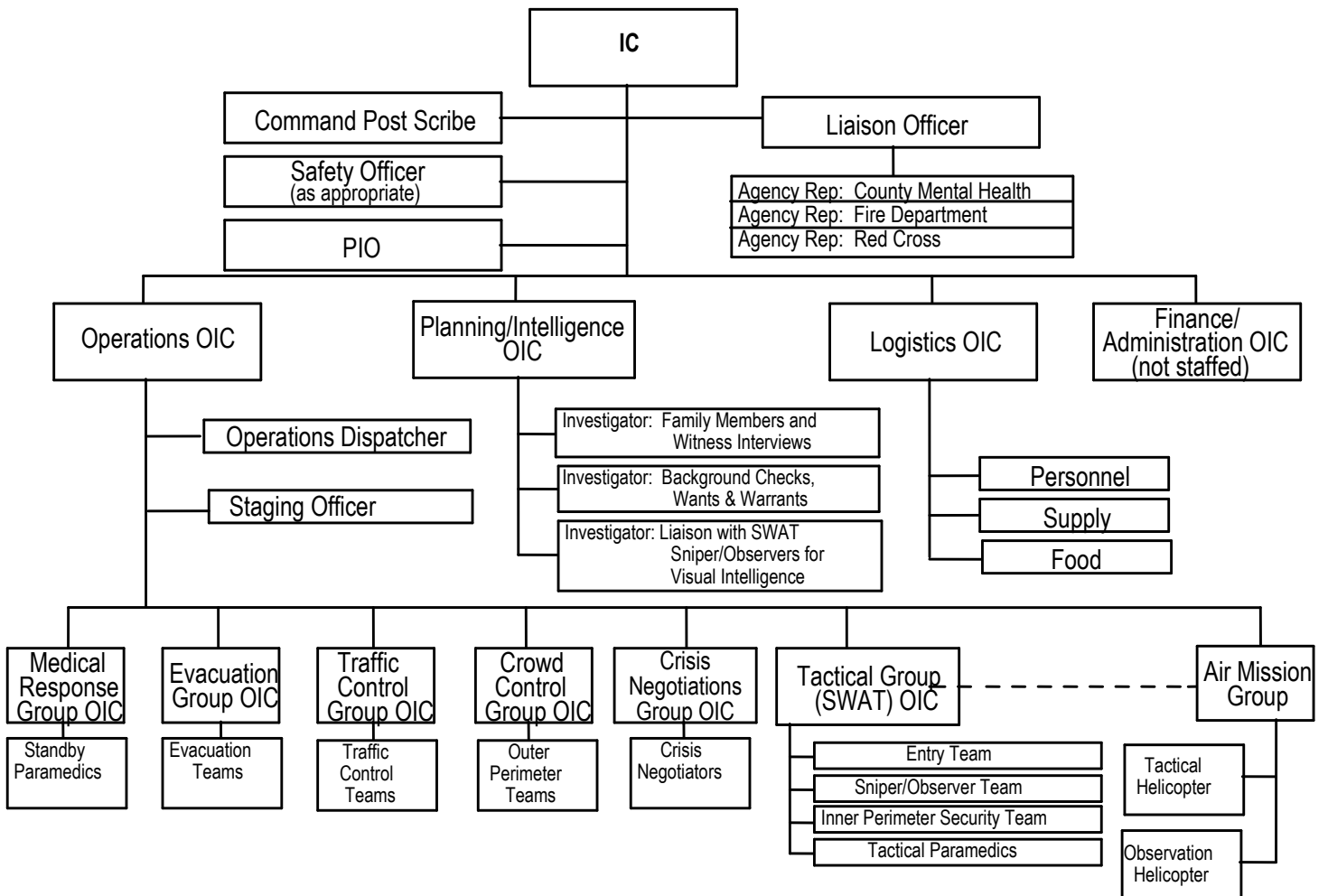
where possible, delegate authority to staff essential functions to distribute the workload. ICS provides a built-in capability for modular development so that the form or shape of the ICS organization always meets the functional need.

Examples When ICS Should Be Used: The Incident Command System is applicable easily to the following small and large incidents and events:

Small: INCIDENT ORGANIZATION (e.g., Fatal Traffic Collision)



Larger: INCIDENT ORGANIZATION (e.g., Barricaded Suspect with Hostages)





Incidents: (Unplanned)

- Major Traffic Collision
- Hostage Situation
- Bomb Incident
- Air Crash
- Hazardous Materials Spill
- Officer Involved Shooting
- Civil Disorder/Riot
- Terrorist Incident
- Fires and Explosions
- Landslide

Events: (Planned)

- Dignitary Visit
- Large Sporting/Concert Event
- Parades or Marches

Disasters: (Major Emergencies Generating Several Incident Sites)

- Earthquake
- Flood
- Severe Winter Storms
- Wildfires

SOLUTIONS TO COMMON PITFALLS IN EMERGENCY RESPONSE:

- Use the Critical Incident Response Plan and initiate ICS from the onset of the incident.
- Identify key jurisdictional agencies and collocate – utilizing the principles of Unified Command.
- Establish common communications channels for all incident personnel.
- Utilize the most competent people in key roles, regardless of rank, and let them do their job.
- Know **your** role.
- Keep all non-essential personnel away from the Command Post.
- Control the information flow.
- Assign a scribe as soon as practical.
- Critically re-examine assumptions that are part of the decision-making process.
- Return to normal operations as soon as practical.

TRANSITIONAL STEPS:

Some of the important “transitional” steps that are necessary in applying ICS in a field incident environment include:

- Recognize and anticipate the requirement that organizational elements will be activated and take the necessary steps to delegate the authority to others.
- Establish incident facilities as needed, strategically located, to support operations.
- Establish the use of common terminology for organizational functional elements, position titles, facilities and resources.
- Rapidly evolve from providing verbal orders and instructions to the development of a written Incident Action Plan.



DISTINCTIONS BETWEEN LAW ENFORCEMENT ICS AND OTHER DISCIPLINES' ICS:

The Law Enforcement Incident Command System is essentially identical to the “generic” SEMS Incident Command System. However, minor modifications have been made to enhance the needs of law enforcement. Some of the significant distinctions are:

- The term “Officer-In-Charge” (OIC) is used in the law enforcement model to describe positions of leadership at the Section, Branch, Group, and Unit levels. Under ICSS, the emphasis is on identifying an individual in charge of a function rather than confusing rank designations with position titles that infer specific meanings and expectations within different organizations (“Chief,” “Director,” or “Manager”). In disciplines other than law enforcement, the term OIC, also may be referred to as *Section Chief, Branch Director, Group Supervisor, Unit Leader, or Team Leader*.
- Traditional FIRESCOPE ICS places the staging function under the Operations Section. The 1999 edition of The Redbook presented a model in which staging was organized under Logistics. The committee tasked with producing this edition has returned Staging to Operations, in accordance with the FIRESCOPE model. There are sizeable California law enforcement agencies that have a history of successful use of ICS in both configurations. However, with the need for joint, multi-disciplinary operations and common terminology on a national scale, California law enforcement has seen the need to present a model ICS structure that more closely conforms with FIRESCOPE, which is not only the original ICS, but is also the system used and advocated by many federal agencies, as well as the model for the National Incident Management System (NIMS).
- An incident commander may choose to establish the staging function under the Logistics Section, based on the incident and the needs of the agency. Regardless of which model is used by an agency, it is essential to ensure that officers are properly checked-in, equipped (particularly with appropriate radio communications) and available to be deployed by the Operations Section. This is accomplished by a mandatory check-in procedure, a comprehensive resource status function, and a Staging Area Manager. The flexibility of ICS allows an agency to build an organization that fits a specific incident, utilizing the various organizational components as needed, within the general framework of ICS.

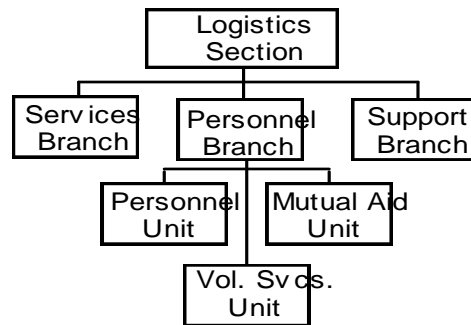
Staging areas under ICS are locations set up at an incident where resources can be placed while awaiting assignment; *not necessarily ready for immediate deployment*.

In some law enforcement agencies, staging areas are managed by the Logistics Section OIC. Under the traditional FIRESCOPE ICS, a staging area is where resources are placed *for deployment* within three minutes at the direction of the Operations Chief. In this traditional configuration, the Staging Area Manager reports to the Operations Section Chief

- The “Incident Scribe” (also referred to as the Command Post Scribe) is a position that may be activated to assist the Incident Commander.
- The “Mutual Aid Response Mobile Field Force” is an example of *resource typing* in ordering law enforcement mutual aid resources.
- “Personnel” as a resource category in law enforcement emergency operations is singularly the most crucial and important. Therefore, it is necessary to provide oversight within the Logistics Section commensurate with the anticipated need for personnel ordering, coordination and preparation for deployment.



The following organizational illustration appropriately depicts the Logistics/Personnel relationship in ICS:



Note: In traditional or generic ICS, ordering personnel is handled by the Supply Unit.

INTEGRATING ICS WITH OTHER DISCIPLINES:

Today, with the variety of disasters and emergencies, ICS is seldom purely a fire suppression or law enforcement activity. Rather, it is more likely a mix of fire service, law enforcement, public works, emergency medical, building and safety, school personnel and a host of other possible disciplines. SEMS/ICS provides a system that is adaptable by all disciplines.

The inherent requirement to implement SEMS/ICS is the need to facilitate emergency response among varying disciplines by way of a coordinated management system which successfully integrates law enforcement with fire service, emergency services, public works, and other response organizations. When considering an ICS response that is exclusively fire or exclusively law enforcement, the organization works reasonably well because of the consistent make-up of the responding organizations.

In many cases the Incident Commander will be from the fire fighting discipline. If law enforcement is collocated with fire service, it is reasonable to assume that the ICS organization will reflect the distinctions discussed earlier and will not reflect a purely ICS organization. When working within a fire-oriented ICS, officers should be mindful of the differences and make allowances so that the law enforcement function can perform as expeditiously as possible.

Usually law enforcement participation in a fire-oriented ICS will consist of an *Agency Representative* with the authority to commit law enforcement resources, or this individual may become elevated to *Deputy Incident Commander* under a Unified Command structure. There also may be other law enforcement personnel assigned to a *Law Division* with groups assigned to crowd control, traffic, security, and evacuation functions.

Law enforcement personnel assigned as an Agency Representative or collocated with personnel from other disciplines should, as necessary, relay mission-tasking requests to the appropriate law enforcement function (such requests may be directed to a Police or Sheriff's Department Operations Center). The circumstances may be reversed if there is a law enforcement Incident Commander. The ICS organization should be flexible enough to absorb discipline-related idiosyncrasies without causing delays in emergency response operations.

Flexibility by law enforcement personnel also is required to accommodate members of other disciplines whose day-to-day activities are not geared to emergency response. Although it is their responsibility to fit into the ICS environment, any assistance and courtesy shown will ease tensions and facilitate future cooperation.



Under some conditions, there will be representatives of the federal government participating at the Incident Command Post. In some cases federal agents will be providing federal resources in a support mode and in other cases involving terrorism, weapons of mass destruction, or national security, a federal agency (e.g., FBI) becomes the lead Federal Agency, locals remain the lead local agency.

Refer to the Glossary of this guide for formal definitions of “Terrorism” and “Weapons of Mass Destruction.”

Usually local government provides the first response. If a federal agency becomes involved, typically there will be policy level discussions to determine jurisdictional imperatives and an orderly transition of authority, if necessary. If such a transition occurs, levels of continued local involvement will be clearly communicated. The federal government does respect the SEMS/ICS system; therefore, state and local agencies will continue to function within that structure.

Should an emergency or incident occur where a local agency would like guidance in implementing ICS, the Law Enforcement Branch of the California Governor’s Office of Emergency Services will maintain a roster of personnel who are proficient in the use of ICS and will respond under mutual aid to provide consultation and make recommendations to facilitate the use of ICSS principles.

Contact the Law Enforcement Branch Duty officer at **(916) 845-8700** or **(916) 845-8911**

REIMBURSEMENT INFORMATION:

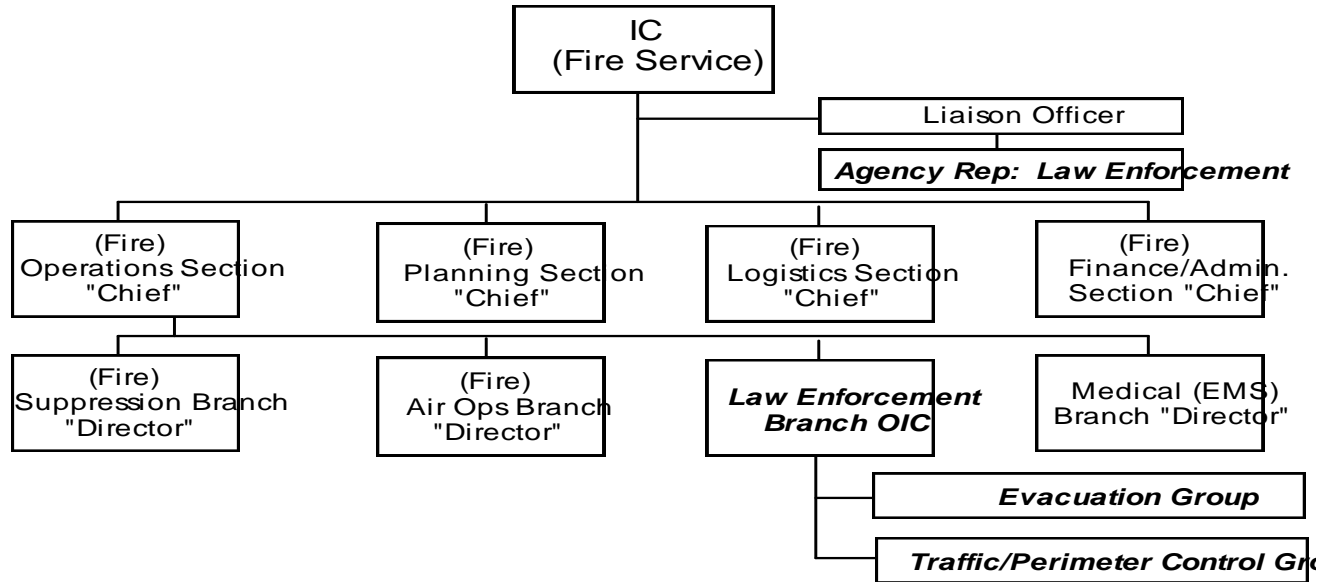
Law Enforcement Mutual Aid (LEMA) is typically provided voluntarily as agreed to statewide in the California Master Mutual Aid Agreement. The California Emergency Services Act, Article 11, Sections 8615 through 8619, outlines circumstances under which mutual aid provisions are implemented.

For some incidents, extraordinary emergency or disaster response costs may be incurred. California Emergency Services Act, Section 8690.6 establishes parameters and provides financial assistance for LEMA cost recovery when the incident or disaster results in a Governor's State of Emergency Proclamation.

Although financial assistance may not be available in every case, the California Governor’s Office of Emergency Services Law Enforcement Branch will respond to inquiries from local law enforcement to facilitate the reimbursement process. Please contact the Law Enforcement Branch at **(916) 845-8700** to obtain reimbursement advice and application documents.

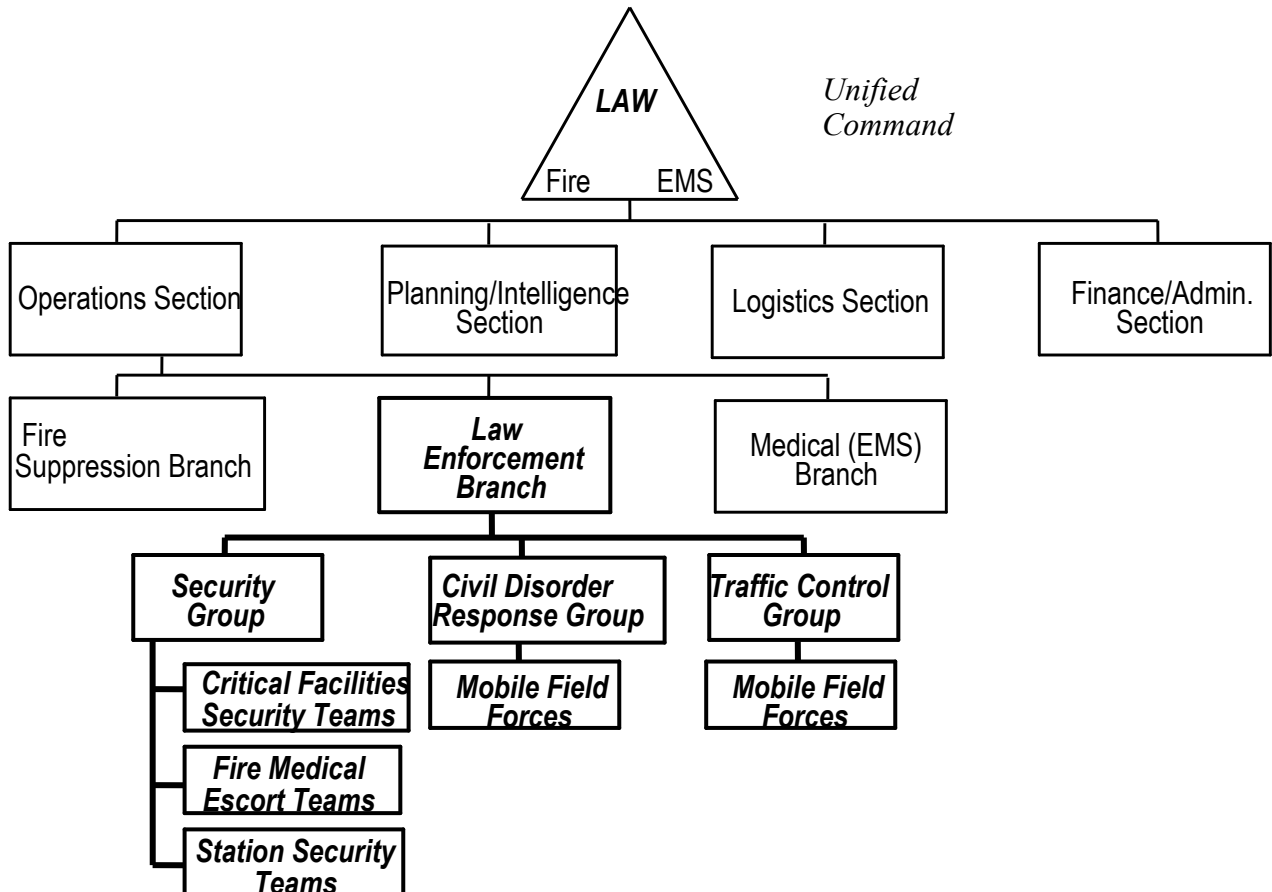


EXAMPLE 1: Limited Law Enforcement Involvement (Wildland Fire)



EXAMPLE 2: Extensive Law Enforcement Involvement (Major Civil Disorder with Numerous Fires and Injuries)

ICS ADVISORS





SECTION III

Law Enforcement Incident Command System:

In 1970, Southern California experienced a fire season of disastrous proportion. In a 13 day period, 16 lives were lost, 772 structures were destroyed and 600,000 acres were burned. The disaster of Southern California provided the impetus for the subsequent development of the *Incident Command System (ICS)*.

Following the Southern California fires, the U.S. Forest Service issued a formal Research Development and Application Charter to design an all risks management system that would assist firefighting agencies in improving effectiveness and coordination in combating multi-jurisdictional fires. The system was to provide an effective means to deal with emergencies of any nature.

The five-year design effort led to a program named FIRESCOPE (Firefighting Resources of Southern California Organized for Potential Emergencies), who's main product turned out to be the Incident Command System. The origins of the Incident Command System actually can be traced back to the Military Re-Organization Act of 1920 that brought the entire United States military under the G-1, G-2, G-3, G-4 organizational system for the management of our total military efforts.

Today, ICS forms the basis of the National Incident Management System (NIMS) that has been mandated under the February 28, 2003 Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*. In his September 8, 2004, letter to all the U.S. Governors, Homeland Security Secretary Tom Ridge stated: *“The 9/11 Commission Report recommended national adoption of the Incident Command System (ICS) to enhance command, control, and communications capabilities. All federal, state, territory, tribal, and local jurisdictions will be required to adopt ICS in order to be compliant with the NIMS. In order to receive fiscal year 2006 preparedness funding, the minimum fiscal year 2005 compliance requirements must be met.”*

Because of our efforts here in California with SEMS, we are significantly ahead of this requirement. Please see: www.fema.gov/nims. ICS has been tried, proven, and highly refined since its conception. Its effectiveness as an emergency management system is now mandated throughout the United States.

The *Law Enforcement Incident Command System (ICS)* provides a management structure and system for conducting on-site emergency operations. It is applicable to small-scale daily operational activities as well as major mobilizations. Because of its standardized operational structure and common terminology, ICS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional or multi-discipline responses.

ICS provides the flexibility needed to rapidly activate and establish an organizational format around those functions that need to be performed.



ICS Operating Requirements:

The following are operating requirements of the Incident Command System (ICS):

The system provides for the following types of operations:

- Single jurisdiction responsibility with single agency involvement.
- Single jurisdiction responsibility with multi-agency involvement.
- Multi-jurisdiction responsibility with multi-agency involvement.

The system's organizational structure is able to adapt to any emergency to which public safety would be expected to respond.

- The system is applicable and acceptable to all user agencies.
- The system is able to expand in a rapid manner from an initial response to a major incident. It is able to reduce its size just as rapidly as the organizational needs of the situation decrease.
- The system has common elements in organization terminology and procedure, which allows maximum application. Implementation of the ICS system should cause the least disruption to existing systems.
- The system is effective in fulfilling all the above requirements and is simple enough to insure ease of understanding.



The Law Enforcement Incident Command System (ICS):

Management Concepts:

- Common Terminology
- Modular Organization
- Unified Command Structure
- Action Planning
- Manageable Span of Control
- Pre-designated Incident Facilities
- Comprehensive Resource Management
- Integrated Communications
- Area Command

Common Terminology:

It is essential for any management system that common terminology be established for the following components: organizational functions, resources, and facilities.

Organizational Functions:

Refers to a standard set of five major pre-designated functions:

- Command
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

Resources:

This refers to the combination of personnel and equipment used in tactical operations.

Facilities:

Refers to common identifiers used for those facilities in and around the incident area, which will be used during the course of the incident. These facilities include the Command Post, staging areas, etc.

Modular Organization:

The ICS organizational structure develops in a modular fashion based on the nature, size, and anticipated duration of an incident. The intent of this modular feature is that at each level:

1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions.

The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must have a person in charge of it that is based on job expertise and qualifications. Rank is not necessarily the sole determinant when filling ICS positions. It is also possible that one OIC may be in charge of more than one functional element.



The concept of using this structure within the SEMS Field Response organization is based on the following:

- Develop the form of the organization to match the function(s) to be performed.
- Fill only those organizational elements that are required.
- Stay within recommended span of control guidelines.
- Perform the function of any non-activated organizational element at the next highest level.
- De-activate elements no longer required by the incident.

The designated organizational elements established for use in the Incident Command System are listed below. How these are applied in ICS will vary slightly from section to section within the organization.

- Command
- Section
- Branches
- Divisions or Groups
- Units
- Teams, Task Forces (e.g., Mobile Field Force), single resources or other elements are defined by agency policy.

Within the ICS the first management assignments will be made by the Incident Commander and will normally be a Section Officer-In-Charge (OIC). The purpose of the Section OIC is to manage specific functional areas. Section OICs may delegate further management authority for their areas as required. If the Section OIC realizes the need, other functional branches may be added within the section. Similarly, each functional Branch OIC will assign further individual tasks within the branch as needed.

Most law enforcement operations remain at a level that the organization does not expand. It remains small in most instances, so only activate what is actually needed!

Unified Command Structure:

Unified Command is a procedure that allows all agencies with significant geographical, legal or functional responsibility over an incident to avoid operational conflicts, economize resources by collocating at a single Incident Command Post and communicate their operational goals and strategies to each other during structured planning meetings.

The value of establishing a single Unified Incident Command Post during the initial response to a multi-jurisdictional or multi-disciplinary incident cannot be over-emphasized. It is essential to an effective response.

Unified Command is not a committee process. Rather, it is a cooperative process by which agencies share their objectives and operational plans in a structured process, thereby facilitating timely communication of accurate information and avoiding operational conflicts. Agencies do not relinquish their lawful authority, responsibility or jurisdiction and retain appropriate accountability.

Ideally, for incidents of long duration, a collective set of incident objectives is established and an integrated Incident Action Plan is developed.



Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles; the Unified Command structure and personnel assignments change to meet the need.

Primary Features of a Unified Command:

- A single unified Incident Command Post.
- An integrated planning process and Incident Action Plan.
- Shared operations, planning, logistical and finance/administration functions.
- Coordinated resource ordering.
- Coordinated information released to the news media, community, and others.

Advantages of a Unified Command:

- One set of objectives is developed for the entire incident.
- A collective approach is used to develop strategies to achieve incident goals.
- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident.
- All agencies with responsibility for the incident have an understanding of joint priorities and restrictions.
- No agency's authority or legal requirements will be compromised or neglected.
- Each agency is fully aware of the plans, actions and constraints of all others.
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.

Collective goals and strategies on major multi-jurisdictional incidents should be in written format. The goals and strategies will then guide development of the action plan. Under the Unified Command structure of ICS, the implementation of the action plan is still accomplished under the direction of the designated Operations OIC.

The Operations OIC will usually be selected from the agency having the most jurisdictional involvement. All agencies involved with functional responsibilities in the incident and represented in the Unified Command structure will agree on the selection and designation of the Operations OIC. Other jurisdictional agencies may be represented as deputies to the Operations OIC.

Action Planning:

An Action Plan is also referred to as "Incident Action Plan, Consolidated Action Plan, or Operations Plan."

Every incident requires an action plan. Though not always accomplished in a documented format for small incidents of short duration, a *written* action plan should be developed and implemented when:

- Resources from multiple agencies are used.
- Multiple jurisdictions are involved.
- The incident will require a change in shifts of personnel and/or equipment.



The plan should cover all tactical and support activities. The Incident Commander (or Unified Command) will establish goals and determine strategies for the incident based upon the requirements of the jurisdiction. Within the Unified Command, the incident objectives must adequately reflect the policy needs of participating agencies.

Manageable Span of Control:

Safety factors, as well as sound management principles, will dictate span of control considerations. The span of control should range from three to seven subordinates with a span of control of five being established as optimal and acceptable, generally.

The type of incident, nature of tasks to be performed, and safety factors are all important management considerations in determining OIC/subordinate ratio. The changes that occur during a rapidly developing situation are another consideration in determining span of control. Planning for change is essential at such times to avoid indiscriminate resources ordering, which will directly affect span of control effectiveness.

Pre-Designated Incident Facilities:

Certain facilities and locations should be designated in the pre-emergency phase for use during emergency events. The determination of these facilities and their locations will be based upon the requirements of the incident and at the direction of the Incident Commander. The Incident Commander will cause the activation of these facilities as needed at the outbreak of the emergency event. These facilities may be used as:

- Staging Areas
- Command Posts
- Mass Care Centers
- Evacuation Centers

Comprehensive Resource Management:

Resources may be organized as either single resources or as task forces (e.g., mobile field force). Strict accountability is absolutely essential and can be accomplished by:

- Establishing mandatory initial check-in procedures.
- Assigning a current status condition.
- Ensuring all changes to resources, locations and status conditions are reported promptly to the appropriate functional unit.

Check-In Procedures:

ICSS has a simple and effective check-in process for personnel, supplies, and equipment.

Personnel: Most personnel responding to an incident should report to the Staging Area and check-in with the Staging Manager (or the Check-In Recorder assigned to the Staging Area from the Personnel Unit, if activated). However, when it is not practical to report directly to the Staging Area, such as the case when units respond directly to field assignments, then it is the responsibility of the single units or the appropriate OIC to report (usually via radio) all checked-in personnel under his/her command to the Personnel Unit in the Logistics Section.

Supplies and Equipment: Most supplies and equipment assigned to an incident should be delivered to the Staging Area and checked-in with the Staging Area Manager (or the Receiving/Distribution Officer assigned to the Staging Area from the Supply Unit if activated). However, when it is not practical to report directly to the Staging Area, such as the case when



supplies are delivered directly to field assignments, and then it is the responsibility of the single units or the appropriate OIC receiving the supplies or equipment to report receipt of supplies and equipment to the Supply Unit in the Logistics Section.

To summarize, personnel check-in with the Personnel Unit (Check-In Recorder) at the Staging Area and *supplies and equipment* check-in with the Supply Unit (Receiving/Distribution Officer). If neither of these positions are activated (or if in doubt), then simply report to the Staging Area Manager for direction.

ICS Form 211 (Check-In List) is designed to assist OICs with recording checked-in personnel, equipment, and supplies.

Integrated Communications:

Communication systems require advanced planning. This planning should include the development of frequency inventories, which will support tactical and support resources, frequency sharing agreements, use of synthesized mobile/portable radio equipment, cellular phones, and the use of available state and federal communications equipment.

Communications should be established at an incident based communications center.

Note: All radio communications should be transmitted in *clear text*, agency specific codes should not be used.

Area Command:

As a part of the general guidance related to the SEMS Field Response, it may be appropriate to consider the use of Area Command.

In ICS, Area Command is an organization that is established primarily to oversee the management of multiple incidents that are each being handled by an Incident Command System organization. An Area Command also may be conducted as a Unified Area Command.

The Purpose of an Area Command is to:

- Set overall priorities within the geographical area covered by the Area Command.
- Determine appropriate strategies for use in achieving the priorities.
- Allocate critical resources based on priorities.
- Ensure that incidents are properly managed.
- Ensure that objectives are met, and strategies followed.

Area Command Reporting Relationships: When Area Command is established, Incident Commander(s) for the incidents under the authority of the Area Command will report to the Area Commander. The Area Commander is accountable to his/her agency or jurisdictional executive or administrator. This could be the DOC, EOC, or another location. It is important to note that Area Command is a command function of *field* response and not an EOC function.

At a minimum, this would include:

- Collect and review incident action plans for all incidents within the area.
- Coordinate priorities and objectives for all incidents within the established area.
- Ensure communication and coordination between all incident commands within the area.
- Collect, review and coordinate incident communication plans.
- Ensure effective span of control.



- Use common terminology as appropriate to the situation.
- Delegate authority and activate organizational elements within the ICS structure as needed or anticipated.
- Provide for personnel accountability and a safe environment.

Advantages of Using Area Command:

Much of the inter-incident coordination normally required of each IC will be accomplished at the Area Command level. Using an Area Command allows the Incident Commanders and their incident management teams to focus attention on their assigned incident.

Area Command sets priorities between incidents and allocates critical resources according to priorities established by the Agency Executive.

Area Command helps the agency executive by ensuring that agency policies, priorities, constraints and guidance are being made known to the respective Incident Commanders.

Area Command also reduces the workload of the agency executive, especially if there are multiple incidents occurring at the same time.

Requirements in Establishing Area Command:

The following requirements apply to either an Area Command or a Unified Area Command:

Incident Commanders covered by the Area Command must be notified that an Area Command is being established.

The Area Command team should consist of the best qualified personnel with respect to their functional areas. The functions of Area Command require personnel that have experience in, and are qualified to oversee, complex incident situations.

The Area Command organization operates under the same basic principles as does the Incident Command System.

The Area Command organization should always be kept as small as possible.

Area Command organizational positions could consist of:

- Area Commander and, only as necessary:
- Area Command Logistics OIC (Section Chief)
- Area Command Planning/Intelligence OIC (Section Chief)
- Area Command Critical Resources Unit OIC (Leader)
- Area Command Situation Unit OIC (Leader)
- Area Command Public Information Officer
- Area Command Liaison Officer

It is important to remember that Area Command does not in any way replace the incident level ICS organizations or functions. The above positions, if established, are strictly related to Area Command operations. Specific duties and responsibilities will be established by the Area Commander.



Incident Commanders under the designated Area Commander are responsible to, and should be considered as part of, the overall Area Command organization. They must be provided adequate and clear delegation of authority.

An Area Command or Unified Area Command should develop an action plan concerning the priorities, objectives and needs of the Area Command.

The plan should:

- Clearly state agency policy, objectives, and priorities, including priorities for critical resource allocations.
- Provide an organization with clear lines of authority and communications.
- Identify specific functions to be performed at the Area Command versus those incidents such as in the area of public information.

Area Command facilities may be co-located at department operations centers, EOCs, or other locations. It is recommended that they not be established in conjunction with an existing Incident Command Post (ICP).

A training module dedicated to Area Command is included in the SEMS Field Level course of instruction.

ICS Position Assignment and Responsibilities:

Command Staff:

The Command Staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Incident Scribe, Safety Officer (when activated), and Liaison Officer. See organization chart on page 47.

Incident Commander (IC):

The Incident Commander is responsible for all incident activities including the development of strategies and tactics and the ordering of and the release of resources. The Incident Commander has complete authority and responsibility for the conduct of overall operations.

It is operationally imperative that the Incident Commander delegate authority and assignments to qualified subordinates. This is best accomplished through "mission tasking." Mission tasking allows the IC to give direction to subordinate OICs in broad parameters without suppressing initiative of those responsible for the detailed execution of action plans. The authority of the Incident Commander is exercised to direct and control the work effort of subordinates and influence the outcome of the coordinated actions.

Duties and Responsibilities:

- Establish incident command post.
- Assess the evolving emergency situation and establish priorities of action.
- Assign necessary staff.
- Activate needed ICS elements and selected Section OICs.
- Conduct initial briefing and begin planning and intelligence process.
- Approve all plans, incident action plan, resources orders, media releases, and the demobilization plan.
- Ensure coordination of staff actions and activities.
- Manage incident operations through the use of an Operations Section OIC.



Deputy Incident Commander:

In large incidents, the Deputy Incident Commander position may be activated. The Deputy Incident Commander is the principal assistant to the IC and possesses the qualifications and authority to act on the IC's behalf in his/her absence. The Deputy Incident Commander receives duty assignments and staff direction from the IC.

Duties and Responsibilities:

- Assume interim command of all operational functions in the absence of the IC.
- Verify task completion by functional areas.
- Appoint agency representatives to outside agencies' EOCs.
- Request liaison personnel from outside agencies involved in the emergency.
- Review and ensure completion of all administrative duties, situation reports, logs, journals, section activities reports.
- Assist the IC as directed.

Public Information Officer (PIO):

The Public Information Officer, a member of the Command Staff, is the sole person responsible for the formulation and release of information to the media as directed by the IC. In the Unified Command, though many agencies represented may have a PIO, a single Public Information Officer for the Unified Command is appointed. All releases are approved by the Incident Commander or Unified Command Structure.

Duties and Responsibilities:

- Establish an information center separate from all other activities when possible.
- Arrange for work space, materials and staffing.
- Prepare initial information summary and maintain file of all subsequent summaries.
- Obtain IC approval for all press releases.
- Releases approved current information to the media and post the releases at the incident command post promptly.
- Arrange meetings between incident personnel and the media.
- Provide media escort services for media and VIPs.
- Observe all constraints on news releases imposed by the IC.
- Maintain a unit log.

Incident Scribe:

The activation of this position is at the discretion of the Incident Commander. The functions of this position generally are conducted by the Planning/Intelligence Section when activated. At the direction of the Incident Commander, the Incident Scribe shall record information from all incident message forms with reference to time, message, and action taken.

Duties and Responsibilities:

- Maintain and periodically distribute a situation report.
- Gather incident-related information from other sections for entry into the Command Post Log.
- Refer newsworthy information to the Public Information Officer.
- Ensure all messages are appropriately routed.



Safety Officer:

The Safety Officer reports directly to the IC. This position is *mandated* by Cal OSHA for all hazardous materials incidents. For other incidents, when activated, the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be *outside the scope of the incident action plan*.

At major disasters or at particularly traumatic events, the Safety Officer typically coordinates the response and deployment of Critical Incident Stress Management (CISM) personnel. It should be noted that CISM is a professional psychological function and should not be attempted at a layperson level without professional guidance. Nevertheless, CISM is an important health issue for response personnel and planning efforts should include provisions for its implementation.

Liaison Officer:

The Liaison Officer is a member of the Command Staff and is the point of contact for assisting agency representatives. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, Red Cross, Public Works, Coroner's Office, Health Services, etc. The Liaison Officer will be from the agency having jurisdictional responsibility for the emergency.

Duties and Responsibilities:

- Obtain a briefing from the Incident Commander.
- Provide a point of contact for assisting mutual aid agency representatives.
- Identify agency representatives from each agency including the Communications link and their location.
- Respond to requests from incident personnel for their inter-organizational contacts.
- Monitor the incident operations to identify what might be potential inter-organizational problems.
- Provide information and maintain a liaison with other Government and Law Enforcement agencies.
- Maintain a unit log.

Agency Representatives:

An individual is assigned from an assisting agency that has the delegated authority to make decisions affecting that agency's participation in emergency operations. Upon arriving at the designated staging area, the Agency Representative reports to the Liaison Officer. Each responding agency should assign only one representative to the incident.

Duties and Responsibilities:

- Ensure that all agency resources have checked-in.
- Obtain situation briefing from the Liaison Officer.
- Establish a working location and notify agency personnel that the Agency Representative position has been filled.
- Attend planning meetings as required.
- Provide input regarding the use of agency resources.



Operations Section:

The Operations Section holds the responsibility for the coordinated tactical response of the incident. This may include, but is not limited to, the deployment of personnel in response to a civil disorder, coordinated response to an evacuation, support of fire services, coordinated response to rescue operations, etc.

Operations Section OIC:

The Operations Officer, also identified as the Operations Officer-In-Charge (OIC), is responsible for the implementation and management of all operational plans and supervises the Operations Section. The Operations Section OIC activates and supervises the organizational elements of the response in accordance with the Incident Action Plan and directs its implementation. The Operations Section OIC also coordinates unit tactics with other staff members, requests or releases resources, makes situational changes to the plan as necessary and reports such changes to the Incident Commander.

Duties and Responsibilities:

- Obtain a briefing from the IC.
- Exercise direction and control over on-going operational activities in accordance with the incident action plan.
- Supervise and direct section personnel.
- Coordinate Operations Section activities with all other staff sections.
- Recommend a location for a Staging Area to the Incident Commander.
- Recommend the site locations for support activities.
- Assist in determining additional needed resources.
- Ensure that all resources in the field have been reported to the Logistics Section for proper check-in accounting and to secure proper support for food, lodging, supplies, etc.
- Advise the IC on all developments and changes in the tactical situation.
- Maintain a unit log.

Operations Dispatcher:

The Operations Dispatcher functions under the control of the Operations OIC. The dispatcher manages and controls all tactical radio and data frequencies used in support of the emergency incident. In major disasters or complex emergency events, a supervising dispatcher may be activated.

Duties and responsibilities:

- Dispatch field units as directed by the Operations OIC.
- Maintain unit designation board depicting status and availability of field operations staff.
- Coordinate activities of the unit and with other agency dispatchers.
- Maintain a unit log.

Branch:

The Branch OIC functions within the Operations Section. The Operations Section OIC will assign specific portions of the incident action plan to the Branch OIC for implementation. The Branch OIC retains authority and control of resources assigned to accomplish tasks. Routine status on conditions and progress are provided to the Operations OIC.



Duties and Responsibilities:

- Review assignments with subordinate staff and modify where appropriate.
- Attend planning meetings when requested.
- Assign specific tasks to mission group OICs.
- Provide timely information to the Field Operations OIC on situation changes, rescues, plans modifications and hazards.
- Maintain a unit log.

Group/Division:

The Group (or Division) OIC functions within the Operations Section. "Groups" are activated upon identified need in the incident action plan for a specific *function* (i.e., Perimeter Control Group, Security Group, Traffic Control Group, and Evacuation Group). "Divisions" are activated to coordinate operations in a specific *geographic* area.

Duties and Responsibilities:

- Implementation of assigned portions of the action plan.
- Task assignments within the group or division.
- Progress and situation reports to the Branch OIC or the Operations Section OIC.
- Maintain a unit log.

Mobile Field Force:

The Mobile Field Force is a type of specialized "Task Force." It is similar to the concept of a "Strike Team" in the fire service. The Mobile Field Force OIC functions within the Operations Section. When activated it is responsible for specific tactical assignments. Assignments may include: traffic/crowd control, site evacuations and security; reports progress on mission assignments to the next higher OIC level.

Duties and Responsibilities:

- Reviews assignment with subordinates.
- Makes essential changes to plans.
- Coordinates with adjacent task forces and units.
- Reports situation and resources status to next higher level.
- Maintains a unit log.

Staging Officer:

The Staging Officer, also referred to as the Staging Area Manager, under the direction of the Operations OIC is responsible for maintaining a location where personnel and equipment can be staged to support an incident.

Duties and Responsibilities:

- Obtain a briefing from the Operations OIC.
- Establish a staging area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Coordinate with the Personnel Unit (Check-In Recorder) and the Supply Unit (Receiving/Distribution Officer) so that arriving resources (personnel, supplies, and equipment) can easily find the check-in and stand-by locations. If these positions are not staffed, then the Staging Officer is responsible for the check-in process at the Staging Area and making resource status reports to the Resources Unit.
- Request maintenance service for equipment at the staging area as appropriate.



- Arrange for storage facilities for impounded vehicles.
- Supervise the parking and safeguarding of law enforcement personnel's private vehicles, which may be parked at or near the staging area.
- Demobilize the staging area in accordance with incident demobilization plan:
- Ensure a clean up of the staging area.
- Assess any damage to the staging area property/facilities.
- Remove all equipment and supplies from within the staging area.
- Maintain a unit log.

Air Operations Branch:

Decision to Activate: *The Air Operations Branch may be activated whenever aircraft are deployed on an incident requiring mission assignment coordination, establishment of helispots or a helibase, or to address any aviation safety concerns requiring full time attention. Only persons knowledgeable in aircraft operations and aviation procedures should be assigned to the leadership positions within the Air Operations Branch. Refer to "Air Operations Checklist" in the Annex Section of this guide.*

The Air Operations Branch OIC reports to the Operations Section OIC. The Air Operations Branch OIC, who is ground based, is primarily responsible for input to the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, the Air Operations Branch is responsible for implementing its strategic aspects - those that relate to the overall strategy as opposed to those that pertain to tactical operations. Specific tactical activities are normally performed by the Air Mission Group OIC working with ground and air resources. Additionally, the Air Operations Branch OIC is responsible for providing logistical support to aircraft operation on the incident.

Air Mission Group:

The Air Mission Group OIC is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. The Air Mission Group OIC reports to the Air Operations Branch OIC.

Aviation Support Group:

The Aviation Support Group OIC is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing (1) fuel and other supplies, (2) maintenance and repair of aircraft, (3) keeping records of aircraft activity, and (4) providing enforcement of safety regulations. Helicopters during landing and take-off and while on the ground are under the control of the Aviation Support Group's Helibase or Helispot Managers. The Aviation Support Group OIC reports to the Air Operations Branch OIC.

Planning/Intelligence Section:

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. Additionally, the Planning/Intelligence Section reviews and develops incident intelligence information to assist in development of contingency plans for the Incident Commander. The section also prepares briefings for the Incident Commander and the Emergency Operations Center's staff related to new or updated intelligence information.



Planning/Intelligence Section OIC:

The Planning/Intelligence Officer, also identified as the Planning/Intelligence Section OIC, is a member of the General Staff and is responsible for the operation of the Planning/Intelligence Section. This position provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies and control operations for the incident, and coordinates with other staff members.

Duties and Responsibilities:

- Collect and process situation information about the incident.
- Provide input to the Incident Commander (IC) and Operations Section OIC in preparing the Incident Action Plan.
- Supervise preparation of the Incident Action Plan.
- Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- Determine need for any specialized resources in support of the incident and serve as liaison to all technical specialists.
- If requested, assemble and disassemble task forces not assigned to operations.
- Establish special information collection activities as necessary. Examples: weather, toxic hazards, suspect profiles.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Inform the IC of termination trends in the incident and oversee preparation of Incident demobilization plan.
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.
- Obtain briefings from the IC and the Operations Officer.
- Activate and supervise the needed Planning/Intelligence Branches/Groups.
- Schedule and conduct intelligence briefings and debriefings.
- Deploy intelligence group(s) as needed to gather information.
- Maintain a unit log.

Resources Unit (RESTAT):

The Resource Unit OIC, also referred to as the RESTAT Unit OIC, functions within the Planning/Intelligence Section. The Resource Unit is responsible for the preparation, processing and reporting of resource *status change* information. The Resources Unit tracks personnel and equipment status relating to the incident.

Duties and Responsibilities:

- Obtain briefings and special instructions from Planning/Intelligence Section OIC.
- Maintain liaison between Operations and Logistics Sections concerning needed and acquired resource movement.
- Prepare and maintain command post displays.
- Assign duties to Resource Unit personnel.
- Participate in Planning/Intelligence Section meetings.
- Maintain incident tactical resource status log.
- Prepare Organizational Assignment List and the Organizational Chart.



- Prepare appropriate parts of Division Assignment Lists.
- Provide resources summary information to Situation Status Unit as required.

Situation Unit (SITSTAT):

The Situation Unit OIC, also known as the SITSTAT Unit OIC, functions within the Planning/Intelligence Section. The OIC is responsible for the collection and organization of incident situation and status information. The OIC performs analysis, evaluations and displays that information for use by ICS staff and agency personnel.

Duties and Responsibilities:

- Obtain a briefing and special instructions from Planning/Intelligence Section OIC.
- Supervise the preparation and maintaining of command post displays of incident information.
- Assign duties to Situation Unit personnel.
- Collect incident data for duration of incident.
- Monitor media broadcasts.
- Obtain sound and video recordings, photographs, of the incident when feasible.
- Prepare estimates at periodic intervals or upon request.
- Post data on unit work displays and command post displays at scheduled intervals.
- Participate in incident planning meetings as required.
- Prepare Incident Status Summaries.
- Prepare Traffic Plan (external and internal to the incident).
- Provide photographic services and maps.
- Provide resource and situation status information in response to specific requests.
- Maintain Situation Unit records.

Field Observers:

Field Observers are a part of the Situation Status Unit. When activated they are responsible for the collection of information by personal observations at the incident (e.g., law enforcement officers working plain clothes as part of a large demonstration). They provide information to the Situation Unit OIC.

Duties and Responsibilities:

- Obtain a briefing from the Situation Unit OIC.
- Make a determination of the assignment, type of information, and priorities.
- Set time limits for completion, method of communication, and method of transportation.
- Obtain the necessary equipment and supplies for field duties.
- Perform field observations.
- Report information to Situation Unit by established procedure.

Casualty Information:

Casualty Information is a part of the Situation Status Unit and establishes a centralized location for recording all incident-related casualties. Information sources for casualty information may include, but are not limited to, the County Coroner's or Medical Examiner's Office, Emergency Medical Services, Fire Services, Red Cross, etc.



Casualty Information shall ensure that there is accurate reporting of information concerning deaths, injuries, missing and returned persons and that Casualty Information is not released to the media or public without authorization of the Incident Commander.

NOTE: Information regarding casualties of law enforcement, fire services, and other involved response agencies shall remain separate from other casualty information.

Duties and Responsibilities:

- Liaison is established with the American Red Cross and others to obtain information regarding evacuation centers and evacuees.
- Liaison is established with the Coroner for the flow of information regarding incident-related deaths.
- Liaison is established with medical providers to obtain casualty information.
- Personnel are assigned and deployed to hospitals, first-aid stations, and morgues to acquire casualty information.
- A listing of designated hospitals, evacuation centers, temporary first-aid stations and morgue facilities is compiled and available to the Operations Section.
- Maintain a unit log.

Display Processor:

The Display Processor is a part of the Situation Status Unit, and is responsible for the display of incident status information obtained from field observers, casualty information, resource status reports, aerial and other photos, and other informational data.

Duties and Responsibilities:

- Obtain a briefing and assignment from the SITSTAT Unit OIC.
- Make a determination of:
 - Numbers, types and locations of displays required and priorities.
 - Map requirements for incident action plan and time limits for completion.
- Obtain the necessary equipment and supplies.
- Obtain a copy of the incident action plan for each operational period.
- Assist the SITSTAT OIC in analyzing and evaluating field reports.
- Develop required displays in accordance with the time limits for completion.

Weather Observer:

The Weather Observer functions within the Situation Status Unit and is responsible for collecting incident-related weather information - past, present, and forecasted. Providing weather information is especially critical during fires, a hazardous materials incident, or during times of heavy rains.

Duties and Responsibilities:

- Obtain a briefing from the SITSTAT OIC.
- Make a determination of:
 - Nature and location of weather systems.
 - Weather data collection methods to be used and priorities for collection;
 - Frequency of reports and method of reporting.
- Record and report weather observations.



Documentation Unit:

The Documentation Unit OIC functions within the Planning/Intelligence Section and is responsible for maintaining accurate and complete incident files. The unit also provides duplication services to incident staff personnel and at the termination of the emergency incident packs and stores incident files for legal and historical purposes.

Duties and Responsibilities:

- Establish and organize incident files.
- Establish duplication services.
- Retain and file copies of official forms and reports.
- Collect and file reports and forms submitted by other incident organizational units.
- Check accuracy and completeness of records submitted for files.
- Contact appropriate units regarding errors or omissions.
- Provide copies of forms and reports to authorized personnel.
- Prepare incident documentation for the Planning/Intelligence Section OIC.
- Store and maintain incident files for after incident use.
- Collect other section/unit logs for historical record purposes.
- Maintain a unit log.

Demobilization Unit

The Demobilization Unit OIC functions within the Planning/Intelligence Section and is responsible for the preparation of the demobilization plan and assisting incident sections/units to ensure that an orderly, safe and cost effective movement of personnel and equipment is accomplished following the emergency incident.

Duties and Responsibilities:

- Review incident resources records to determine probable size of demobilization effort.
- Assess and fill Unit's Demobilization needs for additional staff personnel.
- Confirm the Incident Command objectives, priorities, and constraints on demobilization.
- Meet with Agency Representatives to determine those agencies not requiring formal demobilization; personnel rest and safety considerations; coordination procedures with cooperating/assisting agencies.
- Be aware of ongoing Operations Section resource needs.
- Identify surplus resources and probable release times.
- Determine finance, supply and other incident check-out procedures.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Establish communications links with appropriate off-incident facilities.
- Prepare demobilization plan - plan to include the following sections:
 - General - Discussion of demobilization procedures.
 - Responsibilities - Specific implementation responsibility and activity.
 - Release Priority - According to agency, kind, and type of resources.
 - Release Procedures - Detailed steps and process to be followed.
 - Directories - Maps, telephone numbers, instructions, etc.
- Confirm approval of Demobilization Plan. Distribute plan to all processing points (on and off incident).
- Ensure that all section/units understand their responsibilities within the plan.
- Assist in the implementation and coordination of the Demobilization Plan.



- Brief Planning/Intelligence Section OIC on progress of demobilization.
- Complete all records prior to departure.
- Maintain a unit log.

Technical Specialists:

Technical Specialists are advisors with special skills, which may be needed to support incident operations. When activated they usually function within the Planning/Intelligence Section, but could be assigned to other sections as appropriate.

Technical Specialists may function within an existing branch or form a separate branch, if required, or be reassigned to other sections of the organization (e.g., a chemist may be assigned to the Operations Section to advise the OIC on the technical aspects of probable health hazards or extent of an evacuation for a hazardous materials incident).

A type of technical specialist referred to as a "**Legal Officer**" (usually staffed by a government attorney) can be assigned to the Command Staff to advise the Incident Commander on such legal matters as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

Duties and Responsibilities:

- Report to the Planning/Intelligence Section OIC to obtain a briefing and special instructions.
- Participate in the development of an incident action plan and review the general control objectives, including alternative strategies as requested.
- Respond to requests for information about the limitations and capabilities of resources.
- Collect and transmit records and logs to the Documentation Unit at the end of each operational period.

Logistics Section:

All incident support needs (e.g., personnel, equipment, supplies) are provided by the Logistics Section, with the exception of aviation support. Aviation support is handled by the Air Support Group in the Air Operations Branch.

An additional responsibility of the Logistics Section is to develop sources for obtaining materiel support from resources outside of the jurisdiction involved. The Logistics Section will anticipate the staffing needs for the duration of the incident, as well as the acquisition of equipment and supplies, to facilitate an immediate response to a request for logistical support.

This Section will maintain a liaison with stations, facilities, EOCs, Counties and Cities that can provide logistical and personnel support.

The responsibility for maintaining a list of private vendors that can provide logistical support, which includes the DOC/EOC or Command Post operation, is held by the Logistics Section as well as the Security staffing for the DOC/EOC or Command Post.

Logistics Section OIC:

The Logistics Section Officer, also referred to as the Logistics OIC, is responsible for providing facilities, services, staffing and material in support of the incident. In smaller incidents, the Logistics OIC may also be responsible for all financial and cost analysis aspects



of the incident. The Logistics OIC will participate in the development and implementation of the incident action plan as well as activating and supervising the Branches and Groups within the Logistics Section.

Duties and Responsibilities:

- Obtain a briefing from the Incident Commander.
- Plan and coordinate the activities of the Logistics Section and supervising assigned personnel.
- Recommend a location for a staging area to the Incident Commander after consulting with the Operations OIC.
- Assign personnel to staff the Logistics Section as needed.
- Determine the extent of current and anticipated field operations and planning for necessary logistical support.
- Establish contact with Cal OES Mutual Aid Regional Coordinator and other potential resource agencies if applicable.
- Provide, maintain and control selected equipment, supplies, facilities, and commercial services required by the Operations Section.
- Provide security for the Incident Command Post and staging area, and other areas as required.
- Participate in the preparation of an incident action plan.
- Coordinate and process requests for additional resources.
- Provide and advise on current services, support and personnel capabilities.
- Estimate future services, support and personnel requirements.
- Ensure that incident communications equipment requirements are met.
- Recommend the release of resources in conformity with a demobilization plan.

Security Officer:

The Security Officer shall coordinate activities of the Security Unit and supervise assigned personnel under the direction of the Logistics OIC. Additionally, they shall provide security for Incident Command Posts, staging areas, and any location being staffed for the incident. This would also include the security at a DOC/EOC.

Duties and Responsibilities:

- Preparing and submitting a security plan for the Incident Command Post, staging area and other facilities to the Logistics Officer.
- Provide necessary security for the staging area to safeguard equipment and personnel.
- Provide escorts for dignitaries admitted to the Field Command Post or staging area.
- Ensure that security posts are staffed as required.
- Issue various passes to authorized personnel, as needed.
- Deny entrance to unauthorized officers and other persons.
- Notify the Incident Commander of City/County officials and dignitaries requesting to visit the Command Post.
- Maintain a unit log.

Service Branch:

The Service Branch OIC, when activated, is under the supervision of the Logistics Section OIC and is responsible for the management of all service activities at the incident. The Service Branch provides and maintains communication equipment (radio technician may fill this spot), provides medical support to incident personnel, and makes provisions so that assigned personnel can be fed.



Duties and Responsibilities:

- Obtain a briefing from Logistics Section OIC.
- Obtain working materials (e.g., radio equipment, order forms, food ordering procedures).
- Determine the level of service required to support operations (e.g., the number of portable radios needed).
- Participate in planning meetings of the Logistics Section personnel to assist in developing information on service activities (e.g., the amount of food needed, the location personnel can be fed).
- Maintain a unit log.

Communications Unit:

This unit, under the direction of the Service Branch OIC or Logistics Section OIC, is responsible for developing plans for the effective use of incident communications and equipment such as available frequencies or communication capabilities, distribution of communication equipment to incident personnel, and the maintenance and repair of communications equipment.

Duties and Responsibilities:

- Obtain a briefing from the Service Branch OIC or Logistics Section OIC.
- Determine the Communications Unit personnel.
- Advise the Logistics Section OIC regarding communications capabilities/limitations.
- Prepare and implement the incident radio communications plan, if appropriate.
- Ensure that the incident communications and message systems are established.
- Set-up telephone and public address systems.
- Establish appropriate communications distribution/maintenance locations.
- Ensure that communications systems are installed and tested.
- Ensure that an equipment accountability system is established.
- Ensure that radio equipment is distributed, per radio plan, giving special attention to battery re-supply and/or recharging.
- Supervise the Communications Unit activities.
- Maintain records on all communications equipment.
- Recover equipment from relieved or released units.
- Provide technical information as required on the adequacy of communications systems currently in operation and the geographic limitations on communications systems, equipment capabilities, the amount and types of equipment available, and the anticipated problems in the use of communications equipment.
- Maintain a unit log.

Medical Unit:

This unit is responsible for the development of the Medical Plan to support ICS personnel under the direction of the Service Branch OIC. The plan will include information regarding obtaining medical aid, transportation for injured personnel, and preparation of reports and records.

Duties and Responsibilities:

- Obtain a briefing from the Service Branch OIC or the Logistics Section OIC.
- Determine the level of medical activities prior to activation of the medical group. Prepare a Medical Plan, if appropriate.



- Prepare procedures for major medical emergencies with the appropriate health or medical authorities.
- Arrange for medical aid (e.g., paramedics).
- Arrange for medical transportation.
- Arrange for medical supplies.
- Prepare medical reports.
- Maintain a log of all serious injuries/deaths occurring to incident personnel.
- Advise compensation/claims unit of all serious injuries/deaths occurring to incident personnel.
- Maintain a unit log.

Food Unit:

The Food Unit, under the direction of the Service Branch OIC (when activated) or the Logistics Section OIC, is responsible for determining feeding requirements at all incident facilities and/or operational locations. The Food Unit will meet these feeding requirements by procurement or production, as appropriate, to the situation and unit capabilities. Overall responsibilities may include menu planning, determining cooking facilities required for food preparation, serving requirements, providing potable water, and general maintenance of the food service areas.

Duties and Responsibilities:

- Obtain a briefing from the Service Branch OIC or the Logistics Section OIC.
- Determine a method of feeding, which is most appropriate to the situation, and coordinate with the Logistics and Finance Sections.
- Obtain the necessary equipment and supplies to operate the food service facilities.
- Set-up food equipment.
- Ensure that appropriate health and safety measures are taken.
- Ensure that sufficient potable water is available to meet the incident needs.
- Provide a supply unit with food supply orders in advance of feeding time.
- Demobilize the Food Unit in accordance with incident demobilization plan.
- Maintain a unit log.

Support Branch:

When activated, the Support Branch OIC is under the direction of the Logistics Section OIC and is responsible for the development and implementation of logistics plans in support of the incident action plan. This may vary from the ordering of expendable supplies to providing and maintaining vehicular support. The Support Branch OIC supervises the operations of the Facilities, Maintenance, Ground Support, and Supply units.

Duties and Responsibilities:

- Obtain a briefing from the Logistics Section OIC.
- Identify Support Branch Personnel.
- Determine the initial support operations in coordination with the Logistics Officer and the Service Branch.
- Prepare initial organization and assignment for support operations.
- Assemble and brief the Support Branch Personnel.
- Determine if assigned branch resources are sufficient.
- Resolve any problems associated with requests from the Operations Section.
- Maintain a unit log.



Facilities Unit:

The Facilities Unit OIC reports to the Support Branch OIC and is responsible primarily for the layout and activation of support facilities such as sanitation, eating, resting, etc. These types of facilities are especially important for long-term operations.

Duties and Responsibilities:

- Obtain a briefing from the Support Branch OIC, or if appropriate, the Staging Officer.
- Receive a copy of the incident action plan.
- Participate in the Logistics Section planning activities.
- Determine the requirements for each facility to be established.
- Ensure that all facilities are set up and properly functioning.
- Notify group OICs of the facility layout.
- Obtain personnel to operate facilities.
- Provide rest facilities.
- Provide facility maintenance services (e.g., sanitation, lighting, clean-up).
- Participate in the demobilization of the staging area.
- Report any damage to the Support Branch OIC, or if appropriate, the Staging Officer.
- Report the amount of supplies used to the Support Branch OIC, or if appropriate, the Staging Officer.
- Maintain a record of all units using facilities.
- Maintain a unit log.

Maintenance Unit:

The Maintenance Unit OIC, who reports to the Support Branch OIC, is tasked with the facilities and equipment maintenance.

Duties and Responsibilities:

- Obtain a briefing from the Support Branch OIC, or if appropriate, the Logistics Section OIC.
- Participate in the Support Branch/Logistics Section Planning activities.
- Fuel, maintain, and repair ground support vehicles.
- Requisition maintenance and repair supplies.
- Maintain reports of damage/loss, and maintenance of department equipment.
- Maintain a unit log.

Ground Support Unit:

The Ground Support Unit is responsible primarily for the transportation of personnel, supplies, food and other ground support equipment.

Duties and Responsibilities:

- Obtain a briefing from Support Branch or Logistics Section OIC.
- Participate in Support Branch/Logistics Section planning activities.
- Maintain out-of-service resources.
- Notify the Support Branch of all status changes on support and transportation vehicles.
- Maintain an inventory of support and transportation vehicles.
- Provide transportation services.
- Collect information on rented equipment (e.g., number of hours on a generator, mileage, etc.).



- Receive and assign vehicles that have arrived at the staging area.
- When required, establish and maintain a helicopter landing site.
- Maintain a unit log.

Supply Unit:

The Supply Unit OIC is responsible primarily for ordering equipment and supplies; receiving and storing all supplies for incident; maintaining an inventory of supplies; and serving non-expendable supplies and equipment. The unit is under the direction of the Support Branch OIC (when activated) or the Logistics Section OIC.

Duties and Responsibilities:

- Obtain briefing from Support Branch OIC or Logistics Section OIC.
- Participate in Logistics Section/Support Branch planning activities.
- Activate and supervise Ordering Officers and Receiving/Distribution Officers to coordinate material acquisition and distribution.
- Provide Resources Unit with periodic updates on status of equipment and supplies received and distributed.
- Provide Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration with work materials.
- Determine the type and amount of supplies en route.
- Review Incident Action Plan for information on operations of the Supply Unit.
- Develop and implement safety and security requirements for supplies and equipment.
- Order, receive, distribute, and store supplies and equipment.
- Receive and respond to requests for supplies and equipment.
- Maintain inventory of supplies and equipment.
- Service reusable equipment.
- Demobilize Supply Unit.
- Submit reports to the Support Branch OIC.
- Maintain a unit log.

Armorer:

The Armorer is responsible for the repair and/or replacement of appropriate authorized weapons. The Armorer reports to the Supply Unit OIC.

Duties and Responsibilities:

- Obtain briefing from Supply Unit OIC.
- Determine location of work station; identify weapons and total number of weapons deployed to the incident.
- Set-up secure storage/work area.
- Establish inventory and accountability system.
- Obtain spare parts and/or replacement weapons as necessary.
- Receive, replace, or repair all weapons as required.
- Ensure that all appropriate safety measures are taken in work/testing area.



Personnel Branch:

When activated, the Personnel Branch OIC is under the direction of the Logistics Section OIC and is responsible for providing the staffing needed to respond to the incident (e.g., law enforcement personnel and volunteers). The Personnel Branch OIC supervises the staffing for the operation and coordinates with the Operations Section, Plans Section and Logistics Section to provide the required personnel.

Duties and Responsibilities:

- Obtain a briefing from the Logistics OIC.
- Attend planning meetings to gather information on all overall strategy and personnel requirements.
- Identify Personnel Branch staff.
- Prepare initial organization and assignment for personnel support operations.
- Assemble and brief the Personnel Branch staff.
- Determine if assigned branch resources are sufficient.
- Resolve any problems associated with requests from the Operations Section.
- Maintain a unit log.

Note: The Personnel Branch OIC oversees the functions of the Personnel Unit, Volunteer Services Unit, and Mutual Aid Unit. If any of these units are not activated, then the Personnel Branch OIC is responsible for directly implementing the duties and responsibilities of the appropriate unit(s).

Personnel Unit:

When activated, this unit is under the direction of the Personnel Branch OIC and is responsible for providing the staffing needed to respond to the incident. The Personnel Unit also is responsible for establishing the personnel check-in function at the incident.

Duties and Responsibilities:

- Obtain a briefing from the Personnel Branch OIC.
- Establish a check-in function in coordination with Staging Officer.
- Establish contacts with incident facilities by telephone or through communications center and initiate a status of personnel resource availability record (a visual display of personnel status may be helpful).
- As directed, identify and maintain a ready reserve of personnel.
- Make recommendations to the Logistics OIC regarding suitable locations for the feeding of personnel, and a ready reserve personnel pool (this is to be coordinated with the Service Branch).
- Maintain time keeping and assignment records of all volunteer, liaison, and outside agency personnel assigned to the incident and coordinate with the Time Unit in the Finance/Administration Section.
- Confirm the dispatch of and estimate arrival times of ordered personnel.
- Transmit check-in information to the Resource Unit.
- Receive and assign responding officers to appropriate sections as requested by the Operations Section.
- Periodically brief ready reserve personnel to ensure they are aware of the field situation.
- Provide a means for rest and recuperation for the personnel pool in conjunction with the Facilities Unit.
- Maintain a unit log.



Check-In Recorder:

The Check-In Recorder functions as a part of the Personnel Unit. The Recorder responds to check-in locations to ensure accountability of all resources assigned to an emergency incident.

Duties and Responsibilities:

- Receive briefings from the Personnel Unit OIC.
- Establish communications with the Communication Center.
- Record check-in information on appropriate lists.
- Transmit check-in information to Personnel Unit on determined schedule.
- Forward completed check-in lists and all status changes to the Personnel Unit.

Volunteer Services Unit:

Volunteer Services Unit will be utilized when authorized by the Incident Commander. This will be accomplished under the direction of the Personnel Branch OIC.

Duties and Responsibilities:

- Coordinate all aid offered to the incident by volunteer personnel.
- Select a suitable location for volunteers to assemble, and ensure that incident personnel are advised of this location.
- Ensure that all volunteers who will be deployed are registered as disaster services workers.
- Maintain time cards for all volunteers and indicate group affiliation on the cards, if applicable.
- Coordinate the assignments, meal breaks, and relief of volunteer personnel.
- Refer to the appropriate charitable organization or agency all offers of aid and volunteer sources not consistent with law enforcement requirements.
- Debrief volunteer personnel after the incident or tour of duty.
- Maintain a unit log.

Mutual Aid Unit:

This function is under the direction of the Personnel Branch OIC and is responsible for the coordination and preparation of mutual aid requests adhering to established law enforcement mutual aid practices.

Duties and Responsibilities:

- Request mutual aid forces to report to the staging area.
- Arrange for the briefing of mutual aid forces.
- Make provisions for mutual aid liaison personnel to be at the Incident Command Post.
- Ensure that these units are released as soon as possible, consistent with proper incident management.
- Debrief mutual aid forces after the incident or tour of duty.
- Coordinate with the Services Branch and the Support Branch to ensure that mutual aid personnel are provided with all necessary support services, equipment and supplies to ensure deployment. Such services and supplies could include radios (to ensure compatible communications at the incident), local maps, and subsistence items such as food and shelter in the event of prolonged incidents.

Finance/Administration Section:

The Finance/Administration Section is responsible for the compilation of all information related to the cost of the emergency operation. This may include, but is not limited to, equipment and its usage, personnel hours, supplies, etc.



At the conclusion of the emergency operation, the Finance/Administration Section may have the responsibility for presenting the accumulated emergency response cost information to the appropriate authority (e.g., Division OIC, CAO, etc.).

Finance/Administration Section OIC:

The Finance Officer, also referred to as the Finance/Administration Section OIC, is responsible for all financial and cost requirements of the incident. This position coordinates with other section OICs and supervises the members of the Finance/Administration Section. The Finance/Administration Officer should be thoroughly familiar with all procedures and financial record-keeping requirements of agencies responsible for reimbursements.

Duties and Responsibilities:

- Obtain a briefing from IC.
- Provide input in all planning sessions on financial and cost analysis matters.
- Maintain daily contact with agency administrative departments on response cost matters.
- Ensure that supplies and other support needs for the Finance/Administration Section are identified and ordered.
- Ensure that personnel time records are transmitted to home agencies according to agreement or policy.
- Participate in all demobilization planning.
- Ensure all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administration personnel on all incident-related business management issues, which require follow-up prior to departing the incident.
- Maintain a section log.

Procurement Unit:

The Procurement Unit OIC functions within the Finance/Administration Section and is responsible for administering all financial matters pertaining to commercial vendors.

Duties and Responsibilities:

- Obtain a briefing from the Financial/Administration Section OIC.
- Contact appropriate unit OICs to determine incident needs.
- Coordinate with local jurisdictions on plans and supply sources.
- Obtain and understand the incident logistics plan.
- Prepare contracts and land use agreements, as needed.
- Establish and interpret contracts/agreements.
- Resolve all purchasing issues or disputes.
- Complete final processing forwarding invoice documents for payment.
- Receive and retain copies of all purchase orders and invoices of supplies/equipment ordered and/or received by Logistics/Support Branch.
- Maintain a unit log.

Compensation/Claims Unit:

The Compensation/Claims Unit OIC functions within the Finance/Administration Section and is responsible for the overall management and direction of all Compensation/Claims Specialists assigned to the emergency incident.



Duties and Responsibilities:

- Obtain a briefing from the Financial/Administration Section OIC.
- Determine the need for Compensation/Claims Specialist and request necessary personnel.
- Brief Compensation Claims Specialist on emergency incident activity.
- Coordinate and process incoming claims for ICS personnel-related injuries and property loss or damages relating to the emergency incident.
- Ensure that compensation/claims, logs, and forms are current and routed to the proper agency for post-incident processing.
- Establish procedures with the appropriate authority to ensure prompt notification of injuries or deaths to emergency response personnel.
- Provide billing forms for transmittal to vendors and other providers.
- Maintain listing of all injuries occurring on the emergency incident.
- Arrange for investigation of claims (e.g., personal injury and property damage claims), where necessary.
- Maintain a unit log.

Compensation/Claims Specialists:

Compensation/Claims Specialist, within the Finance/Administration Section, is responsible for administering financial matters arising from serious injuries, deaths, and other claims related to the emergency incident.

Duties and Responsibilities:

- Obtain a briefing from the Compensations/Claims Unit OIC.
- Develop and maintain a log of potential claims.
- Coordinate claims prevention plan with applicable incident functions.
- Initiate investigation on all claims.
- Ensure that site and property involved in investigation are protected.
- Obtain witness statements pertaining to claims.
- Establish procedure with Medical Unit OIC on prompt notification of injuries or deaths.
- Obtain copy of Incident Medical Plan.
- Remain informed on status of hospitalized personnel.
- Coordinate and handle all administrative paperwork on serious injuries or deaths.
- Advise the Compensation/Claims Unit OIC on nature and status of all existing and potential claims.
- Obtain Demobilization Plan and ensure that necessary follow-up action is completed.
- Coordinate with appropriate agencies having responsibility for hospitalized personnel following demobilization.

Time Unit:

The Time Unit OIC is responsible for equipment and personnel time recording.

Duties and Responsibilities:

- Obtain a briefing from the Financial/Administration Section OIC.
- Determine the incident requirements for the time recording function.
- Establish contact with appropriate agency personnel/representatives.
- Organize and establish the Time Unit.
- Ensure all records are current or completed prior to demobilization.



- Ensure time reports for assisting agencies are released to the respective agency representatives prior to demobilization.
- Brief the Finance/Administration Section OIC on current problems and make recommendations.
- Maintain a unit log.

Personnel Time Recorder:

The personnel time recorder ensures that proper recording of hours worked by emergency incident response personnel is accurately accomplished.

Duties and Responsibilities:

- Obtain a briefing from the Time Unit OIC.
- In coordination with the Personnel Branch, establish and maintain a file for employee time reports. *This must be done within the first operational period.*
- Initiate time reports for all response personnel assigned to the emergency incident for each operational period.
- Ensure that employee identification information is verified correct on time reports.
- Ensure time reports are signed.
- Close time documents prior to personnel departure from the emergency incident.
- Distribute time documents according to agency policy.
- Ensure all records, personnel time recording forms, and other finance documents are in order and submitted for processing prior to incident demobilization.

Equipment Time Recorder:

The Equipment Time Recorder ensures that an accurate record of equipment usage is accomplished.

Duties and Responsibilities:

- Obtain a briefing from the Time Unit OIC.
- Establish equipment time recording function in locations designated by the Time Unit OIC.
- Advise the appropriate groups/branches of the requirement to establish and maintain files for daily record of equipment time (e.g., ground support).
- Assist units in establishing a system for collecting equipment time reports.
- Submit data to the Time Unit OIC for cost analysis.
- Maintain current postings on all charges or credits for fuel, parts, services, etc.
- Complete forms according to agency specifications.
- Close forms prior to demobilization.
- Maintain list of any damaged or lost equipment for after incident billing or claim.
- Distribute lists of any damaged or lost equipment to each agency and provide information regarding damage/claims policy.



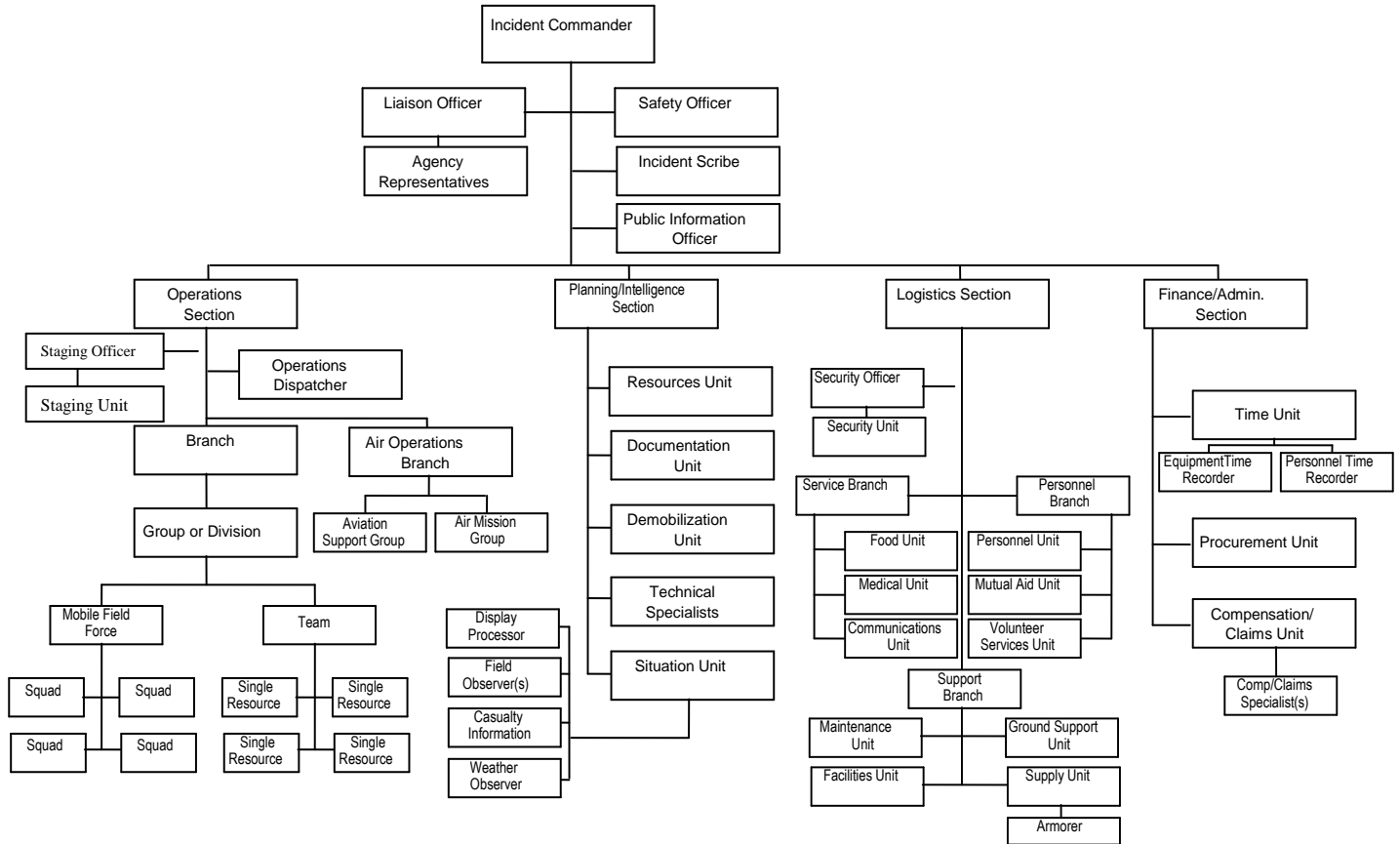
**LAW ENFORCEMENT
INCIDENT COMMAND SYSTEM**

ORGANIZATION CHARTS:

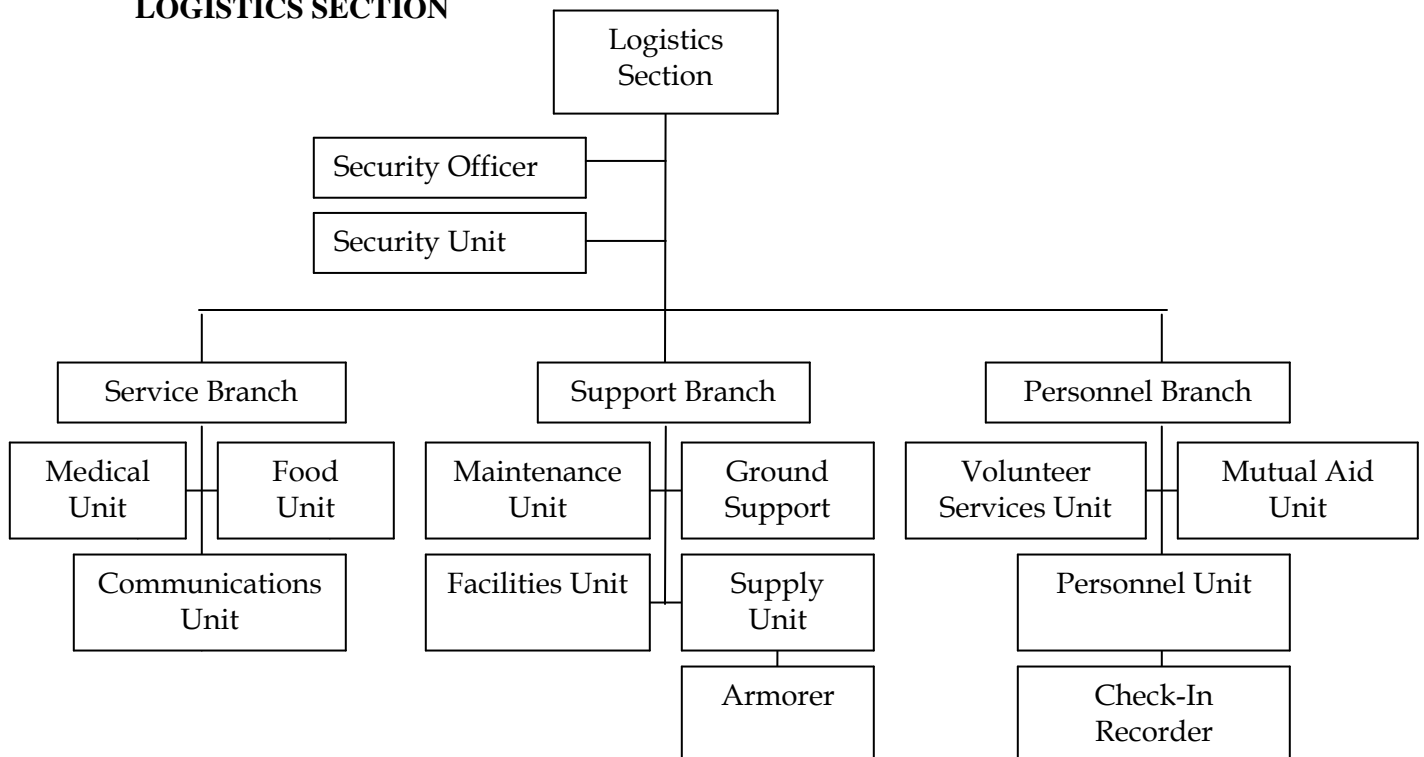
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THE LAW ENFORCEMENT INCIDENT COMMAND SYSTEM: Overview

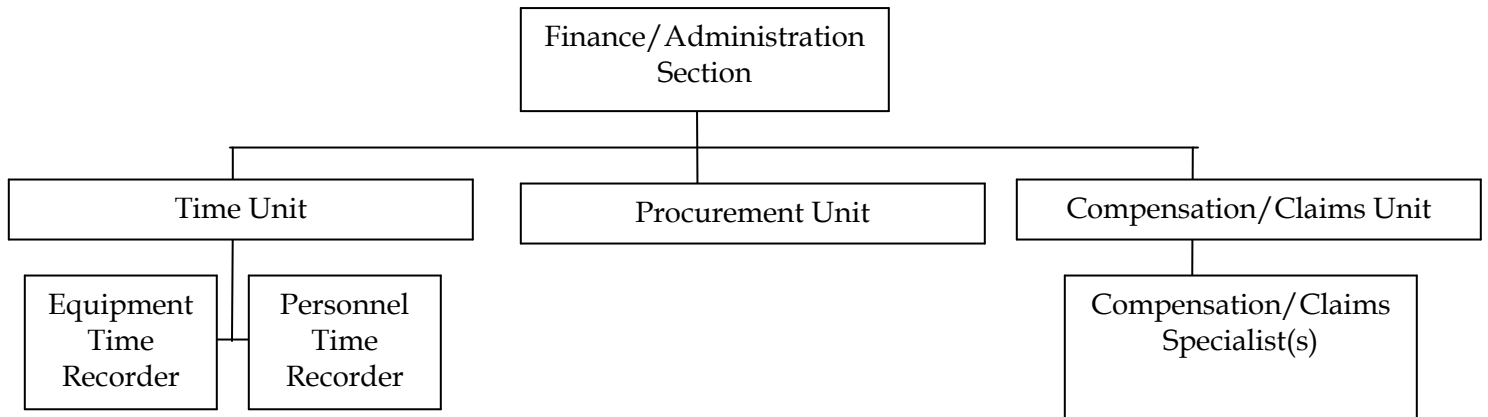


LOGISTICS SECTION

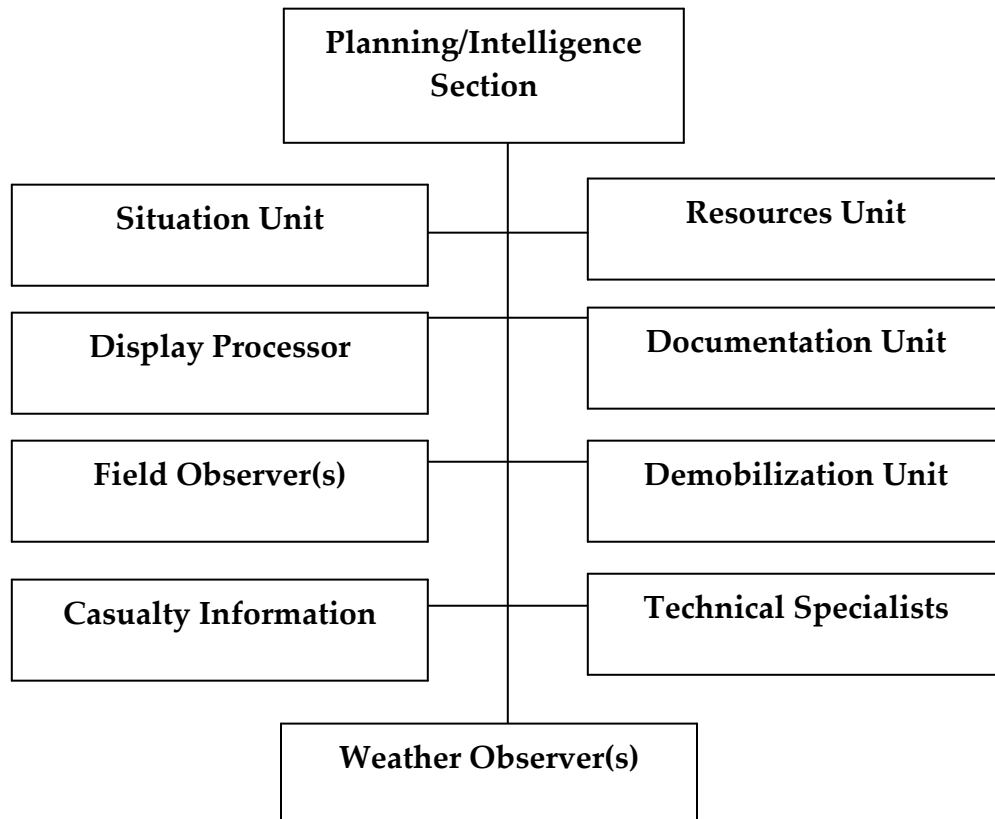




FINANCE/ADMINISTRATION SECTION

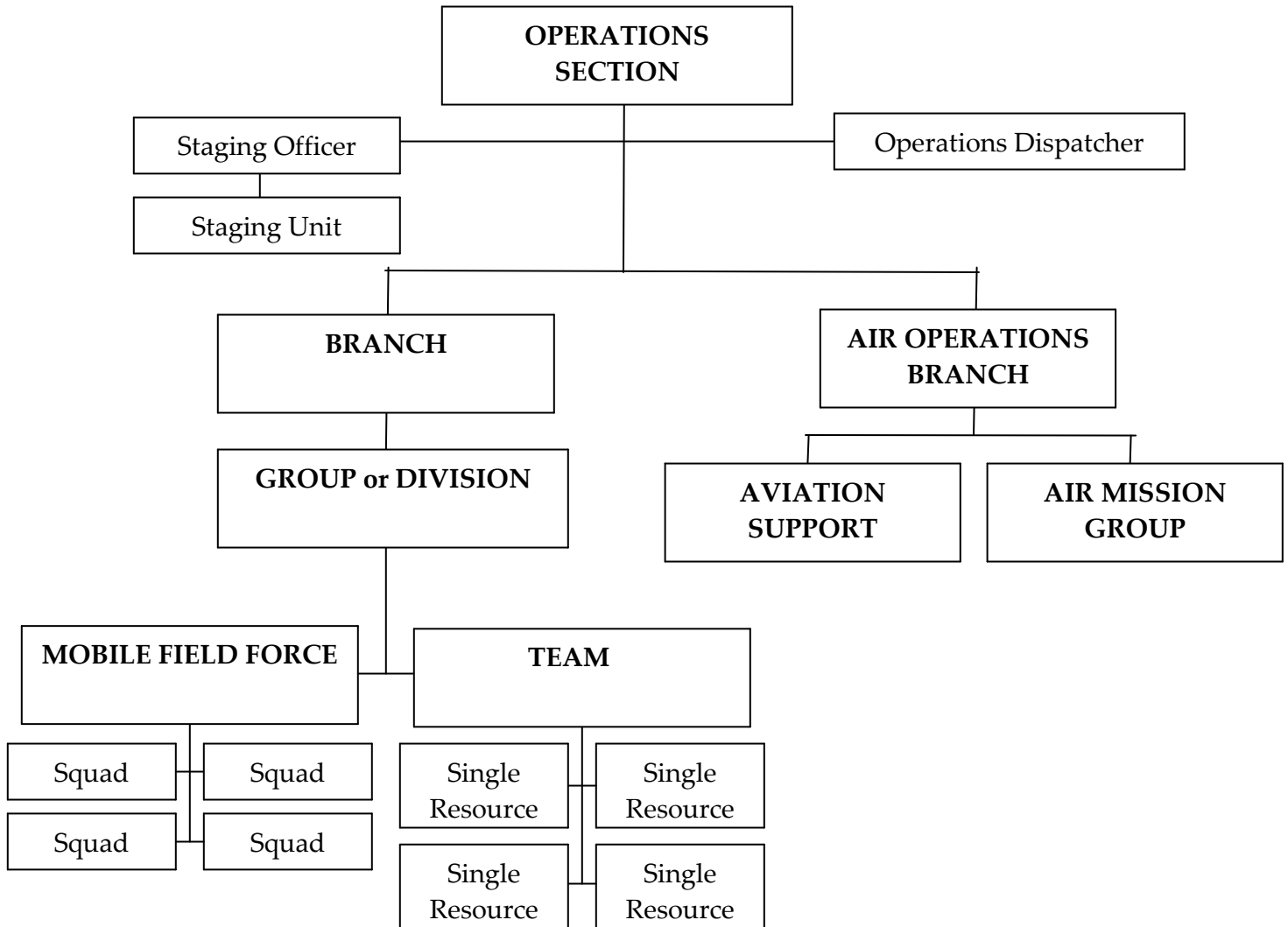


PLANNING/INTELLIGENCE SECTION

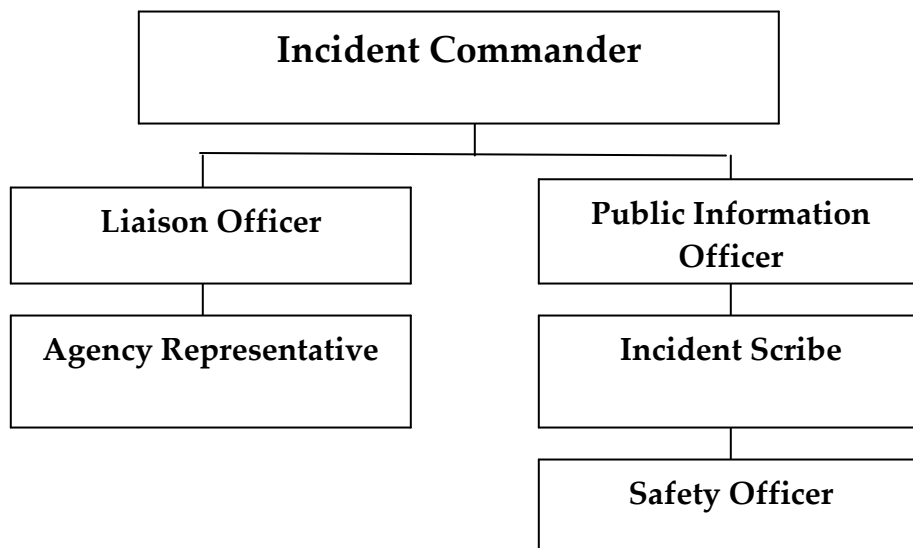




OPERATIONS SECTION



COMMAND AND GENERAL STAFF





SECTION IV

MUTUAL AID RESPONSE MOBILE FIELD FORCE

Law Enforcement Mutual Aid Response

Mutual Aid is the backbone of assistance between law enforcement agencies in time of emergency. The entire program is outlined in the document "Law Enforcement Mutual Aid Plan," but the following critical excerpts are provided for reference.

Levels of Mutual Aid

Local Mutual Aid

When an unusual occurrence may become, or is already beyond the control of local law enforcement resources, the chief of police (or duly authorized representative) may request assistance from the Operational Area Mutual Aid Coordinator (Sheriff).

Operational Area Mutual Aid

In response to a request for mutual aid by a chief of police, the sheriff will coordinate law enforcement resources from within the Operational Area. This includes the response of law enforcement resources from unaffected municipalities, local CHP and other state agencies, as well as his/her own resources, to assist the affected chief of police.

Regional Mutual Aid

Should the emergency situation be of such magnitude as to require resources of more than one Operational Area, the Regional Law Enforcement Mutual Aid Coordinator will request resources from other Operational Areas within the region.

Statewide Mutual Aid

If the combined resources of a region are insufficient to cope with the emergency situation, the Regional Coordinator may request additional assistance through the State Law Enforcement Mutual Aid Coordinator. Assistance from regions statewide will then be mobilized.

Day-to-Day Mutual Aid

During the course of normal, everyday law enforcement, smaller incidents occur that may require immediate assistance from adjoining or nearby agencies. Officers from nearby jurisdictions may respond to emergency broadcasts on their own initiative (departmental policy permitting) without a formal mutual aid request.

Planned Events

Planned or permitted events are not mutual aid incidents for planning purposes. As a matter of responsible planning, the event planners should meet with local law enforcement to ensure the public safety is protected. Policing costs are frequently recovered through event revenues and this should be considered during the planning process. The mutual aid system is not intended to provide reimbursement to various law enforcement agencies that may provide services under contract.

Even with adequate planning, an unforeseen emergency may occur at a planned event that results in a mutual aid response.



Fifty Percent Guideline

No jurisdiction is required to unnecessarily deplete its own personnel, equipment and service capabilities to furnish mutual aid resources. When requested to provide mutual aid, it is generally accepted that a reasonable response will consist of up to 50% of available on-duty uniformed personnel.

Mission Numbers

When mutual aid resources are assigned from beyond the boundaries of the requesting Operational Area, the Law Enforcement Branch of the California Governor's Office of Emergency Services will issue a Mission Number to track resource movement. Mission Numbers do not assure reimbursement of response costs; they track and document the mutual aid response.

Mutual Aid Response Mobile Field Force, Defined

Emergency operations' planning is best achieved in advance, anticipating needs that may arise during emergencies. One of the tools that have proven successful is the formation of the Mutual Aid Response Mobile Field Force. A Mutual Aid Response Mobile Field Force is a regionally-organized, trained and equipped group of officers and supervisors, from a coalition of independent agencies that may be deployed, as needed, to mitigate potential or real problems.

Development

The Mutual Aid Response Mobile Field Force concept has been developed to provide an efficient and effective method for assembling and deploying a platoon-size, tactical force for mutual aid missions within the state of California. Similar to the development of the fire service's concept of a *Strike Team*, the Mutual Aid Response Mobile Field Force is a specified combination of single resources assembled for a particular tactical need, with common communications and a leader.

The Mutual Aid Response Mobile Field Force concept is based upon the initial work of several law enforcement agencies within California. In 1993, considerable effort toward improving the Law Enforcement Mutual Aid Response Plan was undertaken. The recommendation of the plan was that municipal law enforcement agencies within specified geographical areas form mutual aid response mobile field forces for law enforcement mutual aid situations affecting areas both within and outside the impacted jurisdiction.

As a result of that suggestion, consensus was reached to commit participating departments' staff resources to develop the concept of and proposal for multi-agency Mobile Field Forces (MFF).

This law enforcement emergency response coalition formally established the joint-agency Mobile Field Force configuration, protocols, and standards. Since its inception, mobile field forces have been deployed successfully on numerous major incidents.

In 1997, the SEMS Law Enforcement Specialist Committee, under the guidance of the California Governor's Office of Emergency Services, refined and adopted the Mobile Field Force concept for statewide application. The operating, administrative, and fiscal guidelines presented in this text are provided as the *recommended State guidance* for the formation and operation of a Mutual Aid Response Mobile Field Force.



Operating Guidelines

Call-Outs/Activation:

The Mutual Aid Response Mobile Field Force should be made available for response pursuant to mutual aid agreements in the event of a natural disaster, civil unrest, or other major incidents, when:

All available resources in the affected jurisdiction have been *reasonably* depleted; and,

The normal delivery of police services has been significantly disrupted.

Utilizing the law enforcement mutual aid system, the request should be made to the Mobile Field Force OIC who should have the rank and commensurate authority to activate the Mobile Field Force.

Responses to regions outside the area of contributing agencies should be coordinated by the regional mutual aid coordinator identified by the California Governor's Office of Emergency Services.

Member agency participation in the Mutual Aid Response Mobile Field Force is a cooperative agreement and is not bound by any contractual considerations.

Activation Protocol:

In the event of a Mobile Field Force activation request, contact should be made in the following order:

Notification to the Operational Area Mutual Aid Coordinator.

Concerned agency Incident Commander, or Department Executive, who will notify their agency Mobile Field Force commander.

- The Mobile Field Force OIC will contact the Watch Commander at each of the participating agencies and advise of the Mobile Field Force activation. The Watch Commander should be advised of the assembly point for the Mobile Field Force, the expected duration of the activation, and any other pertinent information.
- The Watch Commander of every participating agency will contact and provide the agreed number of personnel. Efforts should be made to assign personnel who have trained with the Mobile Field Force. If that is not possible, the Watch Commander will assign other personnel to meet that agency commitment.

After Action Reports:

After Action Reports should be completed by the Mobile Field Force OIC and forwarded to the Incident Commander as soon as possible following an event for which the Mobile Field Force was activated. After action reports, should be forwarded to the Chief Executive Officer of the contributing agency and the Regional Mutual Aid Coordinator. The contents of the After Action Report will typically include:

- Synopsis of Events
- Personnel Deployed and Hours Worked
- Arrests (if any)
- Expenditures/Reimbursements
- Significant Problems Encountered
- Recommendations for Improvements



Communications:

Some member agencies may not have compatible radio frequencies. A workable communications plan will be necessary at the time of the formation of the Mutual Aid Response Mobile Field Force. Common communication ability is essential to the tactical success of a Mobile Field Force.

Mobile Field Force Kits:

Pursuant to the Mobile Field Force Concept, participating agencies should collectively assemble mobile field force kits, which will be basic to all responses. The kits will contain sufficient and appropriate equipment for each Mobile Field Force. Mobile Field Force OICs will facilitate the assembly and warehousing of the field force kits. *See the standardized equipment lists in this section.*

Training:

Appropriate training is crucial to the maintenance of an effective Mobile Field Force. Training should be provided prior to activation of the Mobile Field Force and should be conducted on a regular and frequent basis.

Every effort should be made to schedule training in conjunction with the normal working hours of personnel assigned to the Mobile Field Force. This training can be POST certified.

Administrative Guidelines

Use of Force:

Individual officers are bound by use of force policies of their employing agency. However, use of less-lethal devices (e.g., chemical agents, Tasers, ARWEN, Sting balls, or Stun bags) should be used decisively when the situation dictates.

Firearms:

Every officer assigned to a Mutual Aid Response Mobile Field Force shall carry a firearm in accordance with their employing agency's policies and procedures. Minimum departmental standards for qualification must be met.

Officer-Involved Shootings:

The investigation of officer-involved shootings should be the primary responsibility of the jurisdiction in which the incident occurred. Appropriate staff personnel from the involved officer(s) department may assist or conduct cooperative independent and/or joint investigations.

On-Duty Motor Vehicle Accidents:

If an officer assigned to a Mutual Aid Response Mobile Field Force is involved in a traffic collision while on duty, a detailed report will be completed by the jurisdictional agency. Copies will be forwarded to the officer's agency and the Mobile Field Force OIC for further review and necessary action.

Injuries Sustained On-Duty:

When an officer assigned to a Mutual Aid Mobile Field Force is injured on duty, the respective agency policy for on-duty injuries should be followed. To expedite immediate medical attention, every officer assigned to a Mutual Aid Response Mobile Field Force should supply his/her Mobile Field Force OIC with a packet containing the applicable forms and processing instructions.



Citizen Complaints:

Any complaint from an individual alleging misconduct by personnel assigned to a Mutual Aid Response Mobile Field Force will be directed to the Mobile Field Force OIC for immediate assignment and investigation. All complaints will be reviewed by the Mobile Field Force OIC. The Mobile Field Force OIC should immediately notify the involved officer's respective agency and facilitate any subsequent investigation thoroughly.

It should be the policy of the Mutual Aid Response Mobile Field Forces to receive, record, and properly investigate all citizen complaints against assigned personnel without exception. All findings should be forwarded to the involved officer's respective agency head.

Fiscal Guidelines

Payroll:

All officers, when assigned to a Mutual Aid Response Mobile Field Force, will be paid by their respective agency. It is the responsibility of the Mobile Field Force OIC to ensure that personnel record keeping has been coordinated with the Logistics Section (Personnel Branch) and the Finance/Administration Section (Time Unit).

Illness:

If an officer becomes ill while assigned to a Mutual Aid Response Mobile Field Force, sick time will be utilized in accordance with the respective agency's policy and procedure. Reporting of sick time will be made to the Mobile Field Force OIC who will notify the involved officer's agency.

Overtime:

If necessary, all overtime beyond normal shift hours should be approved in advance by the Mobile Field Force OIC. All assigned personnel should respond to call-outs as deemed necessary by the Mobile Field Force OIC.

Mutual Aid Response Mobile Field Force Organization

Configuration (State Standard):

The Mutual Aid Response Mobile Field Force (Platoon) consists of four 12-person squads, with an OIC (minimum rank of Lieutenant) and Deputy OIC (minimum rank of Sergeant), each with a driver. *The minimum total personnel are 52.*

Rarely can one department staff an entire Mutual Aid Response Mobile Field Force. Most often, the Mobile Field Force will consist of a coalition of personnel from several law enforcement agencies within an operational area.

The Mutual Aid Response Mobile Field Force can be augmented with additional personnel, vehicles, or equipment depending on the mission.

The Mutual Aid Response Mobile Field Force configuration described here is considered to be the *State standard for mutual aid ordering purposes*. This configuration has been established to create a reference or "baseline" standard for ordering, providing, and/or receiving law enforcement personnel in a mutual aid situation.



Although law enforcement agencies are not required to configure or define their daily operations utilizing the State standard configuration, it is recommended that agencies use the agreed upon standard terminology and organizational structure for requesting or providing mutual aid. *Any deviation from the established standards should be identified at the time of ordering so as to facilitate efficient planning, logistical support, and deployment of resources.*

For example, if a jurisdiction needs a Mobile Field Force for civil unrest purposes, the requesting agency needs to identify that purpose at the time of ordering. This will help to ensure that the Mutual Aid Response Mobile Field Force is properly configured, and brings with it appropriate resources such as prisoner vans, counter-snipers, and less-lethal munitions.

In another instance, a requesting jurisdiction may need a Mobile Field Force for perimeter and traffic control around a huge wildland fire. In this case, it would be more advantageous to have two officers per vehicle in order to cover the largest possible area. Since the standard configuration is four officers per vehicle, the requesting agency should identify the need for deviation in the standard configuration at time of the initial request.

By establishing a standard Mobile Field Force configuration, ICS overhead teams can accurately plan for deploy, and support the logistical needs of mutual aid resources (i.e., how many people to feed and how many vehicles to stage and fuel).

Mobile Field Force Capability:

The Mutual Aid Response Mobile Field Force can be configured for a variety of mutual aid response needs, including civil unrest and large scale natural or human-caused disasters.

The Mutual Aid Response Mobile Field Force is capable of performing the following functions:

- Provide 12 4-person mobile patrols within an assigned area of responsibility.
- Provide approximately 20 traffic control posts.
- Provide approximately 12 roadblocks under civil disturbance conditions.
- Provide security for critical facilities.
- Provide 4 squad-sized crowd control elements with the ability to deploy chemical agents while not maintaining security of its own vehicles.
- Provide 3 squad-sized crowd control elements with the ability to deploy chemical agents while maintaining security of its own vehicles.
- Civil disturbance control.
- Limited first-aid capability.
- If implemented, mass arrest capability.
- If implemented, limited counter-sniper capability.

In order to be fully effective in civil disturbance operations, a Mobile Field Force may be augmented with two prisoner transportation vans. A male/female deputy/officer team assigned to each van would be beneficial for prisoner search and transportation.

NOTE: The Incident Commander should describe the Mobile Field Force's intended mission at the time it is requested, so that appropriate logistical support may be supplied at the time of deployment.

Personnel Commitment:

The personnel commitment from contributing agencies will need to be agreed upon in advance of the formation of the Mobile Field Force.



Duration of Deployment:

Duration of initial deployment may vary. Typically during extended operations, 12-hour shifts (on-station) would be implemented. Therefore, travel time should be taken into account in all cases. Mental and physical fatigue is a critical factor and should be considered by the Incident Commander when developing deployment schedules.

MUTUAL AID RESPONSE MOBILE FIELD FORCE PERSONNEL:

MOBILE FIELD FORCE LIEUTENANT (OIC)

- OFCR-DRIVER
- VIDEO (optional)
- OFCR-COUNTER SNIPER (optional)

MOBILE FIELD FORCE SERGEANT (Deputy OIC)

- OFCR-DRIVER
- VIDEO (optional)
- OFCR-COUNTER SNIPER (optional)

SQUAD SGT	SQUAD SGT	SQUAD SGT	SQUAD SGT
OFCR-DRIVER	OFCR-DRIVER	OFCR-DRIVER	OFCR-DRIVER
OFFICER	OFFICER	OFFICER	OFFICER
OFFICER	OFFICER	OFFICER	OFFICER
OFCR-CAR CMDR	OFCR-CAR CMDR	OFCR-CAR CMDR	OFCR-CAR CMDR
OFCR-DRIVER	OFCR-DRIVER	OFCR-DRIVER	OFCR-DRIVER
OFFICER	OFFICER	OFFICER	OFFICER
OFFICER	OFFICER	OFFICER	OFFICER
OFCR-CAR CMDR	OFCR-CAR CMDR	OFCR-CAR CMDR	OFCR-CAR CMDR
OFCR-DRIVER	OFCR-DRIVER	OFCR-DRIVER	OFCR-DRIVER
OFFICER	OFFICER	OFFICER	OFFICER
OFFICER	OFFICER	OFFICER	OFFICER

The following section describes the duties and responsibilities of each member as well as the standard configuration of the Mutual Aid Response Mobile Field Force.

Standard Mobile Field Force Personnel:

The Mobile Field Force normally is led by a Lieutenant (OIC). The second in command is the Mobile Field Force Sergeant (Deputy OIC). Normally the Mobile Field Force consists of four (12-person) squads, each commanded by a Squad Sergeant, and specified support personnel. This configuration can be modified by the Incident Commander to meet specific requirements of the situation. The standard State Mutual Aid Response Mobile Field Force will normally consist of 52 personnel, in a total of 14 *patrol vehicles (general purpose)*, organized as follows:

Mobile Field Force OIC (Lieutenant) - Commands the Mobile Field Force in the field. Once given a mission, the OIC establishes the method to accomplish the mission. In developing the plan, the OIC must remain within the policies established by the Incident Commander's Incident Action Plan.



Mobile Field Force Deputy OIC (Sergeant) - Is usually delegated the responsibility of equipment issuance and recovery by the Mobile Field Force OIC. For maximum personnel control, two squads can be assigned to the Mobile Field Force OIC and two squads can be assigned to the Mobile Field Force Deputy OIC.

Squad Sergeants - Acting under the direction of the Mobile Field Force OIC, the Squad Sergeant is responsible for the supervision of the 11 deputies/officers in the squad. The Sergeant should be assisted by two experienced deputies/officers as Car Commanders.

Car Commanders - The Squad Sergeant should select an experienced officer/deputy to act as Car Commander for the other two cars in the squad. The Car Commander assists the Squad Sergeant in the direction of the squad.

Officers/Deputies - Perform line functions as directed by their Squad Sergeants or Car Commanders.

Linebackers - Each squad should have two trained deputies/officers who will give the squads the ability to deploy less-lethal devices and chemical agents. In squad formation, these deputies/officers should normally fill the position of linebackers and be equipped to deploy such devices and agents.

Optional Mobile Field Force Personnel:

The following personnel can be added to a Mobile Field Force based on mission requirements:

Video Camera - Two individuals should be trained and equipped with video camera capabilities. *Although this is an optional position, it is highly recommended that this position be staffed.*

Counter-Sniper - Staffing of this function is discretionary based upon agency policy concerning counter-sniper tactics. Two officer/deputy personnel should be trained in the use of an appropriate shoulder weapon (rifle). It is recommended that one officer/deputy be assigned to the Mobile Field Force OIC and the second officer/deputy be assigned to the Mobile Field Force Deputy OIC. Deployment of the rifles should be a specific responsibility of the Mobile Field Force OIC. The counter-sniper's purpose is to provide longer range fire capability for sniper situations, pending the arrival of a Special Weapons Team.

Prisoner Transportation Team- Two vans with two deputies/officers each. A male/female officer/deputy team assigned to each van would facilitate prisoner search and transportation.

Mutual Aid Response Mobile Field Force Member Equipment

Each member of the Mobile Field Force should be equipped as follows:

- Department Authorized Handgun and Ammunition
- Complete Field Officer Equipment Belt (Sam Browne)
- Helmet with Face Shield
- Baton or Approved Impact Weapon
- Ballistic Protective Vest
- Chemical Agent Mask
- Flashlight (with extra batteries)
- Flex Cuffs (4 minimum, squad officers/deputies)



The Mobile Field Force OIC or Deputy OIC should be responsible for conducting a personnel inspection and equipment inventory prior to deployment.

Mutual Aid Response Mobile Field Force Equipment:

The following section describes the equipment recommended for an entire Mutual Aid Response Mobile Field Force.

MUTUAL AID RESPONSE MOBILE FIELD FORCE EQUIPMENT LIST:

Minimum Standard Equipment

Vehicles:

Patrol Vehicles, General Purpose 14

Radios:

Portable Handheld Radios 16

Extra Batteries for Radios 16

One portable radio per vehicle, plus an additional radio for the Mobile Field Force Lieutenant (OIC) and the Mobile Field Force Sergeant (Deputy OIC)

Weapons:

Handguns (1 per officer) 52

Shotguns (1 per vehicle) 14

Additional Ammunition:

12 Gauge 350 rounds

12 Gauge Rifled Slugs 140 rounds

Handgun Ammunition 700 rounds

Emergency Equipment:

Dry Chemical Fire Extinguisher (5 lb., 1 per vehicle) 14

First Aid Kit (Large Trauma Type) 1

Road Flares (4 boxes per vehicle) 56

Blankets (2 per vehicle) 28

Tactical Equipment:

Map (one per Sergeant and Lieutenant, and each van) 8 minimum

Binoculars 2

Bullhorn (in Mobile Field Force OIC's Vehicle) 1

Administrative Supplies:

Gasoline Credit Card (Mobile Field Force OIC's vehicle) 1

ICS forms (at least one set per Squad Sergeant, OIC, and Deputy OIC) 6 sets minimum

"Police/Sheriff's Line" Tape (1 roll per Sergeant) 5 rolls



Recommended Additional Equipment:

Prisoner Field Booking and Transportation:

Prisoner Transportation Vans	2
Digital Camera (with adequate disc space for 200 pictures)	2 (one for each van)
Flex Cuffs (4 per each officer/deputy assigned to a squad)	176

Video Equipment:

Digital Video Recording Device	1 minimum
Charged Video Camera Batteries	2 minimum
Blank Video Discs	2 minimum

Counter Sniper Equipment:

Rifles	2
Rifle Ammunition	120 rounds

Less-Lethal Equipment and Munitions:

Chemical Agent Masks	52
37mm Gas/Less Lethal delivery weapon	1
Shotguns equipped with sling (2 per squad; minimum one with launcher)	8
Gas Vest and/or pouch (2 per squad and assigned to gas trained personnel)	8
Launching Cartridges	24
Launchable Canisters	24
Triple Chaser Type Canisters	24
Baseball Grenades	24
Blast Dispersion Type Grenades	24
Sting Ball Grenades (30 per squad)	120
Stun Bags (150 per squad)	600

NOTE: It is recommended that a Mobile Field Force be supported by two vans. These vans may be used for prisoner transportation, equipment storage and security, or as a command post vehicle.

MUTUAL AID ESSENTIALS

Guidelines for Requesting Mutual Aid:

- Identify numbers and types of mutual aid resources to be requested.
- Identify specific missions for mutual aid responder tasking.
- Advise responders what equipment they should bring.
- Establish an assembly area for responding resources.
- Identify communications channels compatible with command and control of field resources.
- Designate a liaison officer to facilitate a coordinated assimilation of responding mutual aid resources.
- Prepare a situation briefing for responders, including maps as appropriate.
- Provide logistical support such as food, lodging, rest intervals, and equipment maintenance as appropriate, for mutual aid personnel.

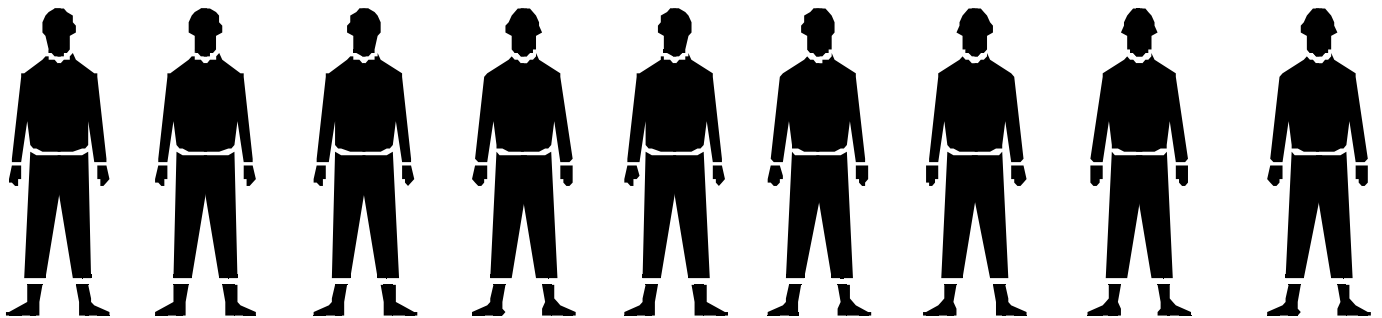


Guidelines for Receiving Mutual Aid:

- Properly equip responding personnel.
- Assign a supervisor whenever possible to maintain unit integrity.
- Complete response rosters.
- Dispatch personnel to the staging area.
- Provide relief for assigned personnel at protracted events.
- Maintain records of arrival and departure times, rank, timekeeping, mileage, damage or injury, and expended resources of those responding.

CROWD CONTROL SQUAD FORMATION

Squad formation with drivers:



LINEBACKER

LINEBACKER

CHEMICAL AGENTS
STINGBALLS
STUNBAGS
SHOTGUN WITH
LAUNCHER & SLING



CHEMICAL AGENTS
STINGBALLS
STUNBAGS
SHOTGUN WITH
LAUNCHER & SLING



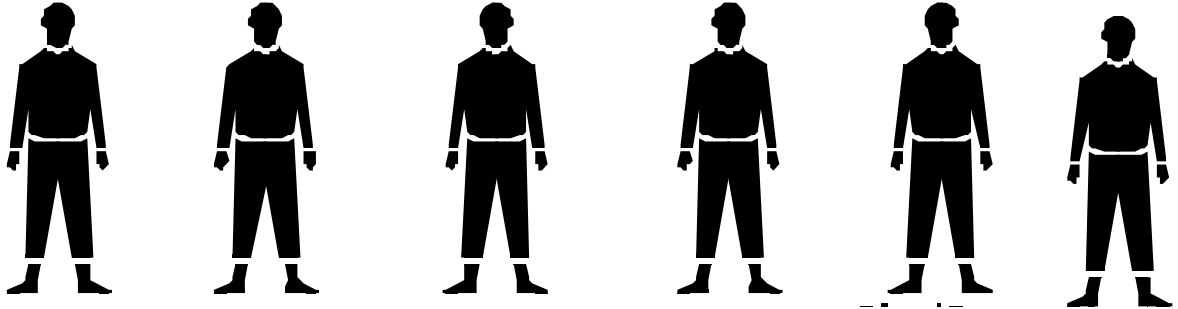
SGT





CROWD CONTROL SQUAD FORMATION

Squad formation without drivers:



LINEBACKER

LINEBACKER

CHEMICAL AGENTS
STINGBALLS
STUNBAGS
SHOTGUN WITH
LAUNCHER & SLING



CHEMICAL AGENTS
STINGBALLS
STUNBAGS
SHOTGUN WITH
LAUNCHER & SLING

SGT





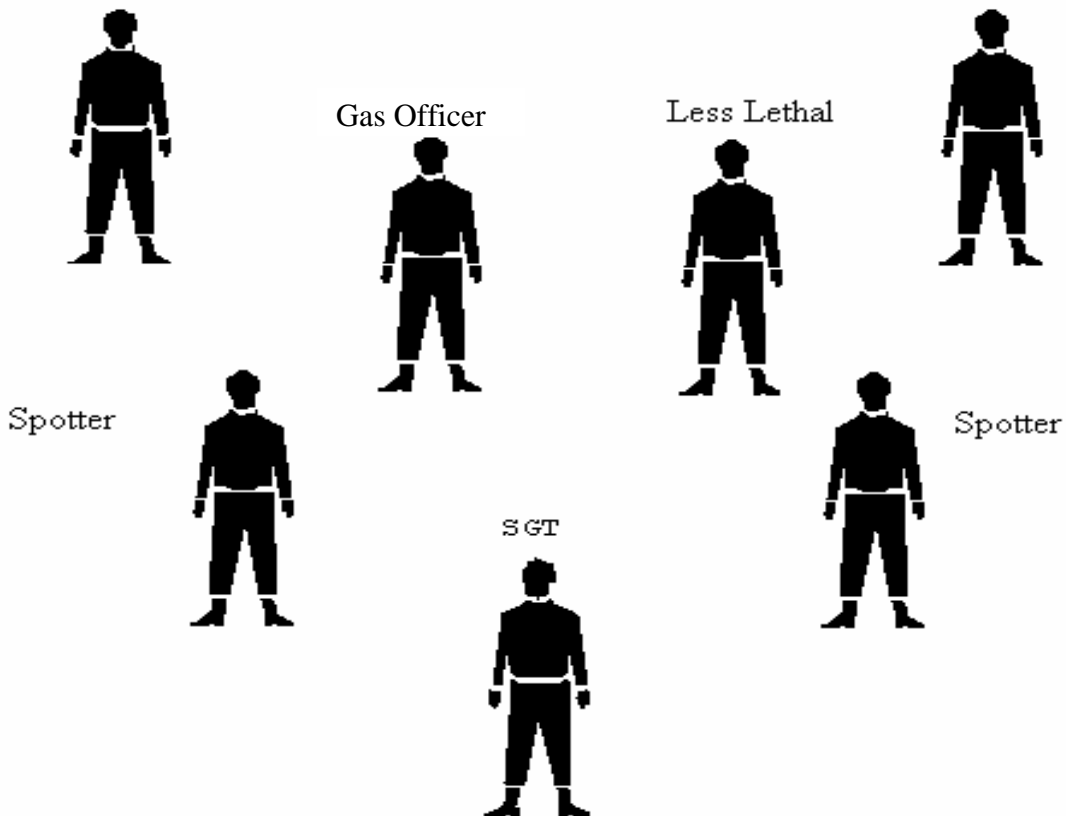
MODIFIED CROWD CONTROL SQUAD FORMATION

To better deal with and react to organized civil disobedience groups, the standard 12 person squad may be supplemented with four additional personnel. The four additional officers will take the positions of “Gas Officer”, “Less Lethal” and two “Spotters”. This frees the linebackers to properly support the skirmish line and perform “Arrest/Rescue” missions.



L I N E B A C K E R

L I N E B A C K E R





SECTION V

INCIDENT ACTION PLAN (OPERATIONS PLAN):

The *Incident Action Plan (IAP)* may also be referred to as an "Action Plan" or "Consolidated Action Plan." The Incident Action Plan developed at the field response level contains objectives reflecting the overall incident strategy, and specific tactical actions and supporting information for the next operational period. The plan may be verbal or written.

It is important that all incidents have some form of Incident Action Plan. The plan is developed around a time period called an "Operational Period." It sets forth the objectives to be achieved and describes the strategy, tactics, resources and other support necessary to achieve the objectives within the designated operational period.

Incident Action Plans will vary in content and form depending upon the nature and size of the incident. ICS provides for the use of a systematic planning process and provides forms as well as formats for developing the Incident Action Plan (*see ICS Forms*).

A small incident does not require an elaborate Incident Action Plan. Most short-term, single-agency incidents do not require written Action Plans. Listed below are general guidelines for determining when written plans should be developed:

- Two or more jurisdictions are involved.
- The incident continues into another Operational Period.
- A number of organizational elements have been activated.
- Written plans are required by agency policy.

For incidents operating under a Unified Command, the Incident Action Plan should be written. This provides all agencies with a clear set of objectives, actions and assignments, and ensures a unified focus of effort. ***SEMS requires that agencies operating under a Unified Command, develop and implement a singular common Incident Action Plan.***

INCIDENT ACTION PLANNING AND OPERATIONS PLANNING:

It is important to define the relationship between these two processes to ensure uniformity and inter-agency coordination, particularly in events or incidents involving multiple agencies and disciplines.

It is common for law enforcement agencies to plan for scheduled events or anticipated incidents. Such events could be annual parades, sporting events, concerts or festivals. Operations planning can also occur based on intelligence reports that indicate a strong likelihood that an incident will take place such as a demonstration or civil unrest.

Although the most common use of Operations Plans are for known or anticipated events or incidents, they also may be developed during an incident response. For this to occur, the Incident Commander must understand thoroughly the agency's priorities and overall objectives for the incident. This information should be obtained from the current Incident Action Plan.

An "agency specific" Operations Plan is particularly valuable in Unified Command incidents, where multiple agencies are operating under a single Incident Action Plan. The Operations Plan can focus on policies and procedures specific to individual agencies responsible for a designated mission or objective(s).



It is important to note that fully developed Incident Action Plans are used by many agencies as an "Operations Plan." In these instances, a separate Operations Planning document is not necessary. Incident Action Plans, which follow SEMS guidance, may include the following planning areas:

- Overall Objectives and Priorities
- Incident Objectives
- Organization Chart
- Assignment Lists
- Resources Plan
- Communications Plan
- Medical Plan
- Facilities Traffic Plan
- Safety Plan
- Demobilization Plan

Note: *The contents of the Action Plan will vary based on the scope of the incident.*

These specific areas provide direction and guidance for the command and supervisory structure and their corresponding field units. It is important to note that ICS Forms should be used, as required, for the completion of the Incident Action Plan.

Overall Objectives: These are initial operational objectives, which can either be established by agency executives and implemented by the Incident Commander, or established and implemented on-scene by the Incident Commander. Typically they are broad in scope and based on early situation reports emanating from the incident. An example of an overall objective for law enforcement could be, "To ensure the safety and security of the affected population." USE ICS FORM 202

Incident Objectives: Incident objectives are more specific in nature and are intended to provide tasking for individual field units. Incident objectives are outcomes of Action Planning Meetings held on-scene. Action Planning Meetings are convened by the Incident Commander who provides the command structure with the overall objective for the incident and then identifies and assigns, in conjunction with the command structure, specific incident objectives to appropriate field units. Action Planning Meetings can take place at established ICPs or initially around a patrol vehicle on-scene. Meetings should be brief and concise. An example of an incident objective could be, "To evacuate all residents in Sector #3 within 5 blocks of the river before 6PM today." Another example might be, "To set up and maintain security checkpoints along River Drive at Elm, Maple, and Spruce Avenues until 6PM tomorrow." USE ICS FORM 202

Organization Chart: If the Action Plan is written, it should include an Organization Chart, which identifies the Incident Command elements activated for the incident or event. It is traditionally structured hierarchically and includes the Incident Commander, Command Staff, General Staff sections, and activated branches, groups, task forces, or units. USE ICS FORM 207

Assignment Lists: Field assignment lists may be developed *initially* by the Incident Commander, Section OICs or Group/Unit OICs. They are lists of personnel assigned to specific positions within the Incident Command. Assignment lists may also be developed to identify branch personnel tactically deployed at specific sites. Once developed, all assignment lists should be maintained by the Personnel Branch in Logistics. USE ICS FORM 204



Resources Plan: A brief description of resources required to perform each Incident Objective. The Resources Plan may also include details on staging area locations, resources staged and status of key resources ordered. The Resources Plan is prepared by the Logistics Section in close coordination with the Operations Section OIC, Branch OICs and Mobile Field Force OICs. USE ICS FORM 215

Communications Plan: Briefly describes logistical procedures for issuance, use, maintenance, and check-in of communications equipment. It also lists primary and secondary or tactical frequencies to be used. This plan is usually developed by the Communications Unit in Logistics and is included in the operations briefing for incident personnel prior to deployment. USE ICS FORM 204

Medical Plan: Briefly describes procedures for first aid or other medical treatment for *personnel assigned to the incident* in the event of injury or illness. This plan is usually developed by the Medical Unit in Logistics. These procedures are included in the operations briefing for incident personnel prior to deployment. USE ICS FORM 201

Facilities Traffic Plan: Briefly describes traffic patterns in and out of the Incident Command Post. Patterns must be based on the physical layout of facilities in and around the ICP. This plan also must consider traffic patterns for staging if the Staging Area is collocated with the ICP. Usually this plan is developed by the Facilities Unit in the Logistics Section. It is included in the operations briefing for incident personnel prior to deployment. NO SPECIFIC FORM - Attach Facilities Traffic Plan to ICS FORM 202

Safety Plan: A brief update on existing or potential safety hazards associated with the incident. The Safety Plan focuses on reducing hazards through the use of proper procedures and encourages supervisors to be vigilant in detecting and correcting unsafe conditions. In most incidents a Safety Officer prepares the Safety Plan with the approval of the Incident Commander and ensures that pertinent information is included in operations briefings for incident personnel. In some law enforcement incidents, the *Safety Function* may be assigned to an Operations or Logistics OIC. While it is recognized that most law enforcement field operations may be hazardous in nature, the safety function can reduce unsafe conditions through the use of proper procedures and awareness. NO SPECIFIC FORM - Attach Safety Plan to ICS FORM 202

Demobilization Plan: Outlines the specific procedures for demobilization of incident personnel. The Demobilization Plan is prepared by the Demobilization Unit assigned to Planning/Intelligence. Close coordination is required with Operations and Logistics to determine current and projected staffing needs as the incident progresses. Timing is a critical part of the demobilization process. NO SPECIFIC FORM

ELEMENTS OF A COMPLETED WRITTEN INCIDENT ACTION PLAN

A completed written Incident Action Plan typically consists of the following:

- ICS FORM 202 "Incident Objectives"
- ICS FORM 203 "Organization Assignments"
- ICS FORM 204 "Division/Unit Assignments"
- Support Material such as:
 - Maps
 - Communications Plan
 - Medical Plan
 - Traffic Plan
 - Safety Plan



COMPREHENSIVE OPERATIONS PLANS

As previously indicated, law enforcement agencies may desire to utilize *operations plans* that are more "specific" to internal policies and procedures. In these situations, it is important that operations plans are based on common action planning objectives, thus ensuring consistency and coordination between all agencies and disciplines involved in the response.

While there are several acceptable formats for developing agency-specific operation plans, this guide illustrates one model presently in use by some agencies. This format utilizes the "five-paragraph" concept described as follows:

Situation:

Provide a brief description of the situation. Describe the incident or event that requires intervention. Include any aggravating or mitigating factors. Describe the organization of supporting agencies, both law enforcement and others, involved in the operation.

This component should be a brief overview of the circumstances. If more detailed information is desired it should be included in a separate annex, usually an "Intelligence Annex."

Generally, this paragraph establishes the Who, What, Where, When and Why of the problem. A clearly articulated situation paragraph is critical to the development of the rest of the plan, and essential to provide situation briefings to the executives who are responsible for determining the posture of the organization relative to the event.

Mission:

The mission is determined by the Incident Commander after receiving a situation briefing. The statement should define clearly the goal of the department in as concise a manner as possible. If there is more than one mission involved, there must be a priority established and stated.

The most effective mission statements do not involve a significant departure from normal department operational concepts. The mission statement is critical because it provides the foundation and focus for all subsequent planning.

Concept of Operations:

This paragraph is best described as the written intent of the Incident Commander relative to the conduct of the operation. It is best when it projects the event in chronological order from the briefing through critique and demobilization. Specific mission assignments are not made in this paragraph. For example, the establishment of traffic control posts must be discussed; however, the unit assigned to staff those posts is not designated here.

The following topics are critical to the operation and demand full explanation in this section:

- Arrest Policy
- Use of Force Policy
- Rules of Engagement
- Decisions reserved for the Incident Commander or designee



Execution:

This paragraph is used to make specific assignments to all units involved in the operation. Each element must be identified and assigned a specific mission in the operation. Failure to make these assignments leads to confusion and can often mean that an element is not committed at a critical time, causing the entire mission to fail.

A subparagraph entitled “Coordinating Instructions” may be included if any areas requiring coordination are needed. Examples may include instructions for communications or briefings and assignments for supporting and/or mutual aid units.

The execution paragraph is often a complex and difficult task. The planner must ensure that there is no duplication of assignments, no conflicting assignments, and still ensure that all essential tasks are completed.

EVENT MATRIX

EVENT UNIT	Command Post	Site Security	Traffic Control	Public Works Liaison	Crowd Control	Fire Liaison	Logistical Support	Evacuation
Unit 1	0900				1000			
Unit 2	0800	0900	0900					
Unit 3	0900				1000			
Unit 4	0900				1000			
Unit 5	0900							
Unit 6	0800						0900	
Unit 7	0900				1000		1200	

The figure above is an example of an event matrix that has proven effective in the completion of the execution paragraph. It is used in addition to the written instructions and provides a quick reference to assignments and serves as a check to ensure that there is no duplication of effort in the execution phase.

Completing the matrix is fairly simple, with significant events related to the operation being listed in chronological order across the top boxes (one event per box) and the involved units listed in the boxes along the left side of the matrix. A note is made in the intersecting boxes as events are assigned to units (refer to example). This note may be a time or simply a check mark if the event is not time-critical. Each row and column must have some notation upon completion of the matrix, or is left blank if an event has not been assigned, or a unit has no assignment.

During the conduct of operations, questions arise relating to events or assignments for units. Rather than having to find the answers in the narrative portion of the plan, the Incident Commander, or his designee, may use the matrix to find the answer.



Administrative Instructions:

This paragraph addresses any administrative announcements that are necessary to make the operation work. For large operations, a separate logistics annex or plan may be produced. However, for smaller operations logistics questions are addressed within this paragraph.

The following topics are typical to this paragraph:

- Reporting Instructions
- Uniform Requirements
- Timekeeping/Fiscal Reporting
- Medical Support
- Communication Issues
- Feeding of Personnel
- Location of Incident Facilities

The five paragraph operations plan discussed above has been effective in all types of operations for many years. It is easy to produce and provides a thorough plan from which to conduct operations. Once the plan is written, it must be approved by the Incident Commander or superior, briefed to all concerned personnel, and disseminated in a timely manner.

SUMMARY:

A comprehensive Incident Action Plan is an important component of a successful and effective incident response. The Incident Commander must ensure that the initial planning meeting is convened as soon as possible, and that the incident planning process is initiated and maintained by the Planning/Intelligence OIC.

If an agency specific *Operations Plan* is utilized, it should be consistent with overall incident objectives identified in the *Incident Action Plan*.



SECTION VI

COMMUNICATIONS

COMMUNICATIONS:

Radio communications are an essential component of any emergency response. The challenge of multi-agency and multi-discipline response is difficult, but may be addressed through use of tactical communications planning and interoperable interfaces. Several mutual aid frequencies are available for on-scene use and coordination. Planning and usage of these frequencies is essential to ensure units or levels are able to communicate. Proper communications planning identifies those units or sections that need to communicate directly, and those which do not. Current interoperability standards allow different frequencies on different bands the ability to be linked and transmit directly.

The following is an excerpt from the California Law Enforcement Mutual Aid Radio System Plan. Critical response sections are provided for emergency operations. Refer to the Plan for complete guidelines, eligibility and application procedures.

CALIFORNIA LAW ENFORCEMENT MUTUAL AID RADIO SYSTEM (CLEMARS):

CLEMARS is the California Law Enforcement Mutual Aid Radio System. It is an extension of the law enforcement mutual aid concept and is provided and managed by the California Governor's Office of Emergency Services (Cal OES). The purpose of the system is to enhance the ability for law enforcement agencies to communicate on common frequencies during emergencies and other special operations.

Examples of situations wherein use of CLEMARS would be an asset include:

- An interagency team operation designed to serve a search or arrest warrant.
- An emergency call requiring two or more units from the same agency to coordinate response to a crime in progress.
- A mutual aid response team, assigned to assist a neighboring jurisdiction.
- Law enforcement operations conducted at a parade, concert, or other special event involving one or more law enforcement agencies.
- Operations required in response to a major disaster, involving units from several assisting agencies that come from outside the impacted area.
- A transient law enforcement unit enroute to an out-of-town court appearance comes upon an injury collision and requires a local dispatch center within range to relay an assistance request.

NATIONAL LAW ENFORCEMENT MUTUAL AID RADIO SYSTEM (NALEMARS):

There is a nationwide counterpart to CLEMARS, known as NALEMARS. This system, the National Law Enforcement Mutual Aid Radio System consists of one channel, set aside by the FCC as a mutual aid intercommunication channel, similar to our channels here in California. The NALEMARS frequency is 155.475 MHz. NALEMARS is one of the California CLEMARS channels. The application process for authorization is the same as that involved in the other CLEMARS channels.

Note that NALEMARS may not be used for administrative or secondary communications. It is only to be used in emergency or urgent situations.



OPERATING PROCEDURES:

CLEMARS channels should be considered an open “party line,” to the extent that only one user in a given area can use the system at any one time. As a result, careful attention must be paid to operating procedures. Improper procedures often involve “covering” another agency’s radio transmission. This is not only illegal—it *can endanger peace officer safety*. For this reason, careful adherence to these procedures is mandatory.

General Operations:

Agencies generally have an established radio procedure. The same communications “style” applies to CLEMARS. When using the system, units identify the unit or station they wish to speak with, and then identify them. The message(s) transmitted must be official, as in use of all other police radio systems. At the end of the message sequence, the units switch back to their home radio channel. Note that the channel must be identified per FCC regulations, usually by the base station.

Identification:

Mobile units must use their agency-assigned unit designator during transmissions. These should not be shortened, but should include the entire set of letters and/or numbers. For example, a unit that has an agency-assigned call sign of “Sheriff’s 48 Sam” should identify using those very words. “Sam by” is insufficient identification. Likewise, “21 to 62” would be incorrect, if the units’ true designators were “6 Paul 21” and “5 Tom 62.”

An exception would be during interagency operations. In this case, units should add identification to indicate their agency as well, i.e. “Shasta 5201.”

Base stations should identify by using their agency name, along with any other usual identifier. For example, “Control” would not be sufficient identification, and would constitute a violation of proper procedure. More appropriate would be “Visalia Control,” “Tulare Sheriff’s Control,” etc. Again, base stations must also use the FCC call sign shown on their CLEMARS license.

Monitor First:

As users must switch to CLEMARS before transmitting, the operator or officer may not be aware of other personnel already using the channel. As such, it is a requirement that personnel monitor the channel prior to transmitting, to minimize the possibility of interference with communications in progress.

Use of Radio Codes:

While there are a few radio codes that almost everyone in law enforcement would understand, many agencies utilize codes that are incompatible with those used in neighboring agencies. While “Code 33” in one agency means “emergency traffic,” an agency a few miles away uses the same radio code to mean “no warrants, past record not checked.” As such, operations on CLEMARS are to be in “clear text,” avoiding the use of radio codes that could cause confusion, and potentially jeopardize officer safety.

Encryption:

The use of any CLEMARS channel for transmission of any encoded, encrypted, digital, or scrambled message is prohibited.



CLEMARS / NALEMARS FREQUENCY LIST

Statewide

CLEMARS 1	154.920 MHz Simplex	Gold 1/CLEMARS
CLEMARS 2	154.935 MHz Simplex	Gold 2/CLEMARS Tactical
CLEMARS 3	155.475 MHz Simplex	Gold 3/NALEMARS
CLEMARS 4	460.025 MHz Simplex	Gold 4/CLEMARS UHF Simplex
CLEMARS 5	460.025 MHz Repeat 465.025 MHz Input	Gold 5/CLEMARS UHF Repeat
CLEMARS 6	39.46 MHz Simplex	Gold 6/CLEMARS Low Band
CLEMARS 7	39.46 MHz Repeat 45.86 MHz Input	Gold 7/CLEMARS Low Band
CLEMARS 8	868.5125 MHz Simplex	Gold 8/CLEMARS 800 Simplex
CLEMARS 9	868.5125 MHz Repeat 823.5125 MHz Input	Gold 9/CLEMARS 800 Repeat

REGION-SPECIFIC CHANNELS

CLEMARS 20	866.2000 MHz Simplex	Gold 20/CLEMARS North Simplex
CLEMARS 21	866.2000 MHz Repeat 821.2000 MHz Input	Gold 21/CLEMARS North Repeat
CLEMARS 22	484.2375 MHz Simplex	Gold 22/CLEMARS 480-Los Angeles

SYSTEM PRIORITIES:

The CLEMARS Plan establishes four priority levels for use of the system. In each case, traffic of a higher priority level must be given use of the channel, with agencies utilizing it for lower priority traffic yielding the frequency immediately.

- **Priority 1** Disaster and extreme emergency operations for mutual aid and interagency communications.
- **Priority 2** Emergency or urgent operations involving imminent danger to the safety of life or property.
- **Priority 3** Special event control activities, generally of a preplanned nature, and generally involving joint participation of two or more agencies.
- **Priority 3a** Drills, tests and exercises.
- **Priority 4** Single agency secondary communications.



Agencies must inform other area user agencies when they are involved in high priority usage of CLEMARS channels. A broadcast should be made on CLEMARS as to restrictions on their use of the channel. Additional notifications might take any of three forms:

1. CLETS message to adjoining CLEMARS users.
 2. Notification via CLERS (point-to-point radio system).
 3. Telephone calls to area frequent users.
- In all cases where a CLETS message is sent, a courtesy copy to mnemonic "OES0" (Cal OES at Mather) is appreciated.
 - Consider use of the CLETS User Group Notification System.
 - This system has been modernized and upgraded in many areas of the state for use as a dispatcher's "hotline" net.

COMMON OPERATING VIOLATIONS:

CLEMARS/NALEMARS FREQUENCIES

- **FAILURE TO UNDERSTAND AND OBEY PRIORITIES**

The CLEMARS Plan details four levels of priority operation. Some users fail to observe these rules.

- **USE AS A PRIMARY DISPATCH OR INQUIRY CHANNEL**

Use for these types of transmissions is restricted to short-term situations. Such use on a day-to-day basis is not consistent with CLEMARS operating philosophy.

- **FAILURE TO IDENTIFY**

FCC regulations and the CLEMARS Plan require units to use their full agency Unit designator and stations to use their FCC call-sign.

- **FAILURE TO USE UNIVERSAL CODES OR CLEAR TEXT**

Each agency has different interpretations of radio codes. Avoid use of all but the most common codes.

- **FAILURE TO MONITOR PRIOR TO TRANSMITTING**

When switching to CLEMARS/NALEMARS, monitor before transmitting to avoid covering other units that may also be using the channel.

- **USE OF SCRAMBLING**

Scrambling is not permitted on CLEMARS channels.

- **IMPROPER USE OF CODED SQUELCH**

The CLEMARS Plan details appropriate use of tone or digital coded squelch.

- **POOR OPERATION PROCEDURES**

Officer safety could be hindered by use of the channels for unauthorized or unprofessional transmissions.



**Critical Incident Response
Checklists**

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LAW ENFORCEMENT MISSION TASKING FORM

FIELD/DISPATCH

Date:	Time:	Type of Request:	
Location:			
Agency Making Request:			
Agency Contact Person:		Phone #:	
Resources Requested:			
Situation Brief (Victim/Age/Med Condition):			
V/Name/Address/Phone #/Family Info:			
Location of ICP/Search Base:			
		LZ (if needed)	
Requested Arrival Time:	Radio Frequencies Used:	Phone #:	
Map Coordinates (X-Streets):			
Weather and Terrain Conditions At Location:			
Local Air Available (if needed):	CHP Y/N	Other Air: Y/N	

Cal OES LDO

Cal OES MISSION NUMBER	Warning Center:	Time:
Responding Agency/s:		
Agency Contact:	Phone #:	
Agency Contact:	Phone #:	
Estimated Duration of Operation:	12/24 hrs. Of Operation:	
Special Equipment Needed:		
Type & # of Dogs:	Cadaver:	Trailing/Tracking:
		Water Dog:
Number of Counties/Jurisdictions involved:		
Mission Closed: Y/N	LDO:	Time/Date:



Instructions

Mission Tasking Definitions

Type of Request	Usually this will be a "Search for a Missing Person," but may be an "Evidence Search," "Aircraft Down", etc.
Location	Refers to the general area of the operation such as "Tuolumne Meadows, Yosemite" or "Mt. San Geronio."
Agency	County Sheriff or Police Department (via County Sheriff) or Federal/State Parks.
Resources Requested	A brief description of what and how many is needed (15 ground searchers, 2 tracking dogs etc.)
Cal OES Law Mission Number	This will be given automatically to the requestor and responder by the Cal OES LDO, once the mission has been approved. If a request is received directly from another county, they should be advised that they need to follow the Cal OES Mutual Aid Plan.
Contact Individual	This is the actual caller's name. It should be someone with knowledge of the incident in case a callback is needed.
Callback Number	This is that person's number, in case we need additional information.
ICP/Search Base Location and Telephone Number	This should be the exact location of the ICP/Search Base, or where the responders are needed. The phone number is important if directions are needed, when there is a long transit time or to call enroute and insure that the operation is still active.
Requested Arrival Time	When resources are needed at ICP/Search Base.
12/24 Hour	Is the search going to be continuous or will it be a daylight search only?
Radio Frequencies	To insure the responding resources take the proper radios and are able to communicate with the requesting agency en route.
Situation Brief	A few details about the request, i.e., 70-year-old Alzheimer patient missing two days.
Map Coordinates	Location for the ICP/Search Base with major cross streets and highways.
Weather and Terrain Conditions	Responders need to know to plan their equipment needs.
Special Equipment Needed	Some examples are: Avalanche Beacons, ELT, PLBs, Mine Rescue Equipment, etc.

Key Contacts:

California State Warning Center 24-HR – (916) 845-8911
CNG Notification (916) 854-3440



FIRST RESPONDER RESPONSIBILITIES; FIRST RESPONDER Checklist:

Upon arrival at a critical incident, the first responding officers must organize and take command of the scene. Their duties can include such critical tasks as: establishing on-scene command, formulating an action plan, broadcasting a situation assessment, setting up a command post location, requesting necessary personnel and equipment, appointing others to control activities, assigning missions, gathering intelligence, and delegating other tasks as necessary to establish control and providing a Staging Area for responding personnel.

To accomplish these tasks, the first responder should assume command responsibility until properly relieved by an officer of higher rank.

To assist the first responders and all the following resources and staff, Cal OES has published a manual entitled The Critical Incident Response Plan for First Responders, by Lt. John Kane (ret.) of the Sacramento Police Department.

The main purpose of this manual is to give the first responder a user friendly four-step plan that can control a wide variety of Critical Incidents from a barricaded gunman to natural and human caused disasters. The four-steps are:

LIE – Locate, Isolate, Evacuate.

MCI – Assess for a Mass Casualty Incident.

CHECKLIST – Use the Emergency Action Checklist.

ICS – Use the Incident Command System to best organize the Event.

Each step is explained in detail, along with a host of other important topics, such as: Evacuations v. Rescues, Crisis Media Relations and Role of the Fire Department in Emergency Operations.

The Critical Incident Response Plan for First Responders manual has been designed to compliment the California Law Enforcement Guide for Emergency Operations in order to provide the First Responder an operational plan that can be applied under stressful conditions ensuring positive control of a wide variety of Critical Incidents.

A series of Checklists has been developed specific to the initial stages of different kinds of Critical Incidents:

Situation Assessment:

A situation assessment is information developed by the first officer at the scene of an emergency. It is basic intelligence conveyed to the communication center, and elements concerned with the control of the event. Situation assessments should be updated as the event evolves. The initial situation assessment should include:

- Type of emergency
- Location of emergency
- Type of structure/vehicles involved
- Size of area involved
- Number of additional officers required
- Incident Command Post location
- Staging Area locations
- Ingress/Egress routes for emergency vehicles



- Assistance required (e.g., ambulance, fire, public utility)
- Number and type of casualties/injuries

Once the situation assessment has been completed, the first responder (as Incident Commander) can direct attention to control measures related to the event. These would include:

- Establishing a journal/log for recording major activities.
- Establishing a communication link with the communications center.
- Requesting personnel and equipment resources needed for the control of the event.
- Assigning personnel to staff ICS functions:
 - Operations
 - Planning/Intelligence
 - Logistics
 - Finance/Administration

Developing and implementing an operations plan that may include:

- Perimeter control provisions
- Interior patrol provisions
- Evacuation procedures
- Liaison with other emergency agencies
- Traffic control plans
- Mobilization of on-duty personnel
- Mutual Aid contingencies

An agency's role at the scene of disasters and other emergencies may be to support the local fire department or other emergency response force. The first responder (Incident Commander) can be of assistance by providing the following:

- A liaison officer to the Fire Commander or other Command Staff
- Control of emergency vehicle ingress/egress routes
- Perimeter traffic control
- Evacuation, if necessary



INCIDENT COMMAND POST Checklist:

This checklist assists the first responder and field supervisors in establishing an Incident Command Post (ICP). The guidelines are flexible and can be modified to deal with specific field situations. The purpose of an Incident Command Post is to:

- Establish a facility that is located strategically to command the overall operation of the emergency.
- Maintain centralized and systematized communication.
- Logistically monitor and regulate personnel and equipment needs.
- Acquire, analyze and properly distribute intelligence and other relevant information.
- Coordinate activities with associated agencies.

Incident Command Post (ICP) Selection Factors:

- Strategically, but safely located.
- Accessible to responding personnel.
- Defensible against crowds, snipers, fire bombs, etc.
- Sufficient space for responding personnel and equipment.
- Accessible to restroom facilities.
- Have communication capabilities or access to telephones, radio, television, microwave, etc.
- Accessible to electricity and water service.
- Contain structures for personnel briefing and protection against weather.
- Storage space and area for vehicles available.

Potential Command Post Sites:

- Schools/Universities
- Parks
- Large parking lots
- Water/Power facilities
- Churches
- Military armory

Establish Command Post:

- Notify communications, Commander/Chief, and responding units of Command Post location and staging area if at another location.
- Request sufficient personnel for Command Post.
- Identify routes to Command Post/Staging Area.
- Appoint Command Post staff, as needed:
 - Radio Operator
 - Command Post Scribe
 - Personnel Officer to make assignments
 - Logistics Officer to receive/issue equipment/vehicles
 - Planning/Intelligence Officer to gather information
 - Command Post Security Officer for perimeter security
 - Public Information Officer

Additional Assistance Needed:

- Air support
- Mutual Aid
- Fire Department
- Ambulance/Paramedics
- Red Cross



- Identify radio frequency to be used.
- Identify and isolate Command Post area with ropes or barrier tape.
- Identify an area for Public Information Officer to coordinate news media activities.
- Maintain open lines with communication center.
- Keep all concerned personnel briefed as to status of problem.
- Notify other concerned agencies:
 - Hospitals
 - Public Agencies
 - Other jurisdictions requiring information



AIR OPERATIONS Checklist:

This checklist is intended to assist the Incident Commander (or Operations OIC) in determining when and how to integrate aircraft operations into incident emergency response operations. These guidelines are flexible and can be modified to deal with specific field situations.

Typical Aircraft Missions:

- *Standard Law Enforcement* - reconnaissance, surveillance, suspect searches, direction and control
- *Tactical Law Enforcement* - SWAT rappelling platform, insertion and extraction, intelligence gathering
- *Medical Evacuation* - transport and insertion of emergency medical teams, extraction and transport of litter patients and other injured persons
- *Search and Rescue (SAR)* - search patterns, medical evacuation, ground team insertions and extractions, equipment and supply drops
- *Fire Control* - retardant drops, reconnaissance, fire crew insertions and extractions, heavy equipment transport
- *Major Disasters* - reconnaissance, situation and damage assessment, logistical support
- *Other Applications* - communications relay, airborne command and control, photo mapping, video aerial platform, searchlight illumination

Aircraft Limitations:

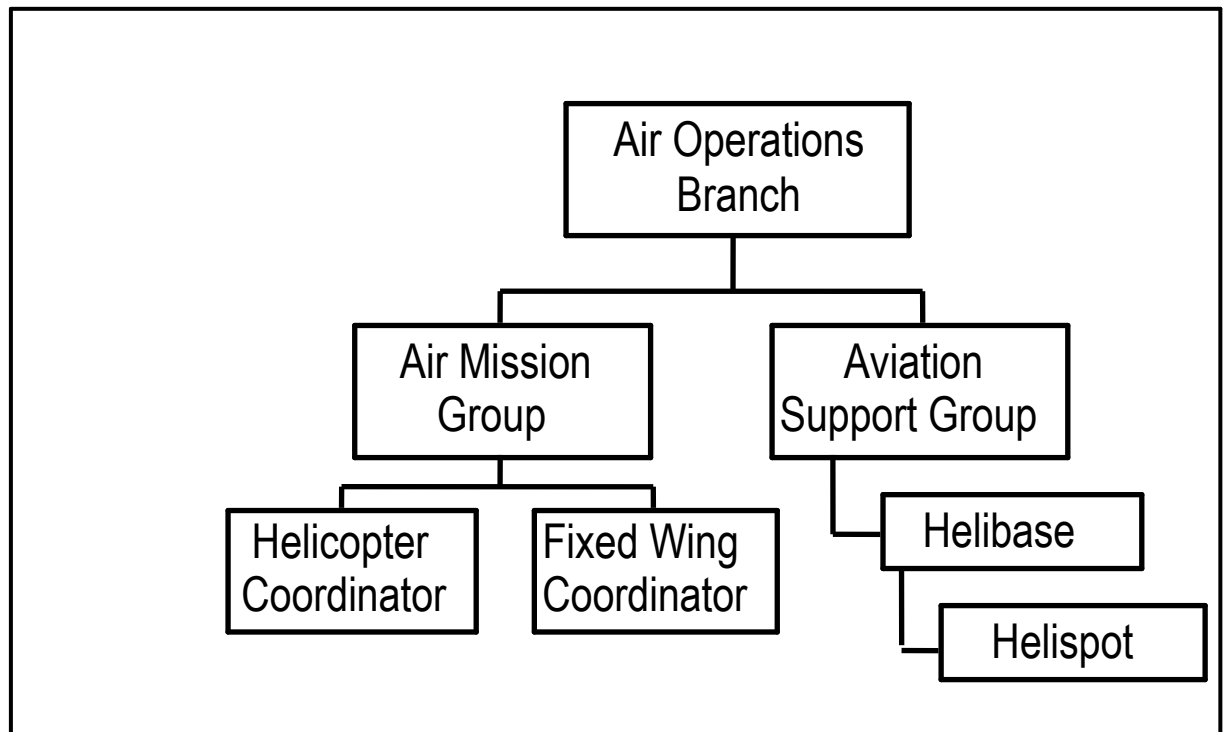
- *Weather* - Obscured weather such as fog and rain may preclude air operations. Warm, moist air, above 90 degrees with no or low wind conditions (especially at high altitudes) can severely limit rotor performance. Extremely high or gusty winds can damage helicopters, preclude rotor turn-up, and prevent flying near buildings or mountains.
- *Visual Flight Rules* - Helicopters generally fly under Visual Flight Rules (VFR), which require continual visual contact with the ground from a safe altitude.
- *Night Operations* - Operations during darkness with limited or no horizon are potentially dangerous and can place aircraft and crew in jeopardy. Night operations should not be attempted without special equipment and training.
- *Altitude and Temperature* - High altitude and/or high temperatures reduce rotor performance and lifting capability. Expert aviation advice should be sought.
- *Operating Conditions* - Helicopters generally should not be operated near soft dust, gravel or sand. This may result in engine damage or loss of visual contact with the ground. Salt water spray should also be avoided.
- *Small Arms Fire* - Helicopters are vulnerable to small arms fire.



Decision to Activate an Air Operations Branch:

The Air Operations Branch may be staffed whenever aircraft are deployed on an incident requiring mission assignment coordination, establishment of helispots or a helibase, or to address any aviation safety concerns requiring full time attention. If air operations are to be conducted in conjunction with incident command post operations, then safety must be a primary consideration. To ensure safe air operations are maintained it is recommended strongly that only persons knowledgeable in aircraft operations and aviation procedures be assigned to leadership positions within the Air Operations Branch.

Air Operations Branch Organization:



Air Operations Branch:

The Air Operations Branch OIC, who is ground based, is primarily responsible for input to the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, the Air Operations Branch is responsible for implementing its strategic aspects - those that relate to the overall strategy as opposed to those that pertain to tactical operations. Specific tactical activities normally are performed by the Air Mission Group OIC working with ground and air resources. Additionally, the Air Operations Branch OIC is responsible for providing logistical support to aircraft operation on the incident.

Duties and Responsibilities – Air Operations Branch OIC:

- Obtain briefing from Operation OIC.
- Organize preliminary air operations.
- As appropriate, request declaration (or cancellation) of restricted air space area (Federal Air Regulation 91.137).
- Participate in preparation of the Incident Action Plan.
- Perform operational planning for air operations.



- Determine coordination procedures and communication for use by air organization with ground Branches, Divisions or Groups.
- Supervise all Air Operations Branch activities associated with the incident.
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft in the restricted air space area.
- Inform the Air Mission Group OIC of the air traffic situation external to the incident.
- Consider requests for non-tactical use of incident aircraft.
- Resolve conflicts concerning non-incident aircraft.
- Coordinate with Federal Aviation Agency (FAA).
- Update air operations plans.
- Report to the Operations Section OIC on air operations activities.
- Assure approved crash-rescue, refueling, and maintenance support through Logistics for extended operations.
- Report special incident/accidents.
- Arrange for an accident investigation team when warranted.
- Participate in safety/procedural meetings with other agencies pilots and air personnel in multi-agency incident.
- Maintain unit log.

Air Mission Group:

The Air Mission Group OIC is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. The Air Mission Group OIC reports to the Air Operations Branch OIC.

Duties and Responsibilities – Air Mission Group OIC:

- Check-in and receive incident assignment.
- Determine what aircraft (fixed wing and helicopters) are operating within area of assignment.
- Obtain briefing from Air Operations Branch OIC or Operations Section OIC.
- Manage air activities based upon Incident Action Plan.
- Establish and maintain communications with the Air Operations Branch, Fixed Wing and Helicopter Coordinators, Aviation Support Group, and Support bases.
- Coordinate approved flights in restricted air space area.
- Obtain information about air traffic external to the incident.
- Receive and document reports of non-incident aircraft violating restricted air space area.
- Inform Air Operations Branch OIC of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- Report on air operations activities to the Air Operations Branch OIC.
- Coordinate the use of assigned ground to air and air-to-air communications frequencies with Communications Unit and local agency dispatch center.

Aviation Support Group:

The Aviation Support Group OIC is responsible primarily for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing (1) fuel and other supplies, (2) maintenance and repair of aircraft, (3) keeping records of aircraft activity, and (4) providing enforcement of safety regulations. Helicopters, during landing, take-off, and while on the ground, are under the control of the Aviation Support Group's Helibase or Helispot Managers. The Aviation Support Group OIC reports to the Air Operations Branch OIC.



Duties and Responsibilities – Aviation Support Group OIC:

- Obtain briefing from Air Operations Branch OIC or Operations Section OIC.
- Obtain copy of the Incident Action Plan from the Air Operations Branch OIC.
- Participate in Air Operations Branch OIC planning activities.
- Inform Air Operations Branch OIC of group activities.
- Identify resources/supplies dispatched for Aviation Support Group.
- Request special air support items from appropriate sources through Logistics Section.
- Identify helibase and helispot locations (from Incident Action Plan) or from Air Operations Branch OIC.
- Determine need for assignment or personnel and equipment at each helibase and helispot.
- Coordinate special requests for air logistics.
- Maintain coordination with airbases supporting the incident.
- Coordinate activities with Air Operations Branch OIC.
- Obtain assigned ground-to-air frequency for helibase operations from Communications Unit Leader or Communications Plan.
- Inform Air Operations Branch OIC of capability to provide night-flying service.
- Ensure compliance with each agency's operations checklist for day and night operations.
- Ensure dust abatement procedures are implemented at helibase and helispots.
- Provide crash-rescue service for helibase and helispots.
- Maintain unit log.

Aviation Mutual Aid:

Generally, air operations in support of an incident are conducted at the local level within an Operational Area (OA), which is the county.

If an OA exhausts its resources (including commercial) and it becomes necessary to request aviation assets in support of a law enforcement mission from outside the OA, the request should be directed by the local sheriff to the Regional Law Enforcement Coordinator. Exception: During *search and rescue incidents*, the OA may contact Cal OES directly to expedite response for life safety purposes. (*See Cal OES publication "Law Enforcement Mutual Aid Plan, SAR Annex" for details.*)

The Law Enforcement Branch of the Governor's Office of Emergency Services may endorse the Regional Coordinator's loan of aviation assets from outside the requesting OA by assigning a mission number. ***This does not result in reimbursement of costs! It may; however, facilitate cost recovery should funds later become available.***

If a disaster is widespread resulting in activation of the State Operations Center (SOC) to coordinate simultaneous incidents in multiple OA's or Regions, the SOC will activate its Air Operations Branch to facilitate state and federal aviation mutual aid.

Helibase:

This is the main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot:

This is any designated location where a helicopter can take off and land safely. Some helispots may be used for loading of supplies, equipment, or personnel.



Helipad:

The specially designed and designated location, where a helicopter can take off and land safely *on a physical structure* such as a building or ship.

Helicopter Landing Zone (LZ)

A generic term that can be applied to a helibase, helispot, or helipad.

Helicopter Landing Zone Considerations

Law enforcement helicopters may land at civil airports, heliports, and private heliports with prior permission. Sparsely populated areas also may serve as landing sites depending on land-use restrictions. Except as stated, a helicopter may not land in a densely populated area unless an emergency exists. These restrictions do not preclude hovering at low altitudes to assist in law enforcement operations. When planning for a landing zone, consider the following:

- ❑ Establish a minimum landing area of 100 feet by 100 feet that is a level surface, free of debris and overhead obstructions (such as power lines).
- ❑ Choose an LZ that will not disrupt operations in the surrounding area (e.g., tents, map boards, feeding areas, briefing areas)
- ❑ Secure all loose items or potentially loose items.
- ❑ Maintain clear ingress and egress to the landing location.
- ❑ Ground personnel operating an LZ, or in the immediate area, should wear eye and ear protection.
- ❑ Steep aircraft approach angles are undesirable. Evaluate the height of adjacent obstacles to minimize risks.
- ❑ Try to avoid establishing an LZ near a body of water.
- ❑ Do not establish an LZ within 1000 feet of a school unless an immediate emergency exists.
- ❑ Night use of an LZ requires appropriate lighting. Plan ahead.
- ❑ Rooftop helipad weight limitations may preclude landing larger aircraft on buildings.



FIRE Checklist:

This checklist is intended to assist the field supervisor in the initial stages of a fire. These guidelines are flexible and can be modified to deal with specific field situations. Generally, the Incident Commander will be from the fire service and law enforcement will assume a support role.

Situation Assessment:

Ensure that a Situation Assessment has been prepared by field units and has been communicated to the communications center. It should contain:

- Location of emergency
- Size of involved area, actual and potential
- Apparent direction of the fire
- Type of area (e.g., business, residential, hillside, etc.)
- Ingress/egress routes for emergency vehicles
- Additional law enforcement personnel needed
- Location of staging area
- Location and radio designation of Command Post

Liaison:

Establish liaison with fire command.

Deploy Personnel To:

- Maintain ingress and egress routes for emergency vehicles.
- Establish perimeter control, keeping unauthorized vehicles and pedestrians out of involved area.
- Establish anti-looting security patrols for evacuated areas within the perimeter.
- Conduct an evacuation, if required.
- Relieve (demobilize) personnel as activity is reduced.
- Maintain a unit log.



TERRORISM RESPONSE: CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND EXPLOSIVE Checklist:

THREATENED ACT OF TERRORISM OR BOMB THREAT

This checklist is intended to assist the field supervisor in the initial stages of a bomb threat response. These guidelines are flexible and can be modified to deal with specific field situations.

Immediate Considerations:

- Establish incident command and unified command, as required
- Time call received
- Type of call received
- When detonation/release is expected
- Location of device or intended target
- Description or appearance of the device
- Immediate evacuation
- Prior Threats - If this venue has had prior threats, use new locations for Incident Command Post and Staging areas.

Evacuation:

- Establish evacuation procedures. It is recommended that the person in charge of the location make the decision to evacuate
- In event of evacuation, instruct occupants to take personal possessions (purses, briefcases, etc.) with them and leave position of electric switches, doors, windows unchanged.

Note: Authority to order an evacuation under emergency conditions is listed in Section 409.5 of the California Penal Code.

Search:

- Conduct systematic visual search with persons familiar with the facility/location.
- Prohibit radio transmission within a half mile of the scene.
- Conduct visual search only.
- Issue instructions to not touch, move, or attempt to disarm any suspicious object/package/item.
- Mark location of any suspected devices using crime scene tape, twine or other bright, long item, string the marker from the area of the device to an area where the bomb team will access the location or make a sketch or diagram the location of the suspected device for the bomb unit.
- Notify Bomb Team of suspected devices.

Notification:

- Agency entities, concerned personnel, and property owners
- Bomb Team
- Investigative Unit
- Fire Department
- County Health Department
- Activate Emergency Medical Service
- National Guard Civil Support Team through the Mutual Aid System
- FBI, DHS, if terrorism is suspected



WEAPONS OF MASS DESTRUCTION (WMD) ATTACK, POST BLAST EVENT AND HAZARDOUS MATERIALS (HAZMAT) Checklist:

This checklist is intended to assist the first responder or incident commander in the initial stages of the response to an act of terrorism wherein a chemical, biological, radiological or nuclear weapon and/or an explosive were the mechanism of attack. These guidelines are flexible and can be modified to suit specific situations. A WMD attack is, first and foremost, a HAZMAT release. In fact, the intentional nature of such an act may not be immediately clear. Generally, during the initial stages of an incident, fire suppression, rescue, and emergency medical services dominate the incident operations. Therefore, during early stages of an event, the fire service is the lead agency. As the scene stabilizes, and a criminal act is suspected, the incident command will shift to law enforcement. The items listed in the checklist should be prioritized according to the requirements of each specific incident.

Immediate Considerations:

Establish the Incident Command System and Unified Command as required.

SAFETY:

- Consider secondary devices/releases.
- Approach from uphill, upstream and upwind (monitor wind direction changes).
- Do not drive through, or otherwise enter, any possible contaminated area.
- Be aware of and avoid self-contamination.
- Do not eat, drink, or smoke near the area.
- Do not use flares — request barricades for traffic blocks.
- Be alert for damaged utilities (electric lines, natural gas, etc.) structures in danger of collapse/falling debris, hazardous substances, including un-detonated explosive material from the initial explosion.
- Utilize Personal Protective Equipment per training, as necessary.

ISOLATE:

- Establish a perimeter at a radius from the seat of the explosion equal to one and one half times the distance to the farthest debris for explosions where a hazardous materials release has been ruled out.
- Establish a perimeter at a radius of 1000 feet for a hazardous materials or unknown release.
- Establish area to contain and identify uninjured witnesses.
- Keep all non-essential personnel away from scene.
- Establish an area to contain contaminated people for decontamination.

NOTIFY:

- Incoming responders of ingress/egress routes
- County Health Officer/Department
- Local hospitals, if mass casualties are involved
- Bomb Team (Technicians)
- Hazardous Materials Team
- Investigative Unit
- Utility companies
- Coroner, as necessary
- FBI (if terrorism or weapons of mass destruction are suspected)
- Public Information Officer
- Cal OES on all incidents
- CHP, if state highway and/or unincorporated roadway
- Administering agency
- Request National Guard Civil Support Team through the Mutual Aid System.



Special Considerations:

- Establish Incident Command to include liaison with fire, medical, and other necessary agencies.
- Maintain log of activities.
- Establish Incident Command Post in a location far enough outside of the perimeter that it will not have to be moved for any reason.
- Establish Incident Command Post Security.
- Establish Staging Area(s).
- Notify all incoming units of the staging area location.
- Establish staging area security.
- Assist injured victims.
- Request/facilitate necessary fire suppression.
- Request/facilitate necessary medical assistance.
- Facilitate necessary triage area(s).
- Request enough assistance to maintain an effective perimeter.
- Have utilities turned off to area as necessary.
- Identify potential witnesses.
- Establish traffic control around the effected area.
- Document initial response.
- Establish and preserve ingress and egress routes for emergency vehicles.
- Protect evidence.

Situation Assessment:

- Type of explosive/release, type of premises, vehicles involved.
- Location of incident, size of involved area.
- Direction of fluid, vapor or debris travel.
- Weather conditions, wind direction, speed, and any expected changes.
- Property and/or vehicle owner's name.
- Contents (NFPA 701 signage, placards, UN numbers), color of smoke and any odors.
- Name of substance, if known.
- Determine health hazards.
- Symptoms of injured persons, and number of people involved.
- Degree of danger at site, potential danger to surrounding area, city, and emergency crews.

Evacuation:

- Give situation estimate to Incident Commander.
- Decision to evacuate should be made by Incident Commander (see 409.5PC).
- Develop plan to evacuate.
- Refer to evacuation checklist for further information.

Contaminated Personnel:

- Isolate from non-contaminated personnel.
- Follow established hazardous materials decontamination procedures.

Note: Some hazardous materials react with water. Seek the advice of a qualified hazardous materials technician/specialist.

Investigation:

- Interviewing and identification of witnesses and/or possible suspects should begin as soon as practical.
- Evidence should not be disturbed until it can be evaluated and collected by a properly trained and equipped Crime Scene Technician.
- Collect information for incident reporting.
- Investigations may be jointly conducted with other involved agencies.



AMBER ALERT CRITERIA Checklist:

All four criteria must be met before an AMBER alert may be requested:

- Is this a confirmed abduction?
- Is the child 17 years of age or younger?
- Is the person in imminent danger of serious bodily injury or death?
- Is there information available to provide to the general public, which could assist in the safe recovery of the victim?

GUIDANCE:

The initial four hours after an abduction occurs are the most critical for putting out an AMBER alert; however, this does not constitute a maximum time limit for issuing an alert. Respond to any disappearance of a child as an abduction case until further information is developed.

Some examples that tend to qualify for broadcast:

- A child is taken from home.
- A vehicle was stolen or carjacked and a child was left inside the vehicle.
- A child is taken by an adult without parental consent.
- The child has been reported missing, there is evidence of foul play and law enforcement believes the child was kidnapped.

Examples that do not meet the preceding criteria:

- Children that have run away from home.
- Missing children involved in child custody disputes (parental kidnapping), unless bodily harm to the child is feared.
- The child is over the age of 17 and not mentally or physically impaired.



NON-FAMILY Abduction Checklist:

The Initial Investigation:

- Assign an Officer to victim's residence with the ability to record and "trace" all incoming calls. Consider establishing a separate telephone line or cellular telephone for agency use.
- Conduct neighborhood/vehicle canvass.
- Compile a list of known sex offenders in the region.
- Develop profile on possible abductor.
- Consider using polygraphs for parents and other key individuals.
- In cases of infant abduction, investigate claims of home births in that area.
- Fully load NCIC Missing Person File (involuntary category) with complete descriptive, medical, and dental information.
- Utilize NLETS and other information systems to alert local, state, regional and federal Law Enforcement agencies.
- Provide support for family through nonprofit missing children's organization.

The Ongoing Investigation:

- Review all reports and transcripts of interviews.
- Revisit the crime scene.
- Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation.
- Review all photographs and videos.
- Reexamine all physical evidence collected.
- Review child protective agency records for reports of abuse on child.
- Develop time lines and other visual exhibits.
- Re-interview key individuals.
- Interview delivery personnel: employees of gas, water, electric, and cable companies; taxi drivers; post office personnel; garbage handlers; etc.
- Critique results of the on-going investigation with appropriate investigative resources.
- Arrange for periodic media coverage.
- Contact CHP-Emergency Notification & Tactical Alert Center (ENTAC) (916) 657-8287.
- Contact NCMEC, (800) THE-LOST (843-5678) for photo dissemination, age-progression, and other case assistance.
- Update NCIC Missing Person File information necessary.

Recovery/Case Closure:

- Arrange for a comprehensive physical examination of the victim.
- Conduct a careful interview of the child, document the results of the interview, and involve all appropriate agencies.
- Provide effective reunification techniques.
- Cancel alarms and remove case from NCIC and other information systems.
- Perform constructive post-case critique.



AIRCRAFT CRASH Checklist:

This checklist is intended to assist the first responders with the initial response to an aircraft crash. It is recommended that *Unified Command* be established to ensure a coordinated response with other involved agencies. Local law enforcement generally will *not* have an investigative responsibility for aircraft crashes, but will provide perimeter control, site security, evidence protection, and facilitate response with the fire service, medical-rescue, and federal authorities that have investigative responsibility.

Situation Assessment:

Ensure that a situation estimate has been obtained, that it has been shared with the communication center, and that it contains the following information:

- Location of accident.
- Type of structure involved.
- Type of aircraft involved: military or civilian, passenger or cargo, helicopter or jet, private or commercial.
- Class of aircraft: single engine or multiple.
- Estimated toll of injured and dead.
- Additional assistance needed: police, fire, medical, military, etc.
- Location of Command Post and Staging Area.
- Best available ingress/egress routes for emergency personnel and vehicles.

Special Considerations:

- Approach from up wind.
- Do not approach on same path as aircraft.
- Avoid breathing smoke, possible toxic materials.
- Potential for fire/explosions.
- Military aircraft may contain weapons, ammunition, ejection seats.
- No smoking or flares.
- Crash site security and adequate perimeter control to keep unauthorized persons from the scene.
- Traffic control, crowd control, perimeter control (keep a 2,000 foot clearance).
- Evacuation (at least 2,000 feet upwind).

Crash Site Management:

- Establish Command Post.
- Restrict air traffic over scene.
- Establish liaison with incident commander.
- Identify all witnesses, obtain following data:
 - Time of crash.
 - Location of witnesses at time of crash.
 - Weather at time of crash.
 - Aircraft direction in flight.
 - Aircraft fire in flight.
 - Explosion prior to crash.
 - Location of objects falling from aircraft prior to crash.
 - Impact angle and position of survivors.
 - Anything removed from scene and by whom.



Deceased or injured victims may be displaced by impact. Conduct a thorough, wide search for survivors and other evidence, and take both video and photographs of the scene, if possible. Ensure all crash debris is protected, but do not disturb wreckage, evidence, human remains, or personal property unless advised to do so by the investigator in charge or the coroner in charge.

Subsequent Situation Assessment:

- Aircraft identification numbers, owner(s) of involved aircraft and structures
- Identification of pilot(s)
- Property damage
- Location of deceased and known survivors

Notification:

- Military, if applicable
- National Transportation Safety Board
- Federal Aviation Administration
- All necessary fire/rescue services
- Hospitals of potential influx of patients
- County Coroner



EARTHQUAKE Checklist:

This checklist is intended to assist the field supervisor with the initial response to an earthquake.

Immediate Considerations:

- Initiate a roll call of all units.
- Initiate a check of "*Critical Facilities*" and confirm their status (Non-uniformed officers in unmarked vehicles are recommended.) Checks to include:
 - High occupancy structures (depends on time of day).
 - Damage to roads, critical emergency facilities (police stations, fire stations, and hospitals), refineries, dams, etc. (Note: every jurisdiction should have a pre-established list of critical facilities.)
- Initiate a critical facilities log that indicates which facilities have been checked and their disposition.
- Direct field units to initiate a general area survey after completing their critical facility checks.

Accurate Situation Assessment is essential in an earthquake:

A quick evaluation of the situation must be made so that appropriate decisions can be made to coordinate response efforts. Situation reports can be sent to local or regional Emergency Operations Centers (EOC) so that appropriate emergency resources can be obtained and safely deployed to the areas with the most critical need.

Specifics to look for:

- Utility Disruptions
- Flooding
- Fire
- Hazmat Spills or Plumes
- Collapsed Buildings
- Casualties (Injuries vs. Fatalities)
- Damaged Roadways and Bridges

Deploy Personnel To:

- Conduct evacuations, if required.
- Assist in establishing evacuation centers and directing people to them.
- Establish ingress/egress routes for emergency vehicles.
- Maintain perimeter control to keep unauthorized people and vehicles out of the involved area (size of area depends on magnitude of the earthquake, which may be beyond your resources and require mutual aid).
- Direct traffic around major damaged sites.
- Provide emergency information to residents of area.
- Determine operability of telephone, water, gas, electricity, public transportation, and other systems serving residents of the area.

Special Considerations:

Contrary to other emergencies, after an earthquake, watch commanders should consider remaining at their stations to facilitate the damage assessment process until the extent of damage and casualties are known and have been communicated to the EOC.



Field officers generally should *not* become involved in rescue operations unless such incidents are immediately life threatening and rescue can be accomplished rapidly. Officers must fulfill their primary functions of observing, estimating, and communicating the overall situation assessment. This is best accomplished by non-uniformed officers in unmarked vehicles. Ultimately, this approach will save numerous lives in a major disaster, instead of the few that each officer could personally rescue.

If a significant after-shock occurs – "REPEAT THIS PROCESS"



CIVIL UNREST/DISORDER Checklist:

This checklist is intended to assist the Incident Commander and field supervisors with initial response to a riot or crowd/looting situation. Law enforcement agencies should concentrate on the basic law enforcement mission of protecting life and property. This should be done in rapid, firm, fair and impartial manner, using the minimum force necessary to accomplish the mission.

Tactical Objectives:

- ESTABLISH:** An Incident Command Post and Staging Area.
- ISOLATE:** Prevent the growth of the disorder. Cordon off the area. Deny access to those not involved.
- CONTAIN:** Confine the disorder to the smallest area possible.
- DISPERSE:** Make arrests, if appropriate.

Situation Assessment:

- Location of emergency
- Number of participants
- Activities of participants (looting, burning, blocking traffic, passive demonstration, etc.)
- Direction of movement
- Additional law enforcement personnel required
- Access to Incident Command Post/Staging Area by responding personnel

Initial Response:

- Assemble responding personnel into squads and Mobile Field Forces (MFF).
- Assign a Public Information Officer to work with the media.
- Brief the Squad/MFF leaders as soon as possible.
- Establish Tactical Missions (e.g., crowd control, traffic control, site security, etc.).
- Request Air Support (e.g., a police helicopter for observation and assistance in coordinating tactical missions).

Liaison:

- Establish liaison with the Law Enforcement Mutual Aid Coordinator and Cal OES.

Other Considerations:

- Know location of emergency medical services.
- Maintain an operations log.
- Determine the capabilities for less than lethal and chemical agents for each squad.
- Utilize a tactical *and* command radio frequency.
- Use serialized flex cuffs.
- Use a video camcorder.
- Arrange for the response of a field booking team.
- Arrange for transportation of suspects from field booking area to detention facility.



Helpful Hints:

- Individual*** action should be avoided (e.g., maintain squad formation integrity).
- Simple formations (e.g., Squad Skirmish Line/Wedge or Arrest Circles) need minimal explanation and/or coordination.
- Passive demonstrators --- Don't get involved until you have sufficient personnel.
- Use standby time for scouting (gathering information and analyzing intelligence).

After Dispersal:

- Establish a continuing highly visible law enforcement presence.
- Use mobile units to respond to problems (squad size is the smallest recommended maneuverable tactical element).
- Arrange for relief and feeding of personnel.



QUARANTINE Information:

This information is presented to provide guidance for law enforcement personnel in the assistance of Public Health Officials during times of medical emergency.

Public Health Officials at the State and local levels have the legal authority to impose Quarantine and Isolation, or request a voluntary Containment of the public to assist in the control of a communicable disease. It is possible that Public Health Officials may request law enforcement to assist in these efforts.

Definitions: In order of severity:

Isolation (Most Severe) Isolation applies to persons with symptoms of a communicable disease. They may be isolated at a hospital, home, or in another facility, in order to limit the spread of the disease. Isolation can be either strict or modified depending upon the type of disease and the conditions imposed by the Public Health Officer. Patients remain in isolation until their status is changed by Public Health Officials.

Quarantine (Severe) Quarantine applies to persons who may have been exposed to a communicable disease but are not yet ill. They are asked to remain at home or another location and not interact with others in order to limit the spread of the disease.

Containment (Least Severe) Containment is an attempt to separate potentially contaminated persons voluntarily. This may simply be accomplished by directing exposed persons to a decontamination area or to health professionals. Public Health Officials may raise containment to an Isolation or Quarantine status.

The following is a list of California Health and Safety Codes that allow state and local Public Health Officials the authority to impose Quarantines and Isolations or request a voluntary Containment. Additional codes within this list allow law enforcement to enforce the Quarantines, Isolations and Containments.

These are examples of the most pertinent state codes, followed by information regarding Federal Health procedures. The definitions are a summation of each code and are not complete. For complete definitions and additional local authorities, one should consult with their department for legal guidance.

Officers should be aware of the fact that all codes and statues pertaining to Quarantine, Isolation or voluntary containment are Misdemeanors.

CA H&S Code 100182 Neglect of Duty

California Health and Safety Code Section 100182 makes it a misdemeanor for a person charged with the performance of any duty under the laws of this state relating to the preservation of the public health to willfully neglect or refuse to perform that duty.

CA H&S Code 101040 Authority for Health Officer

California Health and Safety Code Section 101040 declares that a county Health Officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any “state of emergency” or “local emergency”.



CA H&S Code 120130 Authority for Isolation or Quarantine

California Health and Safety Code Section 120130 authorizes a health officer to require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable diseases when this action is necessary for the protection of the public health.

CA H&S Code 120140 Authority for Health Measures

California Health and Safety Code Section 120140 empowers the local Health Officer to take any measures as are necessary to ascertain the nature of the disease and prevent its spread. These measures can include taking possession or control of the body of any living person or the corpse of any deceased person.

CA H&S Code 120175 Requirement to Take Action

California Health and Safety Code Section 120175 requires any health officer having reason to believe that any case of any contagious infectious or communicable disease exists within his or her jurisdiction to take measures as may be necessary to prevent the spread of the disease.

CA H&S Code 120220 Obey Health Officer

California Health and Safety Code Section 120220 requires all persons to obey the rules, orders, and regulations of a health officer for the establishment of a quarantine or isolation.

CA H&S Code 120225 Violate Isolation or Quarantine

California Health and Safety Code Section 120225 requires all persons in a quarantine or isolation to remain in the place of the quarantine or isolation and only communicate with a health official or others authorized by the health official.

CA H&S Code 120235 Quarantine Raised

California Health and Safety Code Section 120235 requires that no quarantine shall be raised until all persons having been under strict isolation are considered noninfectious.

CA H&S Code 120275 Violate Regulations - Punishment

California Health and Safety Code Section 120275 makes it a misdemeanor for any person to violate, refuse or neglect to conform to, any rule, order, or regulation prescribed by the state Department of Health Services for the quarantine or disinfection of persons.

CA H&S Code 120290 Willfully Expose Another

California Health and Safety Code Section 120290 makes it a misdemeanor for any person afflicted with any contagious, infectious, or communicable disease to willfully expose himself or herself to another person. It also makes it a misdemeanor for a person to willfully expose a person afflicted with the disease to someone else.

CA Code of Regulations, Title 17, Section 2516 Instructions for Strict or Modified Isolation

For cases of disease requiring strict isolation, Title 17, California Code of Regulations Section 2516 requires that the health officer give instructions to the patient and members of the household defining the area in which the patient is to be isolated, the isolation technique to be followed and the measures to be taken to prevent the spread of the disease. It requires that these measures be followed. The isolation techniques will depend upon the disease.



FEDERAL GOVERNMENT RESPONSE:

The Secretary of the Department of Health and Human Services has statutory responsibility for preventing the introduction, transmission, and spread of communicable diseases in the United States.

Under its delegated authority, the Division of Global Migration and Quarantine, works to fulfill this responsibility through a variety of activities, including the operation of Quarantine Stations at ports of entry, establishment of standards for medical examination of persons destined for the United States, and administration of interstate and foreign quarantine regulations, which govern the international and interstate movement of persons, animals, and cargo.

Just as in the State of California, violation of these statutes is considered a Misdemeanor.

The legal foundation for these activities is found in Titles 8 and 42 of the US Code and relevant supporting regulations. The main regulations to restrict potential communicable diseases from entering the United States or from moving interstate are:

US CODE, Title 42, Section 70.2 – Measures in the event of inadequate local control.

Whenever the Director of the Centers for Disease Control and Prevention determines that the measures taken by health authorities of any state or possession (including political subdivisions thereof) are insufficient to prevent the spread of any of the communicable diseases from such state or possession to any other state or possession, he/she may take such measures to prevent such spread of the diseases as he/she deems reasonably necessary, including inspection, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles believed to be sources of infection.

US CODE, Title 42, Section 264. – Regulations to control communicable diseases

(a) Promulgation and enforcement by Surgeon General

The Surgeon General, with the approval of the Secretary, is authorized to make and enforce such regulations as in his judgment are necessary to prevent the introduction, transmission, or spread of communicable diseases from foreign countries into the States or possessions, or from one state or possession into any other state or possession. For purposes of carrying out and enforcing such regulations, the Surgeon General may provide for such inspection, fumigation, disinfection, sanitation, pest extermination, destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings, and other measures, as in his judgment may be necessary.

(b) Apprehension, detention, or conditional release of individuals

Regulations prescribed under this section shall not provide for the apprehension, detention, or conditional release of individuals except for the purpose of preventing the introduction, transmission, or spread of such communicable diseases as may be specified from time to time in Executive orders of the President upon the recommendation of the National Advisory Health Council and the Surgeon General.



(c) Application of regulations to persons entering from foreign countries

Except as provided in subsection (d) of this section, regulations prescribed under this section, insofar as they provide for the apprehension, detention, examination, or conditional release of individuals, shall be applicable only to individuals coming into a state or possession from a foreign country or a possession.

(d) Apprehension and examination of persons reasonably believed to be infected

On recommendation of the National Advisory Health Council, regulations prescribed under this section may provide for the apprehension and examination of any individual reasonably believed to be infected with a communicable disease in a communicable stage and

(1) to be moving or about to move from a State to another State; or

(2) to be a probable source of infection to individuals who, while infected with such disease in a communicable stage, will be moving from a State to another State. Such regulations may provide that if upon examination any such individual is found to be infected, he may be detained for such time and in such manner as may be reasonably necessary. For purposes of this subsection, the term "state" includes, in addition to the several states, only the District of Columbia.

US CODE, Title 42, Section 271. – Penalties for violation of quarantine laws

(a) Penalties for persons violating quarantine laws

(b) Penalties for vessels violating quarantine laws

(c) Remittance or mitigation of forfeitures

US CODE, Title 42, Section 70.5 – Certain communicable diseases and special requirements.

The following provisions are applicable with respect to any person who is in the communicable period of cholera, plague, smallpox, typhus or yellow fever, or who, having been exposed to any such disease, is in the incubation period thereof:

(a) Requirements relating to travelers.

(b) Requirements relating to operation of conveyances.

State of California Notification Phone Numbers

CA Department of Health Services, Division of Communicable Disease Control

(510) 540-2566 (business hours)

California State Warning Center, Cal OES (24 hr)

(800) 421-2921 or (916) 845-8911



ICS FORMS

Overview information of each ICS Form:

Form 201	Incident Briefing
Form 202	Incident Objectives
Form 203	Organization Assignments
Form 204	Division/Unit Assignment List
Form 207	Organization Chart
Form 209	Public Information Summary
Form 211	Check-In List
Form 211P	Check-In List: Personnel
Form 211E	Check-In List: Equipment
Form 215	Incident Planning Worksheet
Form 220	Air Operations Worksheet/Summary



OVERVIEW INFORMATION OF EACH ICS FORM

Form 201: Incident Briefing

- Prepared by the Incident Commander, or designee.
- To document initial response and brief on-duty or incoming Command and General Staff.
- Copies distributed to Command Staff, Section OICs, Branch OICs, Group OICs, Mobile Field Force OICs, and appropriate Logistics and Planning/Intelligence Units.

Form 202: Incident Objectives

- Prepared by Incident Commander and Command and General Staffs during the Planning Meeting.
- Used to develop the Incident Action Plan (can be used as the face sheet).
- Copies distributed to *all* supervisory personnel.

Form 203: Organization Assignments

- Prepared and maintained by Resource Unit under the direction of the Planning/Intelligence OIC.
- Used to keep track of currently activated units and names of personnel staffing each position.
- Attached to Incident Objectives (Form 202) and distributed to *all* supervisory personnel.

Form 204: Division/Unit Assignment List

- Prepared by the Resources Unit.
- Used to indicate what ICS organizational elements currently are activated and the names of personnel staffing each element.
- Chart should be posted on display board near Incident Command Post.

Form 207: Organization Chart

- Prepared by the Resources Unit.
- Used to indicate what ICS organizational elements currently are activated and the names of personnel staffing each element.
- Chart should be posted on display board near Incident Command Post.

Form 209: Public Information Summary/Incident

- Prepared and maintained by Situation Unit under the direction of the Planning/Intelligence OIC and usually presented to Command and General Staff members prior to each Planning Meeting.
- Used to inform and update all incident personnel; provide the basic information to the PIO for media releases; provide incident information to off-site communication centers, EOCs, and other involved agencies, and provide basic information for use in planning for the next operational period.
- Distributed to *all* supervisory personnel, posted on display board.

Form 211: Check-In List

- Completed by assigned supervisors or recorders (e.g., Staging Officer or designee, Personnel Unit Check-In Recorder, Supply Unit Receiving/Distribution Officer) at designated check-in locations (e.g., Staging Areas, Command Posts, and Communications Center) as personnel (or equipment) arrive.



- Used to track units, teams, squads, or mobile field forces of personnel and/or caches/units of equipment, arrival times, and agencies represented. Also used to support demobilization.
- Use Form 211P to check-in *individual officers* and use Form 211E to check-in *individual items* of equipment or supplies.
- Copies of completed Check-in Lists should be forwarded as appropriate to the Personnel Unit (for personnel), Supply Unit (for equipment and supplies), the Resource Unit (for both personnel and equipment/supplies), and to the Finance/Administration Section (for both personnel and equipment/supplies).

Form 211P: Check-In List: *Personnel*

- Used to track *individual* officers.
- Each Form 211P has space to record 12 officers/deputies (standard squad size).
- Copies of the completed Form 211P *Check-in List: Personnel* should be forwarded to the Personnel Unit, the Resource Unit, and to the Finance/Administration Section.

Form 211E: Check-in List: *Equipment*

- Used to track *individual items* of equipment or supplies
- Copies of the completed Form 211E *Check-in List: Equipment* should be forwarded to the Supply Unit, the Resource Unit, and to the Finance/Administration Section.

Form 215: Incident Planning Worksheet

- Initiated by the Incident Commander and General Staff at the Planning Meeting.
- Used to communicate the decisions made during the Planning Meeting concerning resource assignments to the Resources Unit. The worksheet is used by the Resources Unit to complete Assignment Lists and by the Logistics Section OIC for ordering resources for the incident.
- Completed worksheet should be forwarded to Resource Unit and a copy to Logistics Section.

Form 220: Air Operations Worksheet/Summary

- Completed by the Operations Section OIC or the Air Operations Branch OIC during each Planning Meeting.
- Used by the Air Operations Branch to record number, type, location, and specific assignments of aircraft assigned to the incident.
- Completed form should be forwarded to the Resources Unit.

Special Notes:

- ICS, **Form 205 (Communications Plan)** has been integrated into *Form 204*.
- ICS, **Form 206 (Medical Plan)** has been integrated into *Form 201*.
- ICS, **Form 214 (Unit Log)** has been integrated into *Form 201*.
- The Unit Log is completed by all Command Staff personnel and all personnel who supervise a Section, Division, Group, Mobile Field Force, Team, Squad, or Unit.
- Used to record details and activities of all basic ICS organizational elements.



RESOURCE TYPING

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Law Enforcement Mutual Aid Resource Typing

PURPOSE

Definitions are intended as a statewide standard *for mutual aid purposes only*. These definitions were established to create a level of expectation in resource configuration and resource capabilities for statewide mutual aid responses.

Although law enforcement agencies are not required to configure or define their daily operations utilizing the below criteria, it is recommended that agencies use the agreed upon standards, terms, and definitions for requesting or providing mutual aid. Any deviation from the established standards should be identified at time of ordering to facilitate efficient planning, logistical support, and deployment of resources.

RESOURCE DEFINITIONS:

Resource Typing: A means of categorizing, defining, or identifying *mutual aid* resources, which are commonly requested by law enforcement agencies.

Allocated Resources: Resources dispatched to an incident that have not yet completed check-in procedures.

Assigned Resources: Resources checked-in and assigned missions at an incident.

Available Resources: Resources checked-in to an incident and available for a mission assignment. These resources are usually found in the staging area.

Out-of-Service Resources: Resources checked-in to an incident but not yet available for a mission assignment due to mechanical, rest, or other personnel reasons.

GENERAL PERSONNEL:

Officer/Deputy: A full-time salaried peace officer in full agency uniform; armed with a handgun and ammunition equipped with handcuffs, baton, flashlight, and notebook. Preferred additional equipment includes: soft body armor, helmet with face shield, hand-held radio, additional ammunition, and personal chemical agent (mace/OC spray).

Unit: Two officers/deputies in an emergency equipped vehicle (marked patrol vehicle preferred).



Squad: An organizational element of a mutual aid response mobile field force consisting of 11 deputies/officers and a supervisor (sergeant). Total of 12 personnel in a minimum of 3 *Patrol Vehicles (General Purpose)*.

Mutual Aid Response Mobile Field Force (Platoon): Consists of four 12-person squads with an OIC (minimum rank of Lieutenant) and Deputy OIC (minimum rank of Sergeant), each with a driver. The total minimum personnel are 52. The Mutual Aid Response Mobile Field Force can be augmented for specific missions (configured for civil unrest, major evacuations, etc.). The number of personnel assigned to each vehicle may vary depending on mission requirements (i.e., 4 officers/deputies per vehicle for civil unrest, 2 officers/deputies per vehicle for major wildland fire evacuations).

SPECIALIZED RESOURCES

Armored Vehicle: A vehicle that is designed to withstand penetration from small arms fire. Capabilities of armored vehicles differ considerably. Some armored vehicles do *not* protect against rifle fire. Vehicle capabilities need to be understood clearly prior to deployment.

Arson Investigator: A peace officer trained and equipped to conduct a criminal investigation of the scene of arson or suspected arson.

Bomb Technician: A peace officer trained and equipped to investigate explosive devices and render them safe, and to conduct a criminal investigation of the scene of an explosion.

Chemical Agent Delivery Specialist: A peace officer trained and equipped to deliver chemical agents in both outdoor situations and those involving structures. May be deployed as a "Linebacker" in a mutual aid response mobile field force.

Coroner/Medical Examiner: A person with statutory authority to carry out the duties of the Coroner of the County.

Counter-Sniper: A full-time salaried peace officer (usually a member of a SWAT Team) trained and equipped to carry out precision marksmanship assignments.

Crime Scene Technician: A peace officer (or civilian technician employed by a law enforcement agency) specially trained and equipped to: (a) obtain latent prints, (b) take photographs, (c) and to collect, categorize, and book evidence.

Crisis Negotiation Team: A person or team of people specifically trained to negotiate with dangerous individuals.

Critical Incident Stress Debriefing (CISD) Team: An individual or team trained to facilitate a formal, open, discussion of incident events with emergency response personnel, in order to resolve or to help cope with the emotional aftermath of an incident.

Dive Team: A team of peace officers (certified SCUBA divers) specially trained and equipped to conduct underwater criminal investigations, evidence collection, and body recovery assignments.



Field Booking Team: A team of peace officers (or correctional officers employed by a law enforcement agency) trained to respond to field incidents and set up a booking site to facilitate the booking process and transportation of arrestees. The size of the team depends upon the nature of the incident and the number of arrests expected.

Homicide Investigator: A peace officer specially trained and equipped to conduct a criminal investigation of a homicide.

K-9 Team: A *Police Service Dog* with a peace officer handler and a patrol vehicle.

ICS Technical Advisor: A subject-matter expert trained in the principles, procedures, and organization of the Law Enforcement Incident Command System who will respond under mutual aid to consult, recommend and facilitate the implementation of ICSS. Cal OES Law Enforcement Branch maintains a roster of qualified ICS Advisors.

ICS Overhead Team: A team trained in the principles, procedures, and organization of the Law Enforcement Incident Command System that will respond under mutual aid to provide staff-level management services to facilitate the implementation of ICS.

Medical Personnel: Emergency Medical Technician or Responder: A peace officer (or person employed by a law enforcement agency, fire department, hospital, or ambulance company) certified as an EMT-B (Basic), EMT-1, or EMR (Emergency Medical Responder) who has been trained specially to handle field medical emergencies and can handle BLS (Basic Life Support) emergencies.

Medical Personnel: Paramedic (Medic): A peace officer (or person employed by a law enforcement agency, fire department, hospital, or ambulance company) certified as an EMT-P (Paramedic) who has been trained specially to handle field medical emergencies and can handle BLS and ALS (Advanced Life Support) emergencies.

Medical Personnel: Tactical Paramedic (Tact-Medic): An armed peace officer (usually a member of a SWAT Team) certified as an EMT-P (Paramedic) who has been trained to handle field medical emergencies *in the law enforcement tactical environment* (i.e., during hostile gunfire and can handle BLS and ALS (Advanced Life Support) emergencies.

Mobile Command Post: A vehicle capable of being deployed to a field location for use as an Incident Command Post.

Mobile Communications Unit: A vehicle capable of being deployed to a field location for use as a communications center or communications link staffed by at least one technician capable of setting up and maintaining the unit and its equipment.

Motorcycle Unit, General Purpose: A marked law enforcement agency motorcycle equipped with emergency lights and siren, radio, first aid kit, flares, blanket, and traffic accident investigation equipment; operated by a trained and licensed uniformed peace officer/deputy (defined above) capable of traffic enforcement/investigation.

Motorcycle Unit, Off-Road: A marked law enforcement agency motorcycle specially equipped for rough-road or off-road applications; driven by a properly trained and licensed uniformed peace officer/deputy (defined above) who is capable of safe motorcycle operations within the particular off-road or hazardous road environment.



Mounted Unit: A specially trained and equipped horse ridden by a uniformed peace officer/deputy (defined above) who is capable of crowd control and other civil disorder crowd and escort assignments.

Patrol Boat: A marked law enforcement agency powerboat equipped with emergency lights and siren, radio, public address (PA) system, first aid kit, fire extinguisher, flares, blankets, flotation devices, and a tow line; operated by a trained and uniformed peace officer/deputy (defined above) or public officer capable of safe boat operations within the particular aquatic environment.

Patrol Vehicle, 4WD: A marked law enforcement agency 4-wheel drive vehicle capable of seating a minimum of four persons; equipped with emergency lights and siren, radio, PA system, mud/snow tires, first aid kit, fire extinguisher, flares, blankets, shotgun, and prisoner cage or restraints, and if requested, a tow chain or strap, shovel, ax, and tire chains; driven by a properly trained and licensed uniformed peace officer/deputy (defined above) capable of safe vehicle operations within the particular off-road or hazardous road environment.

Patrol Vehicle, General Purpose: A marked law enforcement agency vehicle capable of seating a minimum of 4 persons; equipped with emergency lights and siren, radio, public address (PA) system, first aid kit, fire extinguisher, flares, blanket, shotgun, and prisoner cage or restraints; driven by a properly trained and licensed uniformed peace officer/deputy (defined above).

Post-Blast Investigator: A peace officer (or civilian technician employed by a law enforcement agency) trained and equipped to investigate the scene of an explosion. Post Blast Investigators do *not* handle live explosive devices or attempt to render them safe. Compare to *Bomb Technician*.

Prisoner Transportation Team: A team consisting of at least two peace officers (or correctional officers employed by a law enforcement agency), trained and equipped to transport prisoners.

Public Information Officer (PIO): A peace officer (or civilian employed by a law enforcement agency) specially trained in disseminating information to the public through the media and other means. PIO skills and knowledge include preparing for and conducting media interviews, knowledge of public information law, SEMS PIO reporting relationship, knowledge of media deadlines, working with photographers and reporters, public speaking, and interfacing effectively with other agencies. The PIO should have a dedicated vehicle and be equipped with a cell phone (with accessories), pager, PIO Kit, and PIO Vest.

Public Safety Dispatcher (PSD): A person who has been trained to operate communications equipment and to conduct radio and computer traffic with field law enforcement units. A PSD is trained in 9-1-1 call procedures and should have training in pre-arrival medical instructions, hazardous materials awareness, high-risk law enforcement response call procedures, and fire service response call procedures.

SWAT Team: A group of full-time, salaried peace officers specially trained and equipped to deal with high-risk law enforcement incidents such as barricaded suspects, armed criminals, victim rescues, and hostage situations. Technical capabilities include delivery of chemical irritant agents, forced entry, and precision marksmanship. The team must possess the necessary vehicles for self-mobility.



Undercover Officer: A full-time, salaried, armed peace officer in civilian attire (with *no* identifiable law enforcement clothing). Generally, undercover officers are used for observation and intelligence gathering assignments during a mutual aid response incident.

AVIATION RESOURCES

Airborne Accessories: Helicopters may be equipped with fixed or detachable components that provide the incident commander with specialized airborne capabilities as follows:

Cable Hoist: A hoist fitted to a helicopter airframe used to lift victims and objects into the aircraft while hovering. Cables come in varying lengths and lifting capability. An approximation of the task should be stated upon request.

Forward Looking Infrared (FLIR) Imaging Device: A system utilizing temperature differentials to conduct searches without the need for a searchlight. It is useful in discovering subjects in heavy brush and on roof tops.

High Intensity Airborne Searchlight: An airborne searchlight capable of illuminating subjects and objects on the ground.

Night Vision Goggles: Specialized glasses that amplify ambient light making it possible to see in an otherwise dark environment.

Public Address (PA) System: Speakers that permit airborne announcements to be directed to individuals or small groups. Generally this is not effective for large groups.

Video: Some helicopters are equipped to function as an airborne video platform and can broadcast real time video pictures via microwave transmission to the ICP. Also some are able to record the signal in the aircraft for later playback.

Air Operations Branch Safety Officer: Under the direction of the Air Operations Branch OIC, will have responsibility for all ground-based aviation safety matters. Duties may include determination of landing zone (LZ) location, LZ hazard control, LZ flight operations, air crew relief, air crew briefings, aircraft communications, and contact with local Federal Aviation Administration (FAA) personnel as appropriate.

Air Crew Members: The following is a list of the most common personnel found on board aircraft:

Crew Chief: An *observer* who has been trained to handle specialized helicopter operations (rappelling, extraction's, hoisting, etc.). The specific mission operation should be identified at time of ordering.

Observer: A peace officer trained in helicopter operations and who coordinates and directs the helicopter in regards to law enforcement activities.

Pilot: A licensed individual, sworn, military or civilian, trained to operate a helicopter for specific mission requirements. The pilot has ultimate authority for the operation, conduct, and safety of the aircraft, its crew and passengers.



Fixed Wing Aircraft (Observation): This is a high-wing aircraft able to fly slowly, and maneuver in remote locations, while carrying two or more persons (one pilot and one observer).

Fixed Wing Aircraft (Transportation): A high or low wing aircraft with one or two engines capable of transporting one pilot and two or more passengers on cross-country flights. The aircraft should have an FAA certificate of air worthiness, and comply with part 135 of the federal aviation regulations concerning maintenance standards and equipment for Instrument Flight Rules (IFR) operation.

Helicopters: Helicopters are categorized by capacity and lifting capability as Observation, Light, Medium, and Heavy, and where possible, should be certificated by the FAA as air worthy. Helicopters may be configured for passenger or load carrying to include medical evacuation litters, tactical personnel insertion, equipment hauling, water dropping and other applications. *Specialized mission tasking should be stated at the time of request to ensure adequate aviation response.*

Observation: A helicopter primarily used for observation; crewed by a pilot or a pilot and observer. It should be equipped with a searchlight, public address system, a multi-frequency radio, and scanner. Typical *Observation* Helicopters include: Bell Model 47, Enstrom, Hughes Model 300, and Robinson Model R-22.

Light: A helicopter capable of transporting two to seven persons that can be used as an observation helicopter may be configured for medical evacuation with medical personnel on board. In an emergency evacuation, a light helicopter is able to carry either one or two litter patients and should be equipped with multi-frequency radio and scanner.

Typical Light Helicopters include: A-Star AS 350, Bell Model 206 (Jet Ranger), Bell 206 L3 (Long Ranger), Eurocopter MBB 105 (BO 105), MBB 117 (BK 117), and Hughes Model 500D.

Medium: A helicopter primarily used for transportation and medical evacuation staffed by a crew of one or two pilots, crew chief, and/or two medical personnel. It is able to carry seven to thirteen passengers, the crew, and one to three litter patients. Normal crewing for medical evacuation is a pilot, crew chief, and two medical personnel. It should be equipped with a multi-frequency radio and scanner. A searchlight, hoist, or public address systems are not required as part of this configuration.

Typical Medium Helicopters include: Agusta Model 109, Bell UH1H (Bell 205 A-1 Huey), Bell UH1B (Bell 204 Huey), Bell UH1N (Bell 212), Bell Model 222, Dauphin Model SA (365C), Sikorsky Model S-58 (H-34), Sikorsky S-76, and Sikorsky UH 60 (Blackhawk).

Heavy: A helicopter staffed by a crew of two pilots, a crew chief, and/or two medical personnel, and used mainly for transportation. Able to carry 26 to 55 passengers and crew or 15 to 24 litter patients. Normal crewing for medical evacuation is two pilots, crew chief, and two medical personnel. It should be equipped with multi-frequency radio and scanner. Most have hoist capability and searchlight, hoist or public address systems are not required.

Typical Heavy Helicopters include: Boeing Model 107 (CH-46), Boeing 114 (CH-47), Sikorsky S-61 (H3F), and Sikorsky S-65 (H-53).



SEARCH AND RESCUE (SAR) RESOURCES

Statutory Authority: In the State of California, the statutory authority and responsibility for SAR operations resides with the County Sheriff (California Government Code Section 26614). Refer to the California Emergency Management Agency publication: *Law Enforcement Mutual Aid Plan, SAR Annex* (commonly referred to as the “*Green Book*”) for additional information on Search and Rescue Mutual Aid.

Variety of SAR Personnel and Resources: Search and Rescue personnel and resources vary considerably within the State of California. There are a variety of generic and specialty rescue teams available for mutual aid purposes consisting of both volunteers and paid professionals, or a combination thereof. The most common SAR unit composition in California typically consists of well-trained civilian volunteers (Registered Disaster Service Workers) affiliated with a County Sheriff’s Department having a sworn-member as the unit supervisor or liaison. Additionally; the California Governor’s Office of Emergency Services, Law Enforcement Branch can access a variety of State and Federal Search and Rescue resources.

Ordering SAR Mutual Aid Resources: Due to the large variation in SAR team sizes, capabilities, and resources, it is crucial that the agency requesting SAR mutual aid clearly define the specific mission, anticipated duration, and the terrain and environmental characteristics.

GENERAL SAR PERSONNEL:

SAR Member: A law enforcement agency member (sworn, non-sworn, reserve) or civilian member of an organized, trained, and equipped *Search and Rescue Unit/Team* recognized by the County Sheriff.

SAR Unit/Team: A unit of a public agency, or non-agency affiliated civilian group that is recognized by the County Sheriff; organized, trained and equipped to carry out search and rescue/recovery missions. A SAR Unit may contain several specialty teams.

SAR PERSONNEL TYPE DESIGNATORS:

SAR – Incident Commander: A *SAR Member* qualified and capable of managing a search and rescue incident. Generally, a qualified SAR Incident Commander has completed ICS National Training Curriculum Modules for Basic, Intermediate, and Advanced ICS or the SEMS equivalent; and has completed the “Managing the Search Function (Lost Person Incident) Course” and/or the “Incident Commander for Search and Rescue Course;” and has prior experience as a *SAR Overhead Team* member.

SAR – Overhead Team: A team of *SAR Members* trained to manage the operations, planning, logistics, and administrative functions of a search and rescue incident. Generally, SAR Overhead Team members have completed ICS National Training Curriculum Modules for Basic, Intermediate, and Advanced ICS or the SEMS equivalent; and have completed the “Managing the Search Function (Lost Person Incident) Course.”

SAR – Technician Program: The SAR Technician program is a *voluntary* program for certification of SAR personnel that is administered by the National Association for Search and Rescue (NASAR). In California, local SAR units may elect to require that their personnel become certified at one of the three SAR Technician levels. It is important to note that this certification is an *optional* program and is *not mandated* by the State of California. Currently,



SAR Technician designators are not utilized for statewide mutual aid purposes. However, since these designators are becoming more accepted and utilized within various SAR units, the following descriptions of the SAR Technician types have been provided for informational purposes.

SAR – Technician Type I: A SAR Member that has received National Association for Search and Rescue (NASAR) certification for SAR Technician Type I. A SAR Technician I has *advanced knowledge and field performance competence*; knowledge and field performance skills in the use of SAR tactics including K-9 attachments to a SAR team, advanced land navigation skills, group leadership, and management. Generally, a SAR Technician I has completed the NASAR-approved “Advanced Search and Rescue Course.”

SAR – Technician Type II: A SAR Member that has received National Association for Search and Rescue (NASAR) certification for SAR Technician Type II. A SAR Technician II has *basic knowledge skills and field performance competence*. Generally, a SAR Technician II has completed the NASAR-approved “Fundamentals of Search and Rescue Course.”

SAR – Technician Type III: A SAR Member that has received National Association for Search and Rescue (NASAR) certification for SAR Technician Type III. A SAR Technician III has *basic knowledge skills*. Generally, a SAR Technician III has completed the NASAR-approved “Introduction to Search and Rescue Course.”

SPECIALIZED SAR RESOURCES:

SAR – Aero Squadron: The volunteer air-arm of search and rescue is comprised of trained aviators supplying their privately-owned aircraft in support of field operations. Typically, they will be deployed under the Fixed Wing Coordinator, Air Mission Group, and also used to staff various positions within ICSS Aviation Support Group.

SAR – Communications Team: A SAR team organized, trained, and equipped to provide mobile field communication capabilities in support of search and rescue operations. This team should be capable of providing multiple avenues of communication; including police service radio frequencies, as well as citizens’ band (CB) radio, amateur radio (Ham), teletype, and mobile/field telephones (cell phone).

SAR – Desert Rescue Team: A SAR team organized, trained, and equipped to conduct search and rescue operations over vast expanses of varied desert terrain. This team should be fully self supporting for extended field operations under adverse conditions of terrain and weather of the desert environment. Often these teams use four-wheel drive vehicles.

SAR – Dive Team: A SAR team of certified SCUBA divers specially trained and equipped to deal with water emergencies such as drowning, boating accidents, aircraft crashes in lakes and rivers; as well as non emergency functions such as evidence retrieval from water. Team should be trained in black-water diving techniques. SAR dive teams also may be trained and equipped to carry out ice rescues, swift water rescues, surface-supplied-air underwater operations, hazardous dives, and/or contaminated water operations.

SAR – Ground Team: A “general” description of a SAR team capable of conducting ground searches. Ground teams may be defined further according to the type of environment in which they are designed to be deployed (e.g., desert, mountain). Ground teams may have other specialized resources attached (trackers, search dogs, medics, litter team, etc.).



SAR – Horse (Mounted) Team: A SAR team capable of conducting search and rescue operations utilizing horses as their primary means of transportation.

SAR – Search Dog Team: A SAR team consisting of a search dog with handler capable of locating lost persons based on human scent. Search dogs should be certified as *Mission Ready* by a recognized rescue dog association. There are two disciplines of search dogs:

Tracking/Trailing Dogs are trained to follow the path that a lost person has taken. These dogs require a properly preserved scent guide (i.e., a scent article like a sock or glove) and are not distracted by other people in the area. These dogs work on long lead (leashes). Trailing dogs most frequently work trails that are several days old. Trailing dogs can be useful in determining Point Last Seen (PLS) and in establishing the probable boundaries of a search area.

Air Scent/Area Search Dogs are trained to alert to human scent in the area. Although not required, scent guides can be of assistance to area search dogs. Area search dogs work most frequently off-lead (no leashes) and can cover large areas. Area dogs are useful in hasty searches and in determining Probability of Detection (POD) by “clearing” an area or by detecting an area where the subject has been.

Search dogs also may be certified in the following *specialty areas*:

Avalanche Dog is a search dog trained and experienced in locating victims of an avalanche.

Cadaver Dog is a search dog trained and experienced in locating cadavers or human remains.

Disaster Dog is a search dog trained and experienced in locating victims of a structural collapse.

Evidence Search Dog is a search dog trained and experienced in locating human scent articles and firearms.

Water Search Dog is a search dog trained and experienced in locating drowning victims.

SAR – Litter Team: A SAR team capable of packaging and transporting an injured person over rough terrain from a remote wilderness location. A Litter Team may be a component of a *Medical Team*, *Ground Team* or a *Technical Rescue Team*.

Generally, a Litter Team consists of one “Litter Captain/Boss” (supervises the litter operation), several “Litter Tenders” (usually one tender for the vertical environment and six tenders for transportation over ground terrain or to assist as “Haulers” in the vertical environment), “Relief Litter Tenders” (minimum of six), one “Belayer,” one “Rope Handler” (to assist the Belayer), two to four “Trail Scouts” (to clear the trail), and one or two EMTs to render patient care while enroute.

Note: A wilderness litter carry operation is demanding, difficult, time consuming, and labor intensive. It should be considered the evacuation method of last resort. However, adverse weather, unsuitable landing zones, steep terrain, or wilderness area restrictions on mechanized vehicles may require the use of a Litter Team.

SAR – Medical Team: A SAR team of certified *Emergency Medical Technicians* (EMT) specially trained and equipped to provide emergency medical care (minimum BLS-level) to patients in the *wilderness environment*. Some SAR Medical Teams may be staffed with paramedics, nurses, and/or doctors who can provide ALS patient care.

SAR – Mountain Rescue Team: A SAR team trained and equipped to carry out Alpine style search and rescue operations including high-angle rock work, rescues from vehicles driven off



mountain roads, and avalanche rescue operations. Team should be capable of carrying out search and rescue missions under the most extreme conditions of elevation and weather. Mountain Rescue Teams are accredited by the Mountain Rescue Association (MRA).

SAR – Swift Water Rescue Team: A SAR team trained and equipped to conduct swift water rescues from rivers and streams, flood control channels, flooded streets, etc. Swift water rescue team members should have a background in technical rescue and have completed *Swift Water Rescue Technician Training* or equivalent. Some swift water rescue teams may have boat and/or helicopter capabilities.

SAR – Technical Rescue (Climb) Team: A SAR team trained and equipped to conduct high angle rescue operations including: rappelling, ascending, slope evacuation, high angle lowering, hauling systems, litter operations, and high lines. Technical rescue team members should have completed *Rope Rescue Technician Training* or equivalent. Some technical rescue teams also may have helicopter capabilities or be able to work from a helicopter that is provided at the incident.

SAR – Tracker: A SAR member trained in man-tracking techniques and found through actual experience to have developed tracking skills to a high degree of competency.

SAR – Underground Rescue Team (Cave Rescue Type): A SAR team trained and equipped to conduct rescue operations in natural caves. Cave rescue teams are capable of operating in an environment where natural light is absent.

SAR – Underground Rescue Team (Mine Rescue Type): A SAR team trained and equipped to conduct rescue operations (in accordance with Mine Safety Health Administration (MSHA) regulations) in man-made underground environments such as mine shafts, sewers, wells, and pipes. Mine rescue teams are capable of conducting shoring operations and advanced teams are capable of operating in an oxygen deprived atmosphere and/or in an atmosphere found to contain poison gases.

SAR – Vehicle Team: A SAR team trained and equipped to conduct search and rescue operations utilizing four-wheel drive vehicles over rugged terrain.



GLOSSARY OF TERMS:

Definitions of terms used in this publication:

Action Planning: Consideration of strategies and tactics developed by General and Command Staff personnel for incident control operations and for services and support required; this is a continuing process for the duration of the emergency incident. See also Incident Action Plan.

Aerial Reconnaissance: An aerial assessment of an area of concern, which includes geographic extent of damage, potential hazards, facilities site selection, other information related to the emergency.

Agency: Any government organization that participates in or provides resources to an emergency incident.

Agency Representative: An individual assigned to an emergency incident from an assisting or cooperating agency. Agency Representative(s) have delegated authority to make decisions on matters affecting that agency's participation in the emergency incident. Agency Representatives report to the Liaison Officer.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency requiring a declaration of an emergency. Reports are required within 90 days.

Air Mission Group OIC: The Air Mission Group OIC primarily is responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. The Air Mission Group OIC reports to the Air Operations Branch OIC.

Air Operations Branch OIC: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan and for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an emergency incident that have yet completed check-in procedures.

Area Command: An organization established to: 1) oversee the management of multiple, simultaneous incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. See also Unified Command.

ARWEN: a breech-loaded less-lethal launcher. It fires 37mm less-lethal rounds (foam or wooden payload) and is designed for crowd control. Anti Riot Weapon ENfield.

Assigned Resources: Resources checked-in and assigned missions in an incident.



Assisting Agency: An agency directly contributing support, service, or resources to another agency.

Available Resources: Resources checked-in and available for a mission assignment.

Aviation Support Group OIC: The Aviation Support Group OIC is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing (1) fuel and other supplies, (2) maintenance and repair of aircraft, (3) keeping records of aircraft activity, and (4) providing enforcement of safety regulations. Helicopters, during landing and take-off and while on the ground, are under the control of the Aviation Support Group's Helibase or Helispot Managers. The Aviation Support Group OIC reports to the Air Operations Branch OIC.

Base: The location at an incident at which the primary logistics support functions are coordinated and conducted (incident name or other designator may be added to the term "Base"). The Incident Command Post also may be collocated with the Base. Usually there is a single Base per emergency incident.

Branch: The organizational level within ICS having functional responsibility for major segments of incident operations.

Branch OIC: The officer assigned functional OIC responsibility at the branch level. Other ICS disciplines may refer to this position as Branch Director.

Cal OES: California Governor's Office of Emergency Services.

Cal OSHA: California's Occupational Safety and Health Agency responsible for protecting workers and the public from safety hazards.

Camp: A designated site within the general incident area separate from the Base, but staffed and equipped to provide subsistence and personal services for incident response personnel.

Casualty Collection Point (CCP): A designated location within the incident area for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It also may be used for the assembly of incoming medical resources (doctors, nurses, supplies, etc.). The site should be adjacent to, or include, open areas suitable for helicopter operations.

Casualty Information: A member of the Situation Status Unit is responsible for establishing and providing a central location for documenting all incident-related casualties.

CCP: See Casualty Collection Point

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident.

Chemical Agent/Gas Team: A peace officer specially trained according to POST standards and equipped to deliver chemical irritant agents in outdoor situations and within structures.

Clear Text: The use of plain English in telecommunications transmissions; no "Ten Codes" or agency specific codes are authorized when using Clear Text.



Closed Area(s): A portion or all of the involved area and/or surrounding area, which presents a hazard or law enforcement problem requiring some form of restriction. The perimeter of the closed area may be smaller or larger than the perimeter of the actual involved area.

Command: The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. Also may refer to the Incident Commander.

Command Post: See Incident Command Post.

Command Staff: The Command Staff usually consists of the Public Information Officer, Deputy Incident Commander, Liaison Officer, Safety Officer and/or other specialists who report directly to the Incident Commander.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit also may be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Communications Unit OIC: A member of the Services Branch staff responsible for supervision of unit personnel, to develop plans for effective use, distribution, and maintenance of incident communications equipment and facilities.

Compensation/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, Telephone Company).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for the selection and use of available resources to meet stated objectives. The coordination process does not involve dispatch actions. Personnel responsible for coordination may perform command or dispatch functions within parameters established by specific agency delegation, procedure, or legal authority

Coroner: A trained specialist having statutory authority to perform the duties of the Coroner of the County.

Critical Facility/Service: Any facility or service posing unusually high risks to public health and safety in the event of damage, malfunction or disruption. Examples of critical facilities and services include: communication systems, public utilities, hospitals and clinics, fire stations, police stations, public works facilities, transportation infrastructure, shelter sites, and drinking water systems.

Critical Incident Stress Debriefing: A formal, yet open, discussion of incident events, which is specifically directed to emergency response personnel to resolve the emotional aftermath of the incident.



Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning/Intelligence Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC): A facility used by a distinct discipline, such as flood operations, law enforcement, fire service, medical, hazardous materials, or a unit, such as Department of Public Works or Department of Health. DOCs may be used at all SEMS levels above the field response level depending upon the requirements of the emergency.

Deputy Incident Commander: A member of the Command Staff assigned duties by the Incident Commander, who, in the absence of the Incident Commander, assumes command of the incident.

Disaster: A sudden calamitous emergency causing great damage, loss, or destruction.

Disaster Service Worker: Any person who is registered with a disaster council or Cal OES for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration. This includes public employees and any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his/her duties.

Dispatch: The ordered movement of a resource or resources to an assigned tactical mission, or an administrative move from one location to another

Dispatch Center: A facility from which resources are directly assigned to an incident.

Division: The organization level responsible for operations within a defined *geographic area* (compare Division to "Group").

Division or Group OIC: The position title for individuals responsible for command of a Division or Group at an Incident.

DOC: See Department Operations Center

Documentation Unit: Functional unit within the Planning/Intelligence Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

EAS: See Emergency Alert System

Emergency Alert System (EAS): A system by which information may be disseminated to the public by official sources during an emergency, or potential emergency, using broadcast and print media. Uses of EAS include instructions on survival and health preservation actions (shelter, shelter-in-place, evacuation procedures, etc.).



Emergency: Any incident(s), natural or human-caused, requiring responsive action to protect life and/or property.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

EOC: See Emergency Operations Center

Essential Facilities: Facilities essential for maintaining the health, safety, and well-being of the public following a disaster (hospitals, police and fire department buildings, utility facilities, etc). This may include buildings that have been designated for use as mass care facilities (schools, churches, etc).

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events such as parades, concerts, or sporting events.

Facilities Unit OIC: Supervises Facilities Unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc. If the Support Branch is not activated, then the Facilities Unit OIC reports to the Staging Officer.

FCP: See Incident Command Post

Field Booking Team: A team of officers that will respond to field incidents and set up a booking site to facilitate the booking process and transportation of those arrested. The size of the team depends upon the nature of the incident and number of arrests expected.

Field Kitchen: A self-contained mobile facility for the preparation and serving of meals under varied conditions of weather and terrain; capable of preparing hot or cold meals for transport to remote feeding locations. Usually operates under the Food Unit OIC within the Service Branch of the Logistics Section.

Finance/Administration Section: A part of the general structure of the incident command system activated on long-duration and responsible for cost accounting and financial analysis of the incident. At the incident, the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Finance/Administration Section OIC: A member of the General Staff, responsible for the supervision of group and unit personnel, coordinating the cost and financial analysis of the incident. This member reports directly to the Incident Commander.

First Aid Station: A location within a mass care facility or casualty collection point where first aid is administered to disaster victims.

Food Unit OIC: A member of the Services Branch staff responsible for supervision of unit personnel and coordinating feeding requirements at all incidents facilities.

Function: Function refers to the five major activities within ICS: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These same five functions also are performed at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function also is used when describing an activity, e.g., "the logistics function."



General Staff: The primary group of incident management personnel comprised of:

- Incident Commander
- Operations OIC
- Planning/Intelligence OIC
- Logistics OIC
- Finance/Administration OIC

Grounds Support Group OIC: A member of the Support Branch Staff responsible for transportation of personnel, supplies, food and equipment, the fueling, service, maintenance and repair of vehicles and equipment used in the incident.

Group: Groups are established to divide the incident into *functional* areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (see "Division" for comparison).

Group OIC: A member of the Operations Section staff, who is responsible for the implementation and assignment of resources for a specific mission or function and reporting on the progress and status of resources within the group. The Group OIC has complete tactical control and supervision of the resources and personnel performing the assigned mission, and is under the direction of the Operations Section OIC.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident and is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

IAP: See Incident Action Plan

ICP: See Incident Command Post

ICS: See Incident Command System

Incident: An occurrence, natural or human-caused, that requires an emergency response action to protect life and/or property.

Incident Action Plan (IAP): A written document containing general objectives reflecting the overall strategy and specific action plans for the use of responding forces. The Incident Action Plan may have a number of attachments, which support the operational strategy and tactics.

Incident Base: That location at which the primary logistics functions are coordinated and performed (incident name or other designator will be added to the term "base"). The Incident Command Post may be collocated with the base. There should be one designated base per incident.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The field location at which the primary incident command function is performed. This was previously referred to as the *Field Command Post (FCP)*.



Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, and with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer: See Public Information Officer.

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Liaison Officer: A member of the Command Staff at the field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limit of a County/City and County or City, caused by such conditions as pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions other than conditions resulting from a labor controversy, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

Local Mutual Aid: Assistance provided in accordance with local agreements on a voluntary basis or in time of a declared local emergency.

Logistics Section: One of the five primary functions found at all SEMS levels. This is the section responsible for providing personnel, facilities, support services and materials for the incident.

Logistics Section OIC: A member of the General Staff, responsible for the supervision of group and unit personnel; responsible for providing personnel, facilities, support services and materials for the incident. This person reports directly to the Incident Commander.

MACS: See Multi-Agency Coordination System.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity, which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives, and the direction or assignments associated with the selected strategy.

Mass Care Facility: A designated location, such as a school, at which registration and temporary lodging, feeding, clothing, welfare inquiry, first aid, and other essential social services may be provided to disaster victims.



Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: Radio, television, and print sources for providing information and instructions to the public.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The message center is part of the communications complex and is collocated or placed adjacent to it. Its functions include receiving, recording, and routing message information concerning arriving resources, resources status, and administrative and tactical message traffic.

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to, or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release or reassignment.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within MACS. MACS organizations are used within the California Fire Services.

Multi-Discipline Incident: An incident involving concurrent tactical field operations requiring interactions between law enforcement, fire, medical personnel, and/or other disciplines as required by the incident, and also referred to as Multi-Agency Incident.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state consisting of two or more county (operational) areas.

Mutual Aid Response Mobile Field Force: Consists of four 12-person squads with an OIC (minimum rank of Lieutenant) and Deputy OIC (minimum rank of Sergeant), each with a driver. The total minimum personnel are 52. The Mutual Aid Response Mobile Field Force can be



augmented for specific missions (configured for civil unrest, major evacuations, etc.). Number of personnel assigned to each vehicle may vary depending on mission requirements (i.e., 4 officers/deputies per vehicle for civil unrest, 2 officers/deputies per vehicle for major wildland fire evacuations).

Mutual Aid Response Platoon: See Mutual Aid Response Mobile Field Force.

Mutual Aid Unit OIC: A member of the Personnel Branch Staff responsible for coordination, preparation and mobilization of mutual aid operations.

Office of Emergency Services (OES): In this guide, OES refers to the County level of emergency services in California.

Officer/Deputy: For law enforcement mutual aid purposes, a full-time salaried peace officer in full agency uniform armed with a handgun and at least minimum department-authorized ammunition, and also is equipped with handcuffs, baton, flashlight, and notebook. Preferred additional equipment includes: soft body armor, helmet with face shield, handheld radio, additional ammunition, and personal chemical agent (mace/OC spray).

Officer-In-Charge (OIC): The term used in ICS to describe a person in charge of a section, branch, group, field force, squad, unit, or team. This term also may be referred to as *Section Chief, Branch Director, Group Supervisor, Unit Leader, or Team Leader* in disciplines other than law enforcement.

OIC: See Office-In-Charge.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Area Law Enforcement Coordinator: The Sheriff is the Operational Area Coordinator for law enforcement mutual aid except in the City of San Francisco where the responsibility is that of the Chief of Police.

Operational Period: The period of time scheduled for execution of a given set of operational objectives as specified in the Incident Action Plan, and usually is less than 24 hours.

Operations Dispatcher: A member of the Operations Section Staff, under the direction of the Operations Section OIC, dispatches Operations section personnel, maintains designation boards, and the status of Operations Section units.

Operations Plan: A plan describing the tactical deployment of resources at an incident or event to meet the objectives of the Incident Action Plan.

Operations Section: One of the five primary functions found in ICS and at all SEMS levels. The section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response level may include branches, divisions and/or groups, task forces, teams, and single resources.

Operations Section OIC: A member of the general staff, responsible for the overall tactical operations of the incident that reports directly to the Incident Commander, and also may be referred to as the *Operations Chief, Operations Officer, or Operations OIC*



Out-of-Service Resources: Resources checked-in to an incident, but temporarily unavailable due to mechanical problems, crew rest, or administrative reasons.

Outer Perimeter Unit: Personnel assigned to limit and control access into the emergency incident area.

Overhead Team: Personnel who are assigned to the primary staff OIC positions, which include Incident Commander, General Staff, Command Staff, and Unit OICs.

Personnel Branch OIC: A member of the Logistics Section staff responsible for unit personnel, providing a personnel pool for the emergency incident, and also maintains timekeeping records when the Time Unit in the Finance/Administration Section is not activated.

Personnel Unit: Functional unit within the Logistics Section responsible for providing a personnel pool for the incident, and staffs Check-In Recorders to perform the check-in function.

PIO: See Public Information Officer.

Planning/Intelligence Section: One of the five primary functions found at all SEMS levels responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response Level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Planning/Intelligence Section OIC: A member of the general staff, responsible for the collection, evaluation, and dissemination of information related to the incident and for the preparation and documentation of Incident Action Plans. The OIC also is responsible for maintaining information on the current and forecasted situation, and on the status of resources assigned to the incident. This person reports directly to the Incident Commander.

Planning Meeting: A meeting that is held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Platoon: See Mutual Aid Response Mobile Field Force.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO): The individual assigned at field or EOC level who has delegated authority to prepare public information releases and to interact with the media. Duties may vary depending upon the agency and SEMS level.

Public Information Center: A facility and function of the Command Staff; with responsibilities for the formulation and release of approved information about the incident to the news media.



Regional Law Enforcement Coordinator: An Operational Area Law Enforcement Coordinator elected by other operational area coordinators within a defined region to act as the over all mutual aid coordinator for that region.

Regional Emergency Operations Center (REOC): Facilities situated at Cal OES Administrative Regions. REOCs function to coordinate information and resources among operational areas and between the operational areas and the State SOC level.

REOC: See Regional Emergency Operations Center.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident.

Resources: All personnel and major items of equipment available or potentially available for assignment to emergency incident tasks.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

RESTAT: Acronym for Resources Status. A Resource Status Report is prepared by the Resources Unit in the Planning/Intelligence Section.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Scribe: An optional member of the Command Staff, under the direction of the Incident Commander, who shall record all incident-related information, incident message forms noting time, message content, and actions taken. This person is also referred to as *Command Post Scribe* or *Incident Scribe*.

Section: That ICS organization level having functional responsibility for primary segments of incident operations. The sections are Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Section Officer: The ICSS title for individuals responsible for command of Operations, Planning/Intelligence, Logistics and Finance/Administration functional sections.

Security Officer: A member of the Logistics Section staff responsible for supervision of *Security Unit* personnel, preparing and implementing security plans for Incident Command Post, staging area, and other facilities used in the incident.

SEMS: See Standardized Emergency Management System.

Service Branch OIC: A member of the Logistics Section staff responsible for service activities at the incident, and includes Communications, Medical and Food Units.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified OIC that can be used on an incident.



SITSTAT: Acronym for Situation Status. A Situation Status Report is prepared by the Situation Unit in the Planning/Intelligence Section.

Situation Report: A periodic progress report and record of significant items, completed for submission to concerned staff officers. It includes control measures and a summary of the situation.

Situation Unit: Functional unit within the Planning/Intelligence Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. This unit reports to the Planning/Intelligence Section Officer.

SOC: See State Operations Center

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

Squad: An organizational element of a mutual aid response mobile field force consisting of 11 deputies/officers and a supervisor.

Staging Area: Staging areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. In ICSS, staging areas are managed within the Operations Section.

Staging Officer: The Staging Officer is a member of the Operations Section staff responsible for supervising *Staging Unit* staff and activities within the staging area. This position also is referred to as the *Staging Area Manager*.

Standardized Emergency Management System (SEMS): Is a system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

State Law Enforcement Coordinator: The State Coordinator is the Chief, Law Enforcement Branch for the California Governor's Office of Emergency Services. The State Coordinator is responsible for administrative actions and coordination between state and local law enforcement agencies during emergencies.

State Operations Center (SOC): An EOC facility established by the California Governor's Office of Emergency Services for coordinating and supporting operations within a disaster area and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of state and federal agencies.

Supply Unit: A component of the Logistics Section responsible for the ordering, receiving and storing of equipment and supplies.

Support Branch: A Branch within the Logistics Section responsible for providing equipment and supplies to support incident operations which includes the Supply, Facilities and Ground Support Units.



Tactical Alert: A preliminary step to personnel mobilization. It alerts specific units to a potential law enforcement problem that may require assets greater than those of the handling units.

Tactical Direction: Direction given by the Operations Section OIC at the SEMS field level, which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Team: See Single Resource.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Terrorism: The unlawful use of force or violence committed by a group of two or more individuals against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of *political or social objectives*.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Unified Command: In ICS, Unified Command is a unified team effort, which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: This term has two meanings. (1) In *ICS*, a "Unit" is an organizational element having functional responsibility. Units are commonly used in the Planning, Logistics, or Finance/Administration Sections and can be used in the Operations Section for some applications. (2) For law enforcement *mutual aid purposes*, a "Unit" is defined as two officers/deputies in an emergency-equipped vehicle (marked patrol vehicle preferred).

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Unusual Occurrence (UO): Any event/incident involving potential or actual personal injury or property damage requiring exceptional law enforcement response.

Volunteers: Individuals who make themselves available for assignment during an emergency. Volunteers may have particular skills needed during an emergency, and may not be part of a regularly organized group. *All volunteers must be registered as Disaster Service Workers before actual field deployment.*

Volunteer Services Unit OIC: A member of the Personnel Branch staff responsible for coordination of all volunteer personnel aid offered to/or used at the emergency incident.

Weapons of Mass Destruction: Chemical, biological, nuclear, or radiological weapons or materials that can either through threat of employment or actual detonation or dispersal of components, cause mass casualties among innocent civilians or government forces.



Law Enforcement Incident Command Worksheets (ICS)

- Form 201: Incident Briefing
- Form 202: Incident Objectives
- Form 203: Organization Assignments
- Form 204: Division/Unit Assignment List
- Form 207: Organization Chart
- Form 209: Public Information Summary/Incident Status
- Form 211: Check-In Lists
- Form 211P: Check-In List Personnel
- Form 211E: Check-In List Equipment
- Form 215: Incident Planning Worksheet
- Form 220: Air Operations Worksheet/Summary

**Commission on Peace Officer Standards and
Training Hate Crimes Model Policy 2019.pdf**



POST HATE CRIMES MODEL POLICY



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

2019

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Published September 2008

Revised May 2019

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FOREWORD

Hate Crimes (i.e. crimes motivated by bias) convey a message of terror and exclusion, not just to the immediate victims but to entire communities. They often target victims who are least able to defend themselves. They cause trauma that is more extreme and longer lasting than similar crimes committed for other motivations. They can spark retaliatory crimes, escalating the cycle of crime and violence. If not addressed professionally and thoroughly they may undermine public confidence in law enforcement.

The 2018 California State Auditor's Report, titled "Hate Crimes in California," found that California law enforcement has not taken adequate action to identify, report, and respond to hate crimes. The report found that agencies did not properly identify some hate crimes, and underreported or misreported hate crimes as well. The report also noted that hate crimes are on the rise in California, increasing in both 2015 and 2016.

California Penal Code (CPC) 422.87 added new language and requirements to any newly created or updated agency hate crimes policy. Effective January 1, 2019, any local law enforcement agency that updates an existing hate crimes policy, or adopts a new one, shall include the content of the model policy framework provided in this document as well as any revisions or additions to the model policy in the future.

These guidelines are the primary elements that law enforcement executives are now required to incorporate into their hate crimes policy if an agency creates a new hate crimes policy or updates an existing one. The guidelines are designed for department-wide application and are intended to reflect a values-driven "top-down" process. They are intended to assist with the development and delivery of training and ensure proper identification, investigation, and reporting of hate crimes within each agency's jurisdiction.

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POLICY GUIDELINES

GUIDELINE #1

Develop the foundation for the agency's hate crimes policy.

The law enforcement executive is responsible for providing leadership, communicating organizational values to the department and the community, paying attention to hate crime trends and current events that could trigger hate incidents and/or hate crimes in the community, and providing education and training to establish the foundation for the agency's hate crimes policy. Employees' ability to respond appropriately to hate crimes and hate incidents is maximized when the executive effectively establishes and communicates the foundational values of the organization.

GUIDELINE #2

Develop a hate crimes policy for the agency.

- I. An agency's hate crimes policy shall include the statutory definition of a hate crime, and its policy and programs should minimally include the following:
 - A. Response
 - B. Training
 - C. Planning and Prevention
 - D. Reporting

The law enforcement executive is responsible for the initial development of the policy and should be actively involved in its implementation. See the appendix for the exemplar "Message from the Agency Chief Executive".

GUIDELINE #3

Develop expertise to identify and investigate hate crimes.

The law enforcement executive is responsible for ensuring that the agency possesses expertise to identify and investigate hate crimes, as well as ensuring compliance with state and federal

reporting and public information requirements. Agencies should assign identified personnel to appropriate training to develop expertise and knowledge to investigate hate crimes.

Hate crimes are low-frequency events with high-risk consequences for the agency and community. Agencies shall provide a checklist to first responders to provide direction for the investigation of all hate crimes as mandated by CPC 422.87.

GUIDELINE #4

Develop and implement cooperative hate crimes plans with other law enforcement agencies.

- I. Coordinate cooperative efforts among regional, state, federal, and tribal law enforcement agencies to share information and training, and develop strategies to prevent hate crime activity.
- II. Develop and/or participate in law enforcement intelligence networks to enhance the agency's ability to anticipate potential hate crime targets. This interaction should include sharing intelligence information with other jurisdictions and cooperative investigations, arrests, and prosecutions if appropriate.

GUIDELINE #5

Develop and implement cooperative hate crime plans with the community and related governmental and non-governmental organizations, as appropriate.

- I. Collaborate with the community, including human relations/civil rights organizations, advocacy groups, service organizations, neighborhood associations, religious institutions, local schools and colleges, to do the following:
 - Develop a network to build rapport with community groups

-
- Develop a protocol for response to hate crimes
 - Obtain witness and victim cooperation
 - Provide support services to victims
 - Collect demographic information about specific communities
 - Identify hate crime trends based upon current events and activity (hate crimes and/or hate incidents)
 - Identify periods of increased vulnerability based on significant dates and events for affected communities
- II. Law enforcement should identify and seek out cultural diversity training and information from/about specific communities within its jurisdiction (immigrant, Muslim, Arab, LGBTQ, Black or African American, Jewish, Sikh, disability, etc.) to strengthen agency awareness.

GUIDELINE #6

Conduct an annual assessment of the agency's hate crimes policy and its ongoing implementation.

The assessment should include:

- I. A review to ensure compliance with the POST Hate Crimes Model Policy and California law.
- II. A review and analysis of the agency's data collection, policy, and annual mandated reporting of hate crimes.
- III. A review and updating of the agency's hate crimes brochure to ensure compliance with CPC 422.92.
- IV. A review of any existing or available data or reports, including the annual California Attorney General's report on hate crimes, in preparation for, and response to, future hate crime trends.

- V. Annual outreach to the community including human relations/civil rights organizations, advocacy groups, service organizations, neighborhood associations, religious institutions, local schools, and colleges assessing the agency's responsiveness to hate crimes.

MINIMUM LEGAL REQUIREMENTS FOR AN AGENCY'S HATE CRIMES POLICY

CPC 13519.6, effective January 1, 2005, minimally requires:

1. A message from the law enforcement agency's chief executive officer to the agency's officers and staff concerning the importance of hate crime laws and the agency's commitment to enforcement.
2. The definition of "hate crime" in Penal Code section 422.55.
3. References to hate crime statutes including Penal Code section 422.6.
4. A title-by-title specific protocol that agency personnel are required to follow, including, but not limited to, the following:
 - a. Preventing and preparing for likely hate crimes by, among other things, establishing contact with persons and communities who are likely targets, and forming and cooperating with community hate crime prevention and response networks.
 - b. Responding to reports of hate crimes, including reports of hate crimes committed under the color of authority.
 - c. Accessing assistance, by, among other things, activating the Department of Justice hate crimes rapid response protocol when necessary.
 - d. Providing victim assistance and follow-up, including community follow-up.
 - e. Reporting

CPC 422.87, effective January 1, 2019, states and minimally requires:

Each local law enforcement agency may adopt a hate crimes policy. Any local law enforcement agency that updates an existing hate crimes policy or adopts a new one shall include, but not limited to, the following:

1. The definitions in Penal Code sections 422.55 and 422.56.
2. The content of the model policy framework that the Commission on Peace Officer Standards and Training developed pursuant to Section 13519.6 (above) and any content that the commission may revise or add in the future, including any policy, definitions, response and reporting responsibilities, training resources, and planning and prevention methods.
3. Information regarding bias motivation
 - a. For the purposes of this paragraph, "bias motivation" is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.
 - i. In recognizing suspected disability-bias hate crimes, the policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse

fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

- ii. In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.
- b. Information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes *and a plan for the agency to remedy this underreporting* (emphasis added).
- c. A protocol for reporting suspected hate crimes to the Department of Justice pursuant to Penal Code section 13023.
- d. A checklist of first responder responsibilities, including, but not limited to, being sensitive to effects of the crime on the victim, determining whether any additional resources are needed on the scene to assist the victim or whether to refer the victim to appropriate community and legal services, and giving the victims and any interested persons the agency’s hate crimes brochure, as required by Section 422.92.
- e. A specific procedure for transmitting and periodically retransmitting the policy and any related orders to all officers, including a simple and immediate way for officers to access the policy in the field when needed.
- f. The title or titles of the officer or officers responsible for assuring that the department has a hate crime brochure as required by Section 422.92 and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.
- g. A requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the chief, sheriff, director, or other chief executive of the law enforcement agency or other command-level officer to whom the chief executive officer formally delegates this responsibility.
- h. Any local law enforcement agency that updates an existing hate crimes policy or adopts a new hate crimes policy may include any of the provisions of a model hate crime policy and other relevant documents developed by the International Association of Chiefs of Police that are relevant to California and consistent with this chapter.

MODEL POLICY FRAMEWORK

Purpose

This model policy framework is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow up, and reporting as related to law enforcement's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how law enforcement agencies may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy.

Policy

It is the policy of this agency to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This agency will employ necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this agency should attend to the security and related concerns of the immediate victims and their families as feasible.

The agency policy shall include a requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the chief, sheriff, director, or other chief executive of the law enforcement agency or other command-level officer to whom the chief executive officer formally delegates this responsibility.

The agency policy shall provide a specific procedure for transmitting and periodically retransmitting the policy and any related orders to all officers, including a simple and immediate way for officers to access the policy in the field when needed.

Response, Victim Assistance and Follow-up

Initial response

First responding officers should know the role of all department personnel as they relate to the agency's investigation of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance, and working with supervision and/or investigations, access needed assistance if applicable. Responding officers should ensure the crime scene is properly protected, preserved and processed.

At the scene of a suspected hate or bias crimes, officers should take preliminary actions deemed necessary, to include, but not limited to, the following:

1. Use agency checklist (per CPC 422.87) to assist in the investigation of any hate crime (see appendix, page 21, for exemplar checklist based on the Los Angeles Police Department Hate Crimes Supplemental Report with the agency's permission).

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2. Stabilize the victim(s) and request medical attention when necessary.
 3. Ensure the safety of victims, witnesses, and perpetrators.
 - a. Issue a Temporary Restraining Order (if applicable).
 4. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
 5. Ensure that the crime scene is properly protected, preserved, and processed and that all physical evidence of the incident is removed as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to ensure that it is removed or covered up as soon as possible. Agency personnel should follow-up to ensure that this is accomplished in a timely manner.
 6. Collect and photograph physical evidence or indicators of hate crimes such as:
 - a. Hate literature.
 - b. Spray paint cans.
 - c. Threatening letters.
 - d. Symbols used by hate groups.
 7. Identify criminal evidence on the victim.
 8. Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.
 9. Conduct a preliminary investigation and record pertinent information including, but not limited to:
 - a. Identity of suspected perpetrator(s).
 - b. Identity of witnesses, including those no longer at the scene.
 - c. The offer of victim confidentiality per Government Code (GC) 5264.
 - d. Prior occurrences, in this area or with this victim.
 - e. Statements made by suspects; exact wording is critical.
 - f. The victim's protected characteristics and determine if bias was a motivation "in whole or in part"¹ in the commission of the crime.
 1. "Bias motivation" is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.
 - (a) In recognizing suspected disability-bias hate crimes, the policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons

¹See Appendix, page 15, for definition

who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

(b) In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

10. Adhere to CPC 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.
11. Provide information regarding immigration remedies available to victims of crime. (U-Visa, T-Visa, S-Visa, etc.).
12. Provide the agency’s Hate Crimes Brochure (per CPC 422.92) if asked, if necessary or per policy (if applicable).
13. Utilize proper techniques for interviewing people with disabilities and being aware of and providing appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).
14. Report any suspected multi-mission extremist crimes to the agency Terrorism Liaison Officer (TLO), or assigned designee, and direct the TLO/ designee to send the data to the Joint Regional Information Exchange System.

Investigation

Investigators at the scene of or while performing follow-up investigation on a suspected hate or bias crimes (or hate incident if agency policy requires it) should take all actions deemed necessary, including, but not limited to, the following:

1. Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).
2. Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.
3. Utilize proper techniques for interviewing people with disabilities and being aware of and providing appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).
4. Fully investigate any report of hate crime committed under the color of authority per CPC 422.6 and CPC 13519.6.

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5. Collect and photograph physical evidence or indicators of hate crimes such as:
 - a. Hate literature.
 - b. Spray paint cans.
 - c. Threatening letters.
 - d. Symbols used by hate groups.
 - e. Desecration of religious symbols, objects, or buildings.
 6. Request the assistance of translators or interpreters when needed to establish effective communication.
 7. Conduct a preliminary investigation and record information regarding:
 - a. Identity of suspected perpetrator(s).
 - b. Identity of witnesses, including those no longer at the scene.
 - c. Offer of victim confidentiality per GC 5264.
 - d. Prior occurrences, in this area or with this victim.
 - e. Statements made by suspects; exact wording is critical.
 - f. Document the victim's protected characteristics.
 8. Provide victim assistance and follow-up.
 9. Canvass the area for additional witnesses.
 10. Examine suspect's social media activity for potential evidence of bias motivation.
 11. Coordinate the investigation with agency, state, and regional intelligence operations. These sources can provide the investigating officer with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.
 12. Coordinate the investigation with the crime scene investigation unit (if applicable) or other units of the agency.
 13. Determine if the incident should be classified as a hate crime.
 14. Take steps to ensure appropriate assistance is provided to hate crime victim(s), including the following measures:
 - a. Contact the victim periodically to determine whether he/she is receiving adequate and appropriate assistance.
 - b. Provide ongoing information to the victim about the status of the criminal investigation.
 - c. Provide the victim and any other interested person the brochure on hate crimes per CPC 422.92 and information on any local advocacy groups (if asked).
 15. Report any suspected multi-mission extremist crimes to the agency TLO, or assigned designee, and direct the TLO or designee to send the data to the Joint Regional Information Exchange System.
 16. Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents (if directed by policy), and determine if organized hate groups are involved.

Supervision

The supervisor shall confer with the initial responding officer(s) and ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

1. Provide immediate assistance to the crime victim by:
 - a. Expressing the law enforcement agency's official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
 - b. Expressing the department's interest in protecting victims' anonymity (confidentiality forms GC 6254) to the extent possible. Allow the victim to convey his/her immediate concerns and feelings.
 - c. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy or departmental chaplain, as well as community service agencies that provide shelter, food, clothing, child care, or other related services (per CPC 422.92).
2. Ensure that all relevant facts are documented on an incident and/ or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.
3. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
4. In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officer at specific locations that could become targets).
5. Ensure hate crimes are properly reported, including reporting to the Department of Justice, pursuant to CPC 13023.
6. Ensure adherence to CPC 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime. (U-Visa, T-Visa, S-Visa, etc.)
7. Respond to and investigate any reports of hate crimes committed under the color of authority.
8. Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For information see the California Department of Justice webpage or use following link: <https://oag.ca.gov/sites/all/files/agweb/pdfs/civilrights/AG-Rapid-Response-Team-Protocol-2.pdf>
9. Report or ensure any suspected multi-mission extremists crimes are reported to the agency TLO, or assigned designee, and direct the TLO/ designee to send the data to the Joint Regional Information Exchange System.
10. Make a final determination as to whether the incident should be classified as a hate crime.

Training

All staff, including dispatch, desk personnel, volunteers, records, support staff, officers, supervisors, and managers shall be properly trained on the department's hate crimes policy. The agency will follow all legislatively mandated training requirements.

POST offers training and video courses to assist law enforcement in the identification, investigation, documentation and reporting of hate crimes. These courses provide officers with information and skills necessary to effectively identify, investigate, document and report hate crimes. Various training programs include the history and definitions of hate crimes, recognition of hate groups, international terrorism, legal considerations, victims' considerations, initial response duties, victim interviewing and care, suspect identification and interrogation, evidence identification, report writing, the role of law enforcement, investigative strategies, intelligence collection, supervisory roles, community relations, media relations and local program training development, and other topics such as proper use of computer systems and methods for reporting. POST also maintains an extensive array of training videos on applicable topics such as working with those with mental illness and intellectual disabilities, hate crimes, and working with minority communities.

For more information on POST training opportunities and available videos, visit the POST website at www.post.ca.gov. In conjunction with POST training opportunities, trainers may utilize other state and federal agencies that offer training courses, such as the U.S. Department of Justice.

Planning and Prevention

The general underreporting of hate crimes is an identified issue in California. Underreporting is caused by victims not reporting hate crimes or hate incidents due to a number of factors, including fear of reprisal and the belief that law enforcement will not properly investigate them. A report by the State Auditor in 2018 determined that California law enforcement has not taken adequate action to identify, report and respond to hate crimes. There is also an extreme underreporting of anti-disability and anti-gender hate crimes. The agency's plan to remedy this underreporting *shall be inserted into the policy* (emphasis added).

In order to facilitate the recommendations contained within this policy, it is strongly recommended that agencies build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Agency personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes. Assigned personnel should perform the following:

1. Meet with residents in target communities to allay fears; emphasize the agency's concern over this and related incidents; reduce the potential for counter-violence; and provide safety, security, and crime prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.
2. Provide direct and referral assistance to the victim and his/her family.
3. Conduct public meetings on hate crime threats and violence in general.
4. Establish relationships with formal community-based organizations and leaders.
5. Expand, where appropriate, preventive programs such as hate, bias, and crime reduction seminars for school children.

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6. Review the Attorney General's latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab/Middle Eastern and Islamic communities.²
 7. Provide orientation of and with communities of specific targeted victims such as immigrants, Muslims, Arabs, LGBTQ, Black or African-American, Jewish, Sikh, disabled persons, etc.

Hate crimes are not only a crime against the targeted victim(s) but also have impacts on the victim's family and community. Working constructively with segments of this larger community after such crimes is essential to help reduce fears, stem possible retaliation, prevent additional hate crimes, and encourage any other previously victimized individuals to step forward and report such crimes. This is particularly important if an upward trend has been identified in these crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Most California law enforcement agencies do not track hate incidents. It is recommended that hate incidents be investigated and documented, if directed by policy, as part of the overall planning to prevent hate crime.

Tracking social media is also another identified area to find indicators of, or precursors to, hate crimes. It is recommended that agencies assign personnel to find, evaluate and monitor public social media sources to identify possible suspects in reported hate crimes, or to determine suspects or suspect groups in future hate crimes or hate incidents affecting the identified individuals, groups or communities that may be victimized, and planned hate-based events.

Release of Information

Agencies should have procedure and/or policy on public disclosure of hate crimes. Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure would assist greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

1. Dissemination of correct information.
2. Assurance to affected communities or groups that the matter is being properly and promptly investigated.
3. The ability to request information regarding the commission of the crime(s) from the victimized community.

Agencies should provide the supervisor, public information officer, or designee with information that can be responsibly reported to the media. When appropriate, the law enforcement media spokesperson should reiterate that the hate crimes will not be tolerated, will be taken seriously, and will be prosecuted to the full extent of the law.

Agencies are encouraged to consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

²As described in CPC 13519.6(b)(8)

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1. Informing community organizations in a timely manner when a community group has been the target of a hate crime.
 2. Informing the community of the impact of these crimes on the victim, the victim's family, and the community, and the assistance and compensation available to victims.
 3. Informing the community regarding hate crime law and the legal rights of, and the remedies available to, victims of hate crimes.
 4. Providing the community with on-going information regarding hate crime and/or hate incidents (if policy requires it).

Reporting

The agency policy shall require development of a procedure for data collection, documentation, and mandated reporting requirements. The agency shall:

1. Ensure that hate crimes are properly investigated, documented and reported.
2. During documentation, ensure hate crimes are flagged properly to allow for required reporting to the California Department of Justice. This is typically indicated by the title/penal code section identifying the report as a hate crime. Some agencies have added a check box specifically indicating a hate crime that could, if required by the agency policy, require a secondary review by an investigator/detective, supervisor or other identified party. It is the agency executive's responsibility to determine the form of documentation and type of indicators on crime reports.
3. The agency head or their designee (identified in the agency policy) should make a final determination as to whether the incident should be classified as a hate crime by the agency.
4. Agencies shall develop procedures to comply with legally mandated reporting, including the California Department of Justice, pursuant to CPC 13023.

Checklist for the agency's policy creation

- Message from the law enforcement's agency's chief executive is included
 - The updated existing policy or newly adopted policy includes the content of the model policy framework from POST.
 - Definition of "hate crime" included from:
 - CPC 422.55
 - CPC 422.56
 - CPC 422.6
 - Title by title specific protocol regarding:
 - Prevention
 - Is contact is established with identified persons and/or communities who are likely targets?
 - Have we formed and/or are we cooperating with hate crime prevention and response networks?
 - Has a plan for the agency to remedy underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes been created?
 - Response
 - Requirement that all hate crimes be properly investigated and supervised
 - Requirement that any hate crimes committed under the color of authority are investigated
 - Accessing Assistance
 - Information provided for activating the Department of Justice hate crime rapid response protocol when necessary
 - Victim assistance and follow-up
 - Reporting
 - Protocol for reporting suspected hate crimes to the Department of Justice per CPC 13023
 - Training
 - Has a checklist for first responders been created and provided personnel (see exemplar officer checklist in appendix)
 - Does the checklist include first responder responsibilities include:
 - Determining the need for additional resources if necessary?
 - Referral information for appropriate community and legal services?
 - The requirement to provide the agency's hate crimes brochure per CPC 422.92?
 - Information regarding bias motivation from CPC 422.87
 - Information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes
- Definitions of terms used in the policy are listed
- Specific procedure for transmitting and periodically retransmitting the policy and any related orders to officers is included.
 - Procedure shall include a simple and immediate way for officers to access the policy in the field when needed
- Title or titles of the officer or officers responsible for assuring the department has a hate crime brochure (per CPC 422.92) and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.
- A requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the law enforcement chief executive or the chief executive's designee.

APPENDIX

Definitions and Laws

In accordance with CPC sections 422.55, 422.56, 422.6, and 422.87, for purposes of all other state law unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

Hate crime

“Hate crime” means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

- (1) Disability.
- (2) Gender.
- (3) Nationality.
- (4) Race or ethnicity.
- (5) Religion.
- (6) Sexual orientation.
- (7) Association with a person or group with one or more of these actual or perceived characteristics.

(b) “Hate crime” includes, but is not limited to, a violation of Section 422.6.

“Association with a person or group with these actual or perceived characteristics” Includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of those characteristics listed in the definition of “hate crime” under paragraphs 1 to 6, inclusive, of CPC 422.55 subdivision (a).

Note: A “hate crime” need not be motivated by hate but may be motivated by any bias against a protected characteristic.

Hate Speech

The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected: fighting words, true threats, perjury, blackmail, incitement to lawless action, conspiracy and solicitation to commit any crime.

Hate incident

A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling
- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property

Bias Motivation

Bias motivation is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.

Disability Bias

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

Disability

Disability includes mental disability and physical disability as defined in GC 12926, regardless of whether those disabilities are temporary, permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Gender

Gender means sex and includes a person gender identity and gender expression. Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the persons assigned sex at birth. A person's gender identity and gender related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

In Whole or In Part

"In whole or in part because of" means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that crime would not have been committed but for the actual or perceived characteristic.

Nationality

Nationality includes citizenship, country of origin, and national origin.

Race or Ethnicity

Race or ethnicity includes ancestry, color, and ethnic background.

Religion

Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

Sexual orientation

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Victim

Victim includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public

Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

HATE CRIME CHECKLIST

Page _____ of _____

VICTIM	<p style="text-align: center;"><u>Victim Type:</u></p> <p><input type="checkbox"/> Individual Legal name (Last, First): _____ Other Names used (AKA): _____</p> <p><input type="checkbox"/> School, business or organization Name: _____ Type: _____ <i>(e.g., non-profit, private, public school)</i> Address: _____</p> <p><input type="checkbox"/> Faith-based organization Name: _____ Faith: _____ Address: _____</p>	<p style="text-align: center;"><u>Target of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Person <input type="checkbox"/> Private property <input type="checkbox"/> Public property</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;"><u>Nature of Crime (Check all that apply):</u></p> <p><input type="checkbox"/> Bodily injury <input type="checkbox"/> Threat of violence</p> <p><input type="checkbox"/> Property damage</p> <p><input type="checkbox"/> Other crime: _____</p> <p>Property damage - estimated value _____</p>
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BIAS	<p style="text-align: center;"><u>Type of Bias</u> (Check all characteristics that apply):</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Gender identity/expression</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Nationality</p> <p><input type="checkbox"/> Religion</p> <p><input type="checkbox"/> Significant day of offense <i>(e.g., 9/11, holy days)</i></p> <p><input type="checkbox"/> Other: _____</p> <p>Specify disability (be specific): _____ _____</p>	<p style="text-align: center;"><u>Actual or Perceived Bias – Victim’s Statement:</u></p> <p><input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)].</p> <p><input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)]. <i>If perceived, explain the circumstances in narrative portion of Report.</i></p> <hr/> <p style="text-align: center;"><u>Reason for Bias:</u></p> <p>Do you feel you were targeted based on one of these characteristics? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you know what motivated the suspect to commit this crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Do you feel you were targeted because you associated yourself with an individual or a group? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain in narrative portion of Report.</i></p> <p>Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p> <p>Are there Indicators the suspect is affiliated with a criminal street gang? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Describe in narrative portion of Report.</i></p>
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	<p style="text-align: center;"><u>Bias Indicators (Check all that apply):</u></p> <p><input type="checkbox"/> Hate speech <input type="checkbox"/> Acts/gestures <input type="checkbox"/> Property damage <input type="checkbox"/> Symbol used</p> <p><input type="checkbox"/> Written/electronic communication <input type="checkbox"/> Graffiti/spray paint <input type="checkbox"/> Other: _____</p> <p><i>Describe with exact detail in narrative portion of Report.</i></p>
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HISTORY	<p style="text-align: center;"><u>Relationship Between Suspect & Victim:</u></p> <p>Suspect known to victim? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Nature of relationship: _____</p> <p>Length of relationship: _____</p> <p><i>If Yes, describe in narrative portion of Report</i></p>	<p><input type="checkbox"/> Prior reported incidents with suspect? Total # _____</p> <p><input type="checkbox"/> Prior unreported incidents with suspect? Total # _____</p> <p>Restraining orders? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, describe in narrative portion of Report</i></p> <p>Type of order: _____ Order/Case# _____</p>
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WEAPONS	<p>Weapon(s) used during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____</p> <p>Weapon(s) booked as evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Automated Firearms System (AFS) Inquiry attached to Report? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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HATE CRIME CHECKLIST

Page ____ of ____

EVIDENCE	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked
	Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo
	Total # of photos: _____ D#: _____ Taken by: _____ Serial #: _____	<input type="checkbox"/> Known to victim

OBSERVATIONS	<u>VICTIM</u>	<u>SUSPECT</u>
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has suspect ever harmed you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does suspect possess or have access to a firearm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you afraid for your safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other information that may be helpful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Resources offered at scene: Yes No Type: _____

MEDICAL	<u>Victim</u>	<u>Suspect</u>	Paramedics at scene? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit # _____
	<input type="checkbox"/>	<input type="checkbox"/>	Declined medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Will seek own medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Received medical treatment
Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name(s)/ID #: _____
			Hospital: _____
			Jail Dispensary: _____
			Physician/Doctor: _____
			Patient #: _____

Officer (Name/Rank)	Date
Officer (Name/Rank)	Date
Supervisor Approving (Name/Rank)	Date

BPD Medical Records Release.pdf



Police Department
 Michael K. Meehan
 Chief of Police

Berkeley Police Department
 2100 Martin Luther King Jr. Way, Berkeley, CA 94702
 PHONE (510) 981-5900 FAX 981-5723



**AUTHORIZATION FOR USE AND DISCLOSURE
 OF HEALTH INFORMATION**

Patient Name: _____ Patient #: _____
 Date: _____ Date of Birth: _____
 Address: _____ City: _____
 State/Zip Code: _____ Phone Number: _____
 Other names used: _____

I hereby authorize: _____
 (Name of Disclosing Party - Hospital or Physician)

Berkeley Police Department

To release to: Alameda County District Attorney's Office

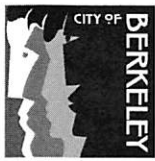
Records and Information pertaining to: _____
 (Name of Patient)

I HEREBY AUTHORIZE THE ABOVE HOSPITAL OR PHYSICIAN TO RELEASE THE FOLLOWING INFORMATION TO ANY POLICE OFFICER OR AUTHORIZED REPRESENTATIVE OF THE **BERKELEY POLICE DEPARTMENT** BEARING THIS RELEASE:

- a) All health information pertaining to my medical history or physical condition and treatment received; OR
- Only the following records or types of health information (including any dates):

b) I specifically authorize release of the following information (initial as appropriate):

- _____ Mental health treatment information
- _____ Alcohol / drug treatment information
- _____ Infectious diseases
- _____ HIV test results



Police Department
 Michael K. Meehan
 Chief of Police

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**AUTHORIZATION FOR USE AND DISCLOSURE
 OF HEALTH INFORMATION**

The recipient may use my health information only for the following purposes:

- Criminal Investigation Voluntary Testing
- Other _____ Case # _____

DURATION: The authorization shall become effective immediately and will expire one year from the date of signature or a different date specified here: _____ (Date)

RESTRICTIONS / REDISCLOSURE: California law prohibits the recipient from making further disclosure of your health information unless the recipient obtains another authorization from you or unless the disclosure is required or permitted by law. This protection does not extend to recipients outside the State of California.

REFUSAL / REVOCATION: I understand that I may refuse to sign this authorization and my refusal will not affect my ability to obtain treatment. I may revoke this authorization at any time. My revocation must be in writing, signed by me or on my behalf and delivered to: Berkeley Police Department – Investigations Division, 2100 Martin Luther King Jr. Way, Berkeley, CA 94704.

My revocation will be effective upon receipt, but will have no impact on uses or disclosures made while my authorization was valid. I have a right to receive a copy of this authorization. I may inspect and obtain a copy of the health information that I am authorizing for use or disclosure.

AUTHORIZATION:

 Signature (Patient/Representative)

 Date

 Time

 Print Name

 Relationship if signed by other than patient

Statement of Expense.pdf

Credit Record.pdf

TRAINING TIME CREDIT REPORT

Name: _____ to _____
(last) (initials) (badge#) (rank) (div/team) (reg duty hours) (days off)

Student/ Instructor (circle one) Course Title: _____ T.O. # _____

Date(s) of Attendance: _____ Instructor Initials: _____

Times attended: _____ to _____ Training Sergeant: _____

Total hours: _____ (On-duty _____ Off-duty _____) Division Commander: _____

Prefer: Time/ \$\$\$ (Training is for comp time unless 1- comp balance is at max, 2- Instructor option, 3- prior approval)
(circle one)

Attendee Signature _____ Date _____ Time _____

Off- Duty Time Credited

Budget Code: 1312
Activity Code: 7003 (7202 if CMT)

Total Hours OT: _____

Project Code: _____

Time / \$\$\$ (circle one)

(HNT=XX3069) (DT=XX8P16) (RANGE=XX8P15)
(CMT=XX3910) (NEW WORLD=06PSTS)

Credited: _____
(Admin – Accounting)

APPROVED BY: _____

6.2 COB Emergency Plan - 2016.pdf



Office of the City Manager

CONSENT CALENDAR
April 25, 2017

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Gil Dong, Fire Chief
Subject: 2016 Emergency Operations Plan

RECOMMENDATION

Adopt a Resolution adopting the 2016 Emergency Operations Plan (EOP), authorizing the City Manager to revise any Annexes, Appendices and/or Attachments to the EOP, and rescinding Resolution No. 58,659-N.S.

FISCAL IMPACTS OF RECOMMENDATION

No immediate impacts. The 2016 EOP establishes processes for Citywide fiscal coordination during emergency response. These processes will help the City to maintain maximum eligibility for financial assistance from State/federal government during disaster response and recovery.

CURRENT SITUATION AND ITS EFFECTS

The 2016 Emergency Operations Plan (EOP) establishes the foundation for Berkeley's response to and short-term recovery from emergencies, disasters, incidents and events.

The EOP is scalable in order to address incidents that develop into emergencies, planned events, and incidents, emergencies, or disasters that occur without warning. The EOP utilizes an all-hazards planning approach, and is flexible enough to use for all natural and manmade emergencies/events to which Berkeley is exposed, including earthquake, Wildland-Urban Interface (WUI) fire, and terrorism.

The scope of this EOP is not tactical, nor does it focus on incident command at the field level. Rather, the EOP addresses overall support and coordination of Berkeley's response to an emergency/event.

The EOP incorporates and complies with the principles and requirements found in laws, regulations and guidelines of the federal, State of California, County of Alameda, and City of Berkeley government. It is intended to conform to the requirements of the Standardized Emergency Management System (SEMS), the California State Emergency Plan, and the National Incident Management System (NIMS), and to be consistent with federal emergency planning concepts such as the National Response Framework.

EOP Structure

The Base Plan (Exhibit A) forms the foundation of the EOP. The Base Plan outlines the authorities, structures and responsibilities of the Policy Level, departments and the Emergency Operations Center (EOC). It describes the City's coordination with County, regional, State and federal entities, as well as external Berkeley partners.

In addition to this Base Plan, staff and partners will develop Functional Annexes and Hazard-Specific Appendices to this EOP:

- Functional Annexes will detail the operations involved in particular Emergency Support Functions (see Base Plan Section 2.3.1: *Emergency Support Functions*);
- Hazard-Specific Appendices (see Base Plan Attachment 2: *List of Functional Annexes and Hazard-Specific Appendices*) will detail particular response requirements and challenges involved in response to specific hazard events. Hazard-Specific Appendices will build on both the Base Plan and the *2014 Local Hazard Mitigation Plan*, which describes potential hazards, and maps hazard exposure areas, and indicates hazards' potential severity, frequency, and affected population estimates.

BACKGROUND

The City of Berkeley's most currently adopted citywide emergency response plan is the Multi-Hazard Functional Plan (MHFP). The City Council adopted the MHFP on September 24, 1996. Since then, the State of California has determined that the MHFP format does not meet Standardized Emergency Management System (SEMS) requirements.

Since MHFP adoption in 1996, City staff has been continually developing, testing and revising citywide emergency response plans. In 2015, the Office of Emergency Services embarked on a concerted effort to finalize this 2016 EOP using current emergency management concepts and requirements and bring it to the City Council for formal adoption.

On September 2, 2016, the City of Berkeley Disaster Council convened to discuss the 2016 EOP. The Disaster Council is comprised of staff and external partner representatives who are responsible for implementing Berkeley's disaster response. The Disaster Council recommends that the City Council adopt the 2016 EOP.

On December 7, 2016, the Disaster and Fire Safety Commission (DFSC) convened to discuss the 2016 EOP. The DFSC recommended that the City Council adopt the 2016 EOP. Vote: (7 Ayes: Flasher, Jones, Legg, Grimes, Couzin, Degenkolb, Golomb; 0 Noes; 2 Absent.)

ENVIRONMENTAL SUSTAINABILITY

Broadly speaking, the three priorities used in emergency response are protection of life, property, and environment. Adopting the 2016 EOP will formalize these priorities on a Citywide basis. This will in turn help the City to respond more effectively to emergencies with negative environmental impacts.

RATIONALE FOR RECOMMENDATION

The City's currently-adopted citywide emergency response plan is the MHFP, which was adopted in 1996 and no longer meets State requirements for such plans. The 2016 Emergency Operations Plan meets local, State and federal requirements. Both the Disaster Council and the Disaster and Fire Safety Commission have recommended that the City Council adopt the 2016 EOP.

ALTERNATIVE ACTIONS CONSIDERED

Do not adopt the 2016 EOP and continue to remain out of compliance with State and federal requirements for citywide emergency response plans.

CONTACT PERSON

Dave Brannigan, Deputy Chief, Fire Department, 981-5501

Attachments:

1: Resolution

Exhibit A: 2016 Emergency Operations Plan – Base Plan

RESOLUTION NO. ##,###-N.S.

ADOPTING THE 2016 EMERGENCY OPERATIONS PLAN; AUTHORIZING THE CITY MANAGER TO REVISE ANY ANNEXES, APPENDICES AND/OR ATTACHMENTS TO THE EOP AS NECESSARY TO MAINTAIN ACCURATE AND UP-TO-DATE SUPPORTING INFORMATION TO THE EOP; AND RESCINDING RESOLUTION NO. 58,659-N.S.

WHEREAS, the City of Berkeley's most currently adopted citywide emergency response plan is the 1996 Multi-Hazard Functional Plan (MHFP), and the State of California has determined that the MHFP format does not comply with requirements of the Standardized Emergency Management System (SEMS); and

WHEREAS, the Office of Emergency Services used current emergency management practices to develop the 2016 Emergency Operations Plan (EOP), which establishes the foundation for Berkeley's response to and short-term recovery from emergencies, disasters, incidents and planned events; and

WHEREAS, the 2016 EOP utilizes an all-hazards planning approach, and incorporates and complies with the principles and requirements found in laws, regulations and guidelines of the federal, State of California, County of Alameda, and City of Berkeley government; and

WHEREAS, the City of Berkeley Disaster Council and the Disaster and Fire Safety Commission recommend that the City Council adopt the 2016 EOP.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the 2016 Emergency Operations Plan (EOP) attached hereto as Exhibit A, is hereby adopted.

BE IT FURTHER RESOLVED that the City Manager is authorized to revise the Annexes, Appendices, and/or Attachments to the EOP to maintain accurate and up-to-date supporting information to the EOP, and that the City Manager shall inform the City Council of such revisions.

BE IT FURTHER RESOLVED that Resolution No. 58,659-N.S. is hereby rescinded.

Exhibits

A: 2016 Emergency Operations Plan – Base Plan



City of Berkeley

2016 Emergency Operations Plan

Base Plan

Table of Contents

Section 1: Introduction

Section 2: Concept of Operations

Section 3: EOC Sections

Section 4: Mutual Aid

Attachment A: Abbreviations and Acronyms

Attachment B: Annex-Attachment List

Attachment C: Distribution List

Attachment D: Department-EOC Emergency Support Function Chart

Section 1: Introduction

1.1 Overview

1.1.1 Berkeley's Emergency Management Program and Multi-Agency Coordination System

The City of Berkeley's Emergency Management Program coordinates the City's actions to mitigate, prevent, prepare for, respond to, and recover from any emergency, disaster, or event. The program encompasses all City organizations, agencies, departments, entities, and individuals responsible for emergency management activities.

Berkeley's Multi-Agency Coordination (MAC) System is the element of Berkeley's Emergency Management Program focused on response to and short-term recovery from emergencies, disasters, incidents and events¹. Berkeley's MAC System is made up of the facilities, equipment, personnel, communications and procedures that City government and external partners use to respond.

The purpose of this Emergency Operations Plan (EOP) is to establish procedures to implement Berkeley's MAC System. This document is the EOP *Base Plan*.

1.1.2 Emergency Operations Plan Scope

This EOP Base Plan establishes the authorities, structures and responsibilities of the Policy Level, departments and the Emergency Operations Center (EOC). It describes the City's coordination with County, regional, State and federal entities, as well as external Berkeley partners.

This EOP Base Plan is scalable in order to address both incidents that develop into emergencies, planned events, as well as incidents, emergencies or disasters that occur without warning.

The scope of this EOP is not tactical, nor does it focus on Incident Command at the field level. Rather, the EOP addresses overall support and coordination of Berkeley's response to an emergency/event.

¹SEMS uses four related terms to describe conditions that impact normal government and community functions and could require MAC System use:

- Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.
- Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.
- Event: A planned, non-emergency activity.

Unless specified otherwise, references to "emergency/event" in this EOP describe an incident, emergency, disaster or event requiring MAC System use.

2016 City of Berkeley Emergency Operations Plan

In addition to this Base Plan, Functional Annexes to this EOP will detail the operations involved in particular Emergency Support Functions (see Section 2.3.1: *Emergency Support Functions*).

This EOP utilizes an all-hazards planning approach, and is flexible enough to use for all natural and manmade emergencies/events to which Berkeley is exposed. These include:

- Earthquake
- Wildland-Urban Interface (WUI) fire
- Landslide
- Severe storms and flooding
- Tsunami
- Hazardous materials release
- Terrorism

Berkeley's *Local Hazard Mitigation Plan* summarizes Berkeley's hazard analysis. It includes a description of potential hazards and maps of their exposure areas, as well as information about their severity potential, affected population estimates, and frequency. Some of these hazards have particular response requirements and challenges. Specific response coordination necessary for these hazard events will be further detailed in the Hazard-Specific Appendices to this EOP (see Attachment 2: *List of Functional Annexes and Hazard-Specific Appendices*).

1.1.4 Standardized Emergency Management System and National Incident Management System

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multi-agency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the State's disaster assistance programs.

In addition to SEMS, the State of California and its political subdivisions are responsible for compliance with National Incident Management System (NIMS) requirements as defined in the Homeland Security Presidential Directives. The State promotes and encourages NIMS adoption by associations, utilities, Nongovernmental Organizations (NGOs), private sector emergency management, and incident response organizations to enhance emergency management effectiveness. SEMS and NIMS are designed to be compatible and are based on similar organizational principles.

The plan incorporates and complies with the principles and requirements found in laws, regulations and guidelines of the federal, State of California, County of Alameda, and City of Berkeley government. It is intended to conform to the requirements of SEMS, the California State Emergency Plan, and NIMS, and to be consistent with federal emergency planning

2016 City of Berkeley Emergency Operations Plan

concepts such as the National Response Framework.

All references to SEMS from this point forward in this Emergency Operations Plan, its attachments, its annexes and its appendices, will additionally imply NIMS compliance.

1.1.4 Access and Functional Needs

The City of Berkeley is committed to ensuring that all emergency plans and response/recovery activities integrate all community members, including persons with access and functional needs². Access and functional needs may occur in areas including but not limited to: physical accessibility, communications, medical care, access to medications and assistive technology, independence maintenance, and transportation.

To this end, this Emergency Operations Plan and its attachments, functional annexes and hazard-specific appendices will include provisions to ensure that described emergency/event response and recovery activities effectively integrate community members with access and functional needs.

When Berkeley's MAC System operationalizes this EOP during emergency/event response and recovery, leaders at all levels will be responsible for using the provisions outlined in this EOP and detailed in its attachments, annexes and appendices to ensure that the response meets community members' access and functional needs.

² *Access and Functional Needs* are "those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability related needs of individuals who have disabilities defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associate with them." (FEMA, Functional Needs Support Services Shelter Support Guide Page 41)

People with disabilities are protected from discrimination under a variety of laws, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and portions of the California Civil Code. Public programs, including but not limited to those initiated during disaster response, may not discriminate against people based upon a disability and must offer all services, programs, and activities in ways that allow equal participation.

2016 City of Berkeley Emergency Operations Plan

1.2 Document Organization

The following sections provide the policy framework that guides the organization of City emergency operational procedures:

Document Organization

Section 1: Introduction	Provides the objectives of the plan, its legal authorities, and document management procedures.
Section 2: Concept of Operations	Provides an overview of the sequence and scope of actions to be taken for a citywide response to an emergency/event.
Section 3: EOC General Staff	Provides a detailed description of the responsibilities of and actions to be taken by each EOC Section, to include responsibility during an EOC activation and information to be used by each staff member with an assigned role.
Section 4: Mutual Aid	Provides an overview of the mutual aid system in California and discusses the City's role in that system.

Attachments

Attachment #1 – List of Abbreviations and Acronyms	Defines abbreviations and acronyms used in the EOP.
Attachment #2 – List of Functional Annexes and Hazard-Specific Appendices	Identifies and defines EOP: <ul style="list-style-type: none"> • Annexes for particular emergency support functions • Appendices for response to specific hazard events, such as earthquake and wildfire.
Attachment #3 – Distribution List	Distribution list for this EOP.
Attachment #4 – Department-EOC Emergency Support Function Chart	Illustrates the department and EOC coordination and support roles for each Emergency Support Function.

2016 City of Berkeley Emergency Operations Plan

1.3 Authorities and References

The following authorities form the basis for the organizational and planning principles presented in this EOP.

City of Berkeley

- Berkeley Municipal Code Chapter 2.88
 - § 2.88.020: Definition of Emergency
 - § 2.88.030: Director of Emergency Services – office created
 - Concurrently serves as City Manager and Director of Emergency Services
 - § 2.88.040: Director of Emergency Services Powers and Duties
 - Proclaims Local Emergency if City Council is not in session
 - Controls City’s Emergency Organization
 - Establishes emergency laws and regulations
 - Obtains or commandeers resources
 - Requires emergency services of City staff
 - Requisitions personnel or material of any City department or agency
 - Designates line of succession for Director of Emergency Services role
 - § 2.88.050: City of Berkeley’s Emergency Organization
 - Includes all City officers, employees and volunteers
 - Uses the Standardized Emergency Management System (SEMS) and subscribes to the principles of the National Incident Management System
 - § 2.88.060: Emergency expenditures
 - Also: City Charter Article XI, § 67.4: Emergencies
 - § 2.88.080 – 2.88.090: Disaster Council
 - Develops, reviews and recommends emergency plans and mutual aid agreements for Council adoption
 - Oversees process of registration, direction and management of disaster service worker volunteers
 - § 2.88.100 – 2.88.120: Disaster and Fire Safety Commission
 - Advises City Council on all matters affecting fire safety and/or disaster resilience in Berkeley
 - Serves as citizens’ oversight committee for the Special Tax to Fund Fire Protection and Emergency Response and Preparedness
- City of Berkeley Resolution No. 32,629—N.S., “Adopting the California Master Mutual Aid Agreement,” December 12, 1950
- City of Berkeley 2014 Local Hazard Mitigation Plan (June 1, 2014), and City of Berkeley Resolution No. 66,896—N.S., “Adopt the Local Hazard Mitigation Plan (LHMP),” December 16, 2014

2016 City of Berkeley Emergency Operations Plan

Alameda County

- County of Alameda Administrative Code, Title 2, Chapter 2.118, "Civil Defense," June 30, 2002

State of California

- California Emergency Services Act, § 8550 et seq., Government Code
- California Disaster and Civil Defense Master Mutual Aid Agreement
- State of California Emergency Plan (SEP), State of California, Cal EMA, 2009
- California Code of Regulations, Title 19, Division 2
 - Chapter 1: Standardized Emergency Management System Regulations
 - Chapter 6: Disaster Assistance Act Regulations
- Local Emergency Prevention Measures for County Health Official: California Health and Safety Code § 101040
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of War Emergency
- Media Access Regulations: California Penal Code, § 409.5
- Standardized Emergency Management System Guidelines, November 2009
- SEMS Resource Ordering and Tracking: A Guide for State and Local Government, April 2000
- Emergency Proclamations: A Quick Reference Guide for Local Government
- California Statewide Multi-Agency Coordination System Guide, February 2013
- California Civil Code, Section 54-55.32

Federal

- Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act (42 USC § 5121 et seq.)
- Federal Disaster Relief Regulations: 44 CFR Part 206
 - Individual Assistance (44 CFR §§ 206.101 et seq.)
 - Public Project Assistance (44 CFR §§ 206.200 et seq.)
 - Hazard Mitigation (44 CFR §§ 206.430 et seq.)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, February 2003

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- National Response Framework, U.S. Department of Homeland Security, May 2013
- Presidential Policy Directive 8: National Preparedness, March 2011
- Homeland Security Presidential Directive 21: Public Health and Medical Preparedness, October 2007
- National Incident Management System Training Program, September 2011
- FEMA Functional Needs Support Services Shelter Support Guide, November 2010
- Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101-12213 (amended 2008).
- Rehabilitation Act of 1973, Section 504, Pub. L. No. 93-112, 87 Stat. 355.

1.4 Document Management and Distribution

The City of Berkeley EOP Base Plan will be reviewed biennially and revised as necessary. The Fire Department – Office of Emergency Services (OES) will initiate the process and engage the support of departments with relevant EOC responsibilities. Each plan revision will be authorized by identified approval and advisory authorities, as stated by current City administrative codes. The plan may be modified as a result of analyses of actual responses or exercises. It may also be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Records of revisions to the EOP will be maintained by OES on the register at the beginning of this document. The distribution list for this EOP is included as Attachment 3: *Distribution List*.

Those departments having assigned responsibilities under this plan are obligated to inform Fire-OES when organizational or operational changes affecting this plan occur or are imminent. Changes will be published and distributed to relevant organizations.

Section 2: Concept of Operations

The City of Berkeley must be prepared to promptly and effectively respond to any foreseeable emergency/event and to take all appropriate actions, including requesting and providing resources. To do so, Berkeley City government will work with many other governmental, non-governmental, and private organizations. This Concept of Operations (ConOps) guides City decision-makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The ConOps outlines general concepts guiding Berkeley's MAC System and the emergency proclamation process; describes the structure and positions managing Berkeley's MAC System; outlines practices for emergency management coordination within City government and with external partners; and describes standard operating procedures for Berkeley's Emergency Operations Center.

2.1 General Concepts

First, this section uses the Standardized Emergency Management System (SEMS) to describe interactions between field responders, City government, the Alameda County Operational Area (OA), and the State of California emergency management organizations. Second, this section outlines the emergency proclamations process.

2.1.1 SEMS Organizational Levels¹

In accordance with SEMS, California's emergency response operations rely on a system in which government levels work together from the Field Level upward, in a single, integrated structure. Incidents are managed at the lowest possible level. Local government has primary responsibility for emergency response activities within its jurisdiction. Operational Areas, the region, and the State support local jurisdictions.

SEMS also provides a standardized response structure for emergencies involving multiple jurisdictions or multiple agencies in California. It defines a standard management structure and standard terminology for Statewide use. SEMS is applicable to all organizational levels and functions in the emergency response system. There are five designated levels in the SEMS organization, which are identified in the figure that follows.

¹ Standardized Emergency Management System (SEMS) Guidelines, 2006, Part I: System Description

2016 City of Berkeley Emergency Operations Plan

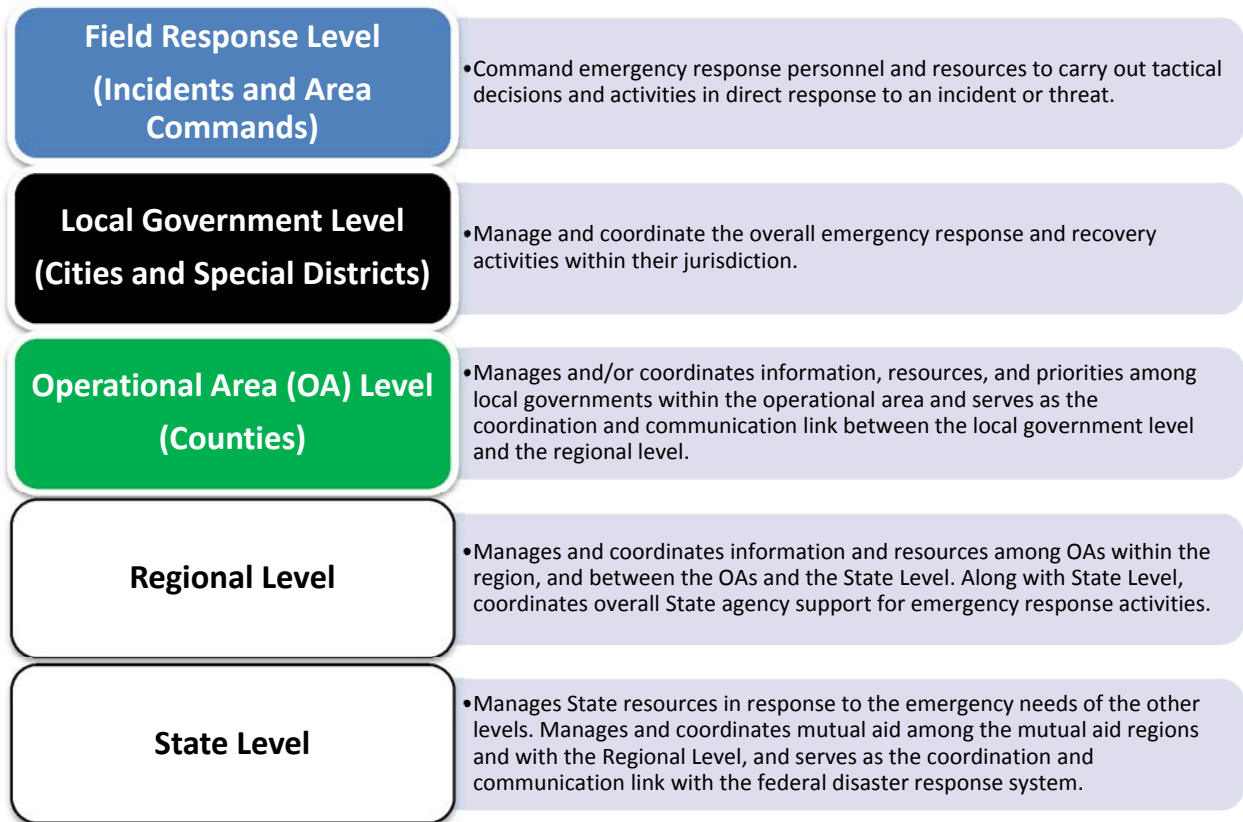


Figure 2-1: SEMS Organizational Levels and Functions
(CCR Title 19, Division 2, Chapter 1, Section 2403)

SEMS Field Level

The SEMS Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat. SEMS uses ICS, as defined in Section 1: *Introduction*, to control and coordinate Field Level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple organizations in the Field Level. During Field Level response operations, DOCs and/or the EOC may or may not be activated depending on the severity and type of emergency/event. Generally, if day-to-day response activities can resolve an emergency situation, response will remain at the Field Level. Incident Command Posts, Unified Command Posts, and Area Command Posts are all Field Level organizations.

SEMS Local Government Level

The Local Government Level includes cities and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. The Local Government Level supports, but does not command, Field Level operations. Departments/DOCs and EOCs are Local Government Level organizations. In order to be eligible for State reimbursement of response-related costs, local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed.

SEMS Operational Area (OA) Level

An OA is the intermediate level of the State’s emergency management organization, which

2016 City of Berkeley Emergency Operations Plan

encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State and federal jurisdictions in the OA (e.g., the California Highway Patrol and the University of California at Berkeley) may have statutory authorities for response similar to that at the Local Level. In the Alameda County Operational Area (ALCO OA), the Alameda County Office of the Sheriff serves in the capacity of the OA emergency management agency (referred to as the Alameda County Office of Emergency Services [ALCO OES]).

SEMS Region Level

California is divided into three California Office of Emergency Services (Cal OES) Administrative Regions – Inland, Coastal and Southern. The Alameda County OA is part of the Cal OES Coastal Region, which includes the 16 OAs in and around the San Francisco Bay Area. These OAs are: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

The three Cal OES Administrative Regions are further divided into six mutual aid regions. The Alameda County OA is part of Mutual Aid Region II.

The Cal OES Administrative Region Level manages information and supports the coordination of resources (1) among OAs within the region, and (2) between the OAs and the State Level. The Region Level also coordinates overall State agency support for emergency response activities within the region.

Region Level activities are generally carried out at the Regional Emergency Operations Center (REOC), located in Walnut Creek. The REOC serves as a link between OAs and the State Operations Center (SOC), located in Mather.

SEMS State Level

The State Level prioritizes tasks and coordinates State resources in response to requests from the Regional Level. Cal OES manages and coordinates mutual aid (1) among the mutual aid regions, and (2) between the regions and the State Level. The State Level operates out of the SOC.

The State Level also serves as the coordination and communication link between the State and the federal emergency response system. In the event that OAs and the region require federal assistance, requests are made from the local Level through the appropriate SEMS channel to the SOC. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested.

City of Berkeley and SEMS

According to State law, the City is required to adopt and implement SEMS. As stated earlier, under SEMS and the California Emergency Services Act, the City has local government responsibility to manage information and coordinate resources for all City departments, and to serve as the link between Berkeley and the ALCO OA.

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2.1.2 Emergency Proclamations and Declarations

Local Emergency Proclamation

When conditions of extreme peril exist that threaten the safety of persons and property within Berkeley, and these conditions are likely to be beyond the control of the City of Berkeley's services, personnel, equipment, and facilities, the Director of Emergency Services requests the City Council to proclaim a Local Emergency. If City Council cannot be convened, the DES may proclaim a Local Emergency.

A Proclamation of a Local Emergency:

- Authorizes the undertaking of extraordinary police powers
- Provides limited immunity for emergency actions of public employees and governing bodies
- Authorizes the issuance of orders and regulations to protect life and property (e.g., curfews)
- Activates pre-established local emergency provisions such as special purchasing and contracting
- Serves as a prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster

Local emergency proclamations are not required for fire or law mutual aid, or for Red Cross response.

Deadlines

The Proclamation of Local Emergency must be:

- Issued within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
- Ratified by City Council within 7 days of issuance (if issued by Director of Emergency Services)
- Reviewed and renewed at regularly scheduled City Council meetings until terminated
 - Note: no review period is to exceed 21 days from last review
- Terminated when conditions warranting proclamation have ended

State and Federal Proclamations and Declarations

Should the situation necessitate State or federal disaster assistance, the Director of Emergency Services/City Council has the authority to request the Governor (through the ALCO OA) to proclaim a "State of Emergency." State OES must receive request from local government within 10 days of the incident.

Four levels of disaster assistance are available, including:

- Director's Letter of Concurrence
- Governor's State of Emergency Proclamation
- Federal (Presidential) Declaration of an Emergency
- Federal (Presidential) Declaration of a Major Disaster

Each is used for unique circumstances and provides specific types of aid.

Notification and Coordination

When issuing a Proclamation of Local Emergency, the following notifications should be made:

- City of Berkeley notifies the ALCO OA via whatever communications are available (email,

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fax, phone, radio) and provides a copy of the Local Emergency Proclamation as soon as possible

- Alameda County Operational Area notifies Cal OES Coastal Region and provides a copy of the proclamation as soon as possible
- Cal OES Coastal Region notifies the Cal OES Director and Deputy Directors; Cal OES Coastal Region shall be the primary contact between the Cal OES Director, the Alameda County Operational Area and the City for updates or on any requests for assistance
- Cal OES Director will respond in writing to the City concerning the status of any requests for assistance included within Berkeley's Proclamation of Local Emergency or accompanying letter

Note: If the ALCO OA proclaims a local emergency for Alameda County and makes its own request to the Governor for a State of Emergency, the City of Berkeley does not need to send the State its own written Proclamation of Local Emergency.

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2.2 MAC System Management Structures

Berkeley's MAC System is organized according to SEMS requirements and guidance for the Local Government and Field Levels. The following Local Government Level management structures may be activated depending on the needs of the emergency/event:

- City Manager/Director of Emergency Services
- Policy Group
- City Council
- Emergency Operations Center
- Department Operations Center (DOC)

This section outlines the roles and responsibilities of positions in each management structure. For the EOC, Section 2.2: *Management Structures* outlines roles and responsibilities of the EOC Management Section only. Section 3: *EOC Sections* details the roles and responsibilities of personnel in the other EOC sections.

2.2.1 City Manager/Director of Emergency Services²

The Director of Emergency Services (DES) is a policy authority. The DES is ultimately responsible for the efforts of the City's Emergency Organization. It is the DES's duty to exercise his/her powers in order to protect life and property within Berkeley during an emergency. In an emergency/event, the DES serves over consecutive shift changes and operational periods.

The City Manager serves as the DES. If the City Manager is unavailable to serve as DES, the individual serving as DES³ concurrently serves as City Manager. City Manger duties may include:

- Coordinating with the Policy Group (see below) to review situation information and establish citywide priorities based upon operational requirements and City capabilities.
- Serving as the EOC Director (see Section 2.2.4: *Emergency Operations Center (EOC)*).

2.2.2 Policy Group

The Policy Group is a policy authority. According to the requirements of the situation, the City Manager may assemble appropriate City department and external agency representatives to form a Policy Group. Per SEMS⁴, the Policy Group serves as Berkeley's multi-agency coordination group (MAC Group). The Policy Group establishes citywide priorities among multiple competing incidents and develops policy directives to guide the SEMS Local Government Level and Field Level response.

The City Manager can convene a Policy Group with or without an EOC activation. The Policy Group supports emergency/event response efforts, continuity of government, and continuity of City operations, and advises the City Manager on policy issues affecting Berkeley.

Per City Manager direction, Policy Group responsibilities may include:

² City of Berkeley Municipal Code, Chapter 2.88 Emergency Services And Disaster And Fire Safety Commission

³ In order to ensure continuity of government, the City of Berkeley has a line of succession for the Director of Emergency Services position.

⁴ California Statewide Multi-Agency Coordination System Guide, February 2013, p. 2

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- Convene as needed to address policy issues (e.g., curfew, authorization of evacuation orders, authorization of responder/EOC requests to deviate from City/department policies)
- Prepare and execute rules, regulations, proclamations and/or orders as necessary
- Respond to requests from the Public Information Officer
- Interface with City Council and community leaders
- Act as a liaison to federal, State, and County elected officials
- Act as a liaison to local jurisdictions
- When the EOC is activated:
 - Respond to requests for policy direction from the EOC
 - Ensure EOC adherence to Policy Group's citywide priorities and directives
 - Support decisions and actions of the EOC

Because the Policy Group is a policy authority, Policy Group members may serve over consecutive shift changes and operational periods. A Policy Group member may also concurrently serve in a functional position in the EOC or a Department. However, to ensure members' ongoing availability to the City Manager, as well as continuity of EOC/Department operations, each Policy Group member serving in the EOC or a Department must have an assigned deputy with authority to serve in his/her EOC/Department role as he/she performs his/her Policy Group duties.

The City Manager may also activate/utilize three staff positions for support in implementing policy decisions:

- **City Attorney:** The City Manager may utilize the City Attorney to provide legal counsel on matters pertaining to emergency/event response. The City Attorney may also assist in the preparation of proclamations, ordinances, and other legal documents. The City Attorney may concurrently serve as the EOC Legal Officer (see Section 2.2.4: *Emergency Operations Center (EOC)*).
- **City Clerk:** If the emergency/event will require emergency proclamations and declaration requests (see 2.1.2 *Emergency Proclamations and Declarations*), the City Manager will utilize the City Clerk to coordinate emergency Council sessions.
- **Council Liaison:** The City Manager may activate the Council Liaison position to ensure that City Councilmembers have a central point of contact during high-profile emergencies or events, and/or in situations requiring City Council ratification of DES orders and proclamations.

Because these positions are not policy authorities, their staffing will be in accordance with operational period staffing patterns used by the Emergency Operations Center (see Section 2.2.4: *Emergency Operations Center (EOC)*).

2.2.3 City Council

In an emergency or disaster, the Mayor and City Councilmembers and their Standby Officers must be ready to ensure continuity of government and support emergency response.

The responsibilities of City Council are as follows:

- Obtain briefings from the City Manager and/or Council Liaison and convey information about community impacts
- Consider the need to replace Mayor or Councilmembers unable to perform their responsibilities due to absence, injury, or death

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- If needed, conduct an emergency City Council Session to ratify Proclamation of Local Emergency within 7 days of issuance by DES
- Review proclamation at regularly-scheduled Council meetings (no review to exceed 21 days from last review)
- Terminate proclamation as soon as emergency conditions are over
- Work with the Council Liaison to assist in the distribution of information to the community, and to provide interviews with the press as needed.

City Council is a policy authority, and members may serve over consecutive shift changes and operational periods.

City Council chambers are located at 2134 Martin Luther King Jr. Way. In the event that this location is unusable, the alternate site for City Council meetings will be Longfellow Middle School at 1500 Derby Street. In the event that City Council chambers and Longfellow Middle School are unusable or unavailable, an alternate site will be determined based on the nature of the event and the needs of the City.

2.2.4 Emergency Operations Center (EOC)

In accordance with SEMS, the Emergency Operations Center supports the MAC function at the Local Government Level, ensuring that all response systems are interconnected and complementary rather than duplicative. The EOC is a coordination and support structure that is separate from departments or on-scene Incident Command Post(s). The EOC exchanges information with the Field Level, Departments/DOCs (see Section 2.2.5 *Departments/Department Operations Centers*), and other governmental and non-governmental agencies.

The EOC supports all levels of the MAC System, facilitating actions necessary to protect the Berkeley community, property and environment during a citywide emergency/event. The primary responsibilities of the EOC are:

- Collect, analyze, and disseminate information
- Maintain a citywide common operating picture of City response activities
- Prepare citywide situation reports
- Coordinate/communicate the City Manager/DES's citywide priorities and directives to other levels of the MAC System
- Communicate policy questions to the City Manager/DES and Policy Group from the EOC and other levels of the MAC System
- Implement emergency/event management-by-objective
 - Reconcile competing objectives
 - Coordinate resource allocation priorities
- Organize and activate Berkeley's Emergency Support Functions (see Section 2.3.1: *Emergency Support Functions*).

The EOC is staffed with specially-trained personnel and equipped with systems and tools that aid in data collection and sharing, resource allocation, and other critical functions.

EOC Structure

The EOC is organized per the SEMS Guidelines for Local Government,⁵ providing EOC staff with a standardized operational structure and common terminology based on five major functional areas: Management, Plans/Intelligence, Operations Support, Logistics, and Finance/Administration. The

⁵ SEMS Guidelines, November 2009, Part I.C: System Description – Local Government Level, p. 10

figure below depicts the standard SEMS organizational structure for Local Government. Further details of the SEMS positions are described in Section 3: *EOC Sections*.

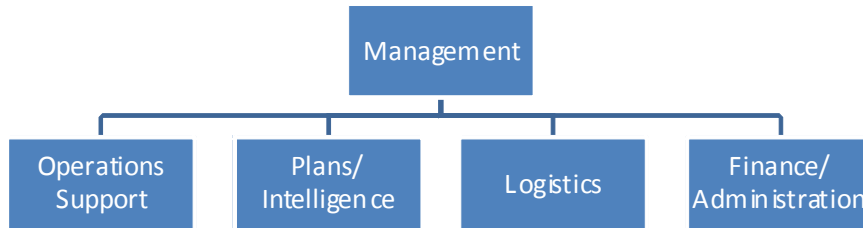


Figure 2-2: Standard SEMS Local Government Organization Structure

Berkeley's EOC and policy staff organization chart is displayed on the following page. The graphic identifies the policy staff positions in the MAC System, as well as the main branches and units of the EOC. (Note: The EOC Operations Support and Logistics Sections have additional units that are outlined in detail in Section 3: *EOC Sections*.)

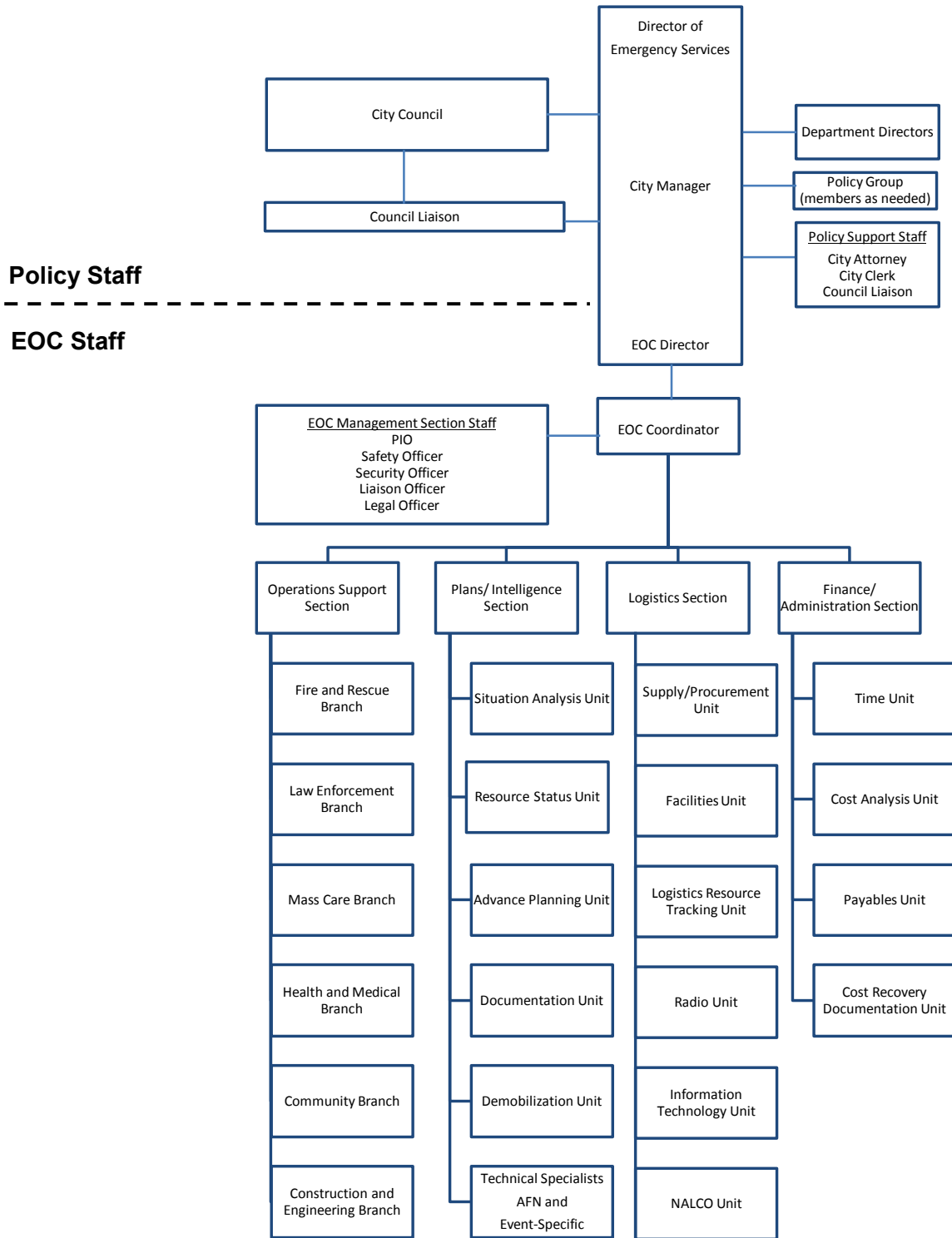


Figure 2-3: Berkeley MAC System EOC and Policy Level Organization Chart

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EOC Management Section and EOC Section Coordinators

Per the organizational chart on the prior page, the EOC Management Section and Section Coordinator positions are:

- Management Section
 - EOC Director
 - EOC Coordinator
 - Liaison Officer
 - Legal Officer
 - Security Officer
 - Safety Officer
 - Public Information Officer (PIO)
- EOC Section Coordinators
 - Operations Support Section Coordinator
 - Plans/Intelligence Section Coordinator
 - Logistics Section Coordinator
 - Finance/Administration Section Coordinator

Together, these EOC positions establish overall EOC objectives and guide EOC activities in support of the City Manager/DES's priorities and the Field Level response.

Management Section and Section Coordinator positions are illustrated in the figure below.

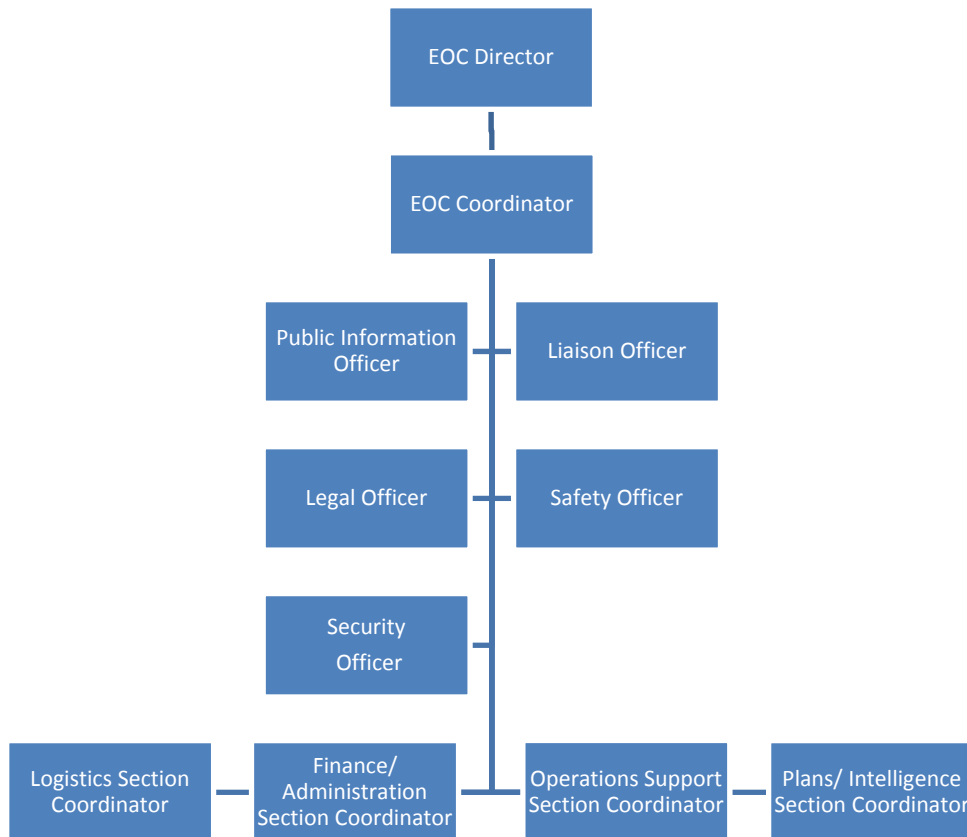


Figure 2-4: EOC Management Section and Section Coordinator Structure

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EOC Management Section

The EOC Management Section will support overall activities put forth by the EOC Section Coordinators. Management Section positions are functional positions and not policy authorities, and therefore will be staffed in accordance with EOC staffing patterns and operational periods.

Management Section positions and responsibilities are outlined in the table below.

EOC Management Section Positions and Responsibilities

<p>EOC Director</p>	<p>Responsible for overall <i>management of the EOC</i>, coordinating with the ALCO OA EOC, and other outside assisting organizations. As a standalone position, the EOC Director does not have a command role in any emergency/event. Assigns support positions as needed for management of EOC facility, information technology (IT), and other related services.</p> <p>Note: For continuity of EOC management, EOC Coordinator assumes EOC Director duties when EOC Director is in meetings or offsite.</p>
<p>EOC Coordinator</p>	<p>Facilitates EOC workflow. Ensures appropriate information exchange among EOC members and from the EOC to other levels of the MAC System.</p> <p>Note: Responsible for overall management of the EOC when the EOC Director is offsite.</p>
<p>Public Information Officer (JIC Coordinator)</p>	<p>Serves as the point of contact for the Joint Information Center, which coordinates and disseminates emergency/event information to the public, the media, and other relevant stakeholders.</p>
<p>Legal Officer</p>	<p>Advises EOC staff on legal matters and directs inquiries to the City Attorney’s Office as appropriate. (Legal Officer may concurrently serve as City Attorney in support of City Manager/Policy Group.)</p>
<p>Liaison Officer</p>	<p>Coordinates with all outside agency representatives that have been assigned to the EOC, but are not integrated into the Operations Support Section.</p>
<p>Safety Officer</p>	<p>Monitors all aspects of emergency operations to ensure the safety of all City personnel involved with response activities.</p>
<p>Security Officer</p>	<p>Controls personnel access to and from the EOC and other facilities, as determined and in accordance with policies established by the EOC Director.</p>

EOC Section Coordinators

In addition to the Management Section, the EOC has four functional sections with coordinators for the EOC’s Operations Support, Plans/Intelligence, Logistics, and

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Finance/Administration Sections. These Sections are described further in Section 3: *EOC Sections*.

2.2.5 Departments/Department Operations Centers (DOCs)

In an emergency, the primary responsibilities of a City department are:

- 1) Maintain internal department operations (continuity of operations)
- 2) Maintain and share operational status of department resources (staff, equipment, supplies and facilities) at all times. This includes the status of staff members, facilities, equipment and supplies. Departments perform this tracking as part of day-to-day operations, and in emergency/event response, they are additionally responsible for making that information available to the MAC System.
- 3) When necessary, contribute to citywide response through communication and coordination with the EOC.

In order to accomplish these activities in an emergency/event, a Department Director or designee may choose to establish a Department Operations Center (DOC) to coordinate department operations. A department is not required to establish a DOC; however, each department must perform its three primary responsibilities resources at all times.

Per SEMS, a DOC should provide for the five primary SEMS functions of Management, Operations, Plans/Intelligence, Logistics, and Finance/Administration. Depending on situation needs and department capabilities, the five functions may be performed by a single person, a few people, or a highly-structured DOC organization with sections, branches and units.

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EOC-Department/DOC Connections

All City departments may utilize the DOC structure to coordinate department operations. DOCs can be activated with or without an associated EOC activation.

If the EOC is activated, all departments must coordinate with the EOC. If the department is leading implementation of an Emergency Support Function (see Section 2.3.1: *Emergency Support Functions*), the department must staff associated department representative(s) in the EOC per the table below. These EOC representatives will connect the department to citywide operations.

Department/DOC	EOC Representatives
Fire	<ul style="list-style-type: none"> • Operations Support Section – Fire and Rescue Branch
Police	<ul style="list-style-type: none"> • Operations Support Section – Law Enforcement Branch
Planning and Development	<ul style="list-style-type: none"> • Operations Support Section – Construction and Engineering Branch
Public Works	<ul style="list-style-type: none"> • Operations Support Section – Construction and Engineering Branch • Logistics Section – Radio Unit
Health, Housing and Community Services	<ul style="list-style-type: none"> • Operations Support Section – Health and Medical Branch • Operations Support Section – Mass Care Branch
Parks, Recreation and Waterfront	<ul style="list-style-type: none"> • Operations Support Section – Construction and Engineering Branch • Operations Support Section – Mass Care Branch
Information Technology	<ul style="list-style-type: none"> • Logistics Section – Information Systems Unit
Finance	<ul style="list-style-type: none"> • Logistics Section – Supply/Procurement Unit • Finance/Administration Section
Human Resources	<ul style="list-style-type: none"> • Logistics Section – Personnel Unit
City Attorney’s Office	<ul style="list-style-type: none"> • Management Section – Legal Officer

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2.3 Emergency Management Coordination

This section outlines the Emergency Support Functions that organize Berkeley's EOC operations, as well as the levels of coordination and communication in Berkeley's MAC System. This section outlines the decision-making, resource management, and public information activities that occur at each level and among the levels.

2.3.1 Emergency Support Functions

As utilized by the City of Berkeley, an Emergency Support Function (ESF) represents a function-specific grouping of activities needed during emergency/event response. Berkeley adopted the federal ESF concept and tailored it to create Berkeley-specific ESFs, which will be used to coordinate and organize Berkeley's Local Government Level operations.

Berkeley's ESFs are organized as follows:

1. Transportation
2. Communications
3. Public Works and Engineering
4. Fire and Rescue
5. Emergency Management
6. Mass Care and Recovery Support
7. Logistics
8. Public Health and Medical Services
9. Urban Search and Rescue
10. Oil and Hazardous Materials Response
11. Animal Response
12. Utilities
13. Law Enforcement
14. Long-Term Recovery
15. Public Information
16. Evacuation
17. Community Support

Appropriate Departments or EOC branches will be charged with the "coordinating" responsibility for each ESF. If activities under the ESF are primarily the responsibility of one department (e.g., ESF 13: Law Enforcement) then that department will coordinate the ESF (in this case, the Police Department). If activities under the ESF rest among multiple departments (e.g., ESF 16: Evacuation or ESF 6: Mass Care and Recovery Support), they will be coordinated in the EOC by the section or branch staffed with representatives of those departments. Other EOC branches and departments may support the coordinating department or EOC section/branch. A single department or EOC section/branch may be involved in more than one ESF.

ESF roles and responsibilities are further detailed in the ESF Annexes to this EOP, which are outlined in Attachment 2. Section 3: *EOC Sections* outlines ESF coordinating/supporting assignments for particular EOC sections/branches.

2.3.2 Levels of Coordination and Communication

This section describes coordination and communication between the various levels of the MAC System, from the Field Level through the Local Government Level to the OA Level EOC.

The figure below illustrates the possible communication pathways among all levels of the MAC

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System.

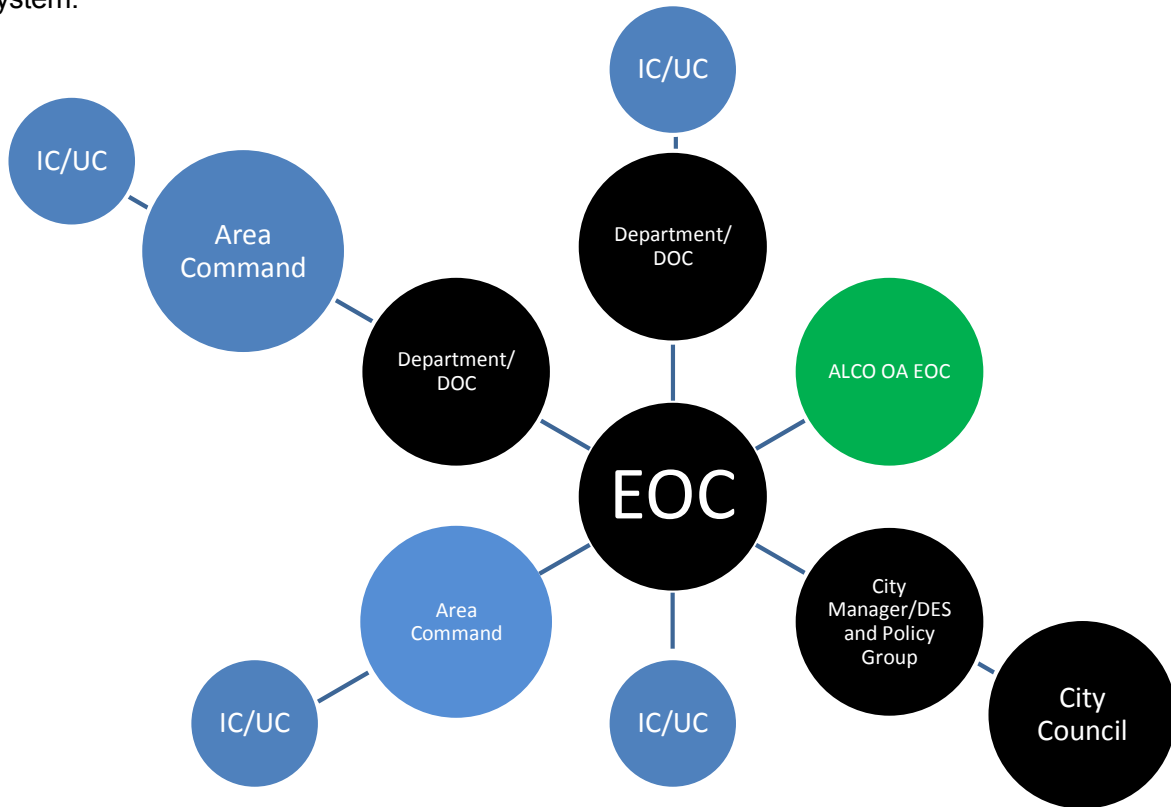


Figure 2-5: Coordination Linkages throughout the MAC System

In the graphic above and those that follow in this plan:

- **SEMS Field Level organizations** (Area Commands, Incident Commands and Unified Commands) are represented in blue. This level commands emergency response personnel and resources in the field.
- **SEMS Local Government Level organizations** (Departments/DOCs, the EOC, the City Manager/DES and Policy Group, and City Council) are represented in black. This level manages and coordinates Berkeley’s overall emergency response and recovery activities.
- **SEMS Operational Area Level organizations** (ALCO OA EOC) are represented in green. The ALCO OA EOC manages and coordinates information, resources, and priorities among local governments within Alameda County.

The graphic above illustrates how the EOC acts as a hub between all layers of Berkeley’s MAC System. The EOC can connect directly with Incident Commands and/or Unified Commands, and/or additional layers may be activated as follows:

- Departments/DOCs provide an additional layer of coordination at the Local Government Level
- Area Command(s) provide an additional layer of command at the Field Level

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SEMS Field Level

Incident Command/Unified Command

- Coordinates with Area Command (if activated)
 - If Area Command not activated, coordinates with DOC(s) affiliated with IC/UC members
 - If authorized by department/DOC, coordinates with EOC Operations Support Section Branch(es) affiliated with IC/UC discipline(s)

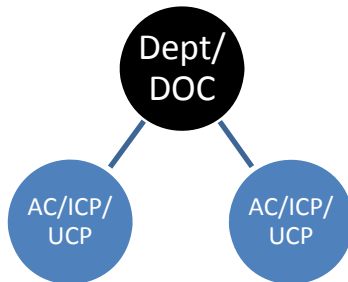
Area Command (if activated)

- Coordinates with assigned ICs
- Coordinates with Department/DOC affiliated with Area Command discipline
 - If authorized by department/DOC, coordinates with EOC Operations Support Section Branch affiliated with AC discipline

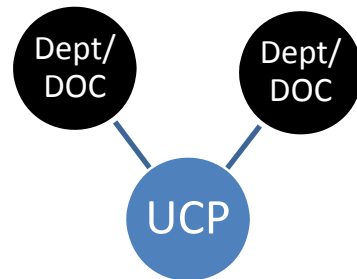
SEMS Local Government Level

Department/DOC (if activated)

- Coordinates with department representatives at Area Command(s), if activated
 - If Area Command not activated, communicates with department representatives at ICPs/UCPs
- Coordinates with EOC
- Coordinates with City Manager/DES (for simplicity, this relationship is not visually represented)



**Figure 2-6:
Department/DOC
Communications to
Multiple ACs/ICPs/UCPs**



**Figure 2-7:
UCP Communications to
Multiple
Departments/DOCs**

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EOC

- Coordinates with each discipline's Department/DOC, if activated
 - If a discipline's DOC is not activated, coordinates with Department representatives at Area Command(s)
 - If a discipline's Area Command(s) is/are not activated, coordinates with ICPs/UCPs
- Coordinates with the City Manager/DES and Policy Group
- Coordinates with the ALCO OA EOC

City Manager/DES

- Coordinates with EOC
- Coordinates with City Council (via Council Liaison, see Section 2.2.2: *Policy Group* for details)
- Coordinates with City Departments (for simplicity, this relationship is not visually represented)

Sections 2.3.3 – 2.3.5 describe the key information being shared by these groups and the processes for action planning, resource management and public information.

2.3.3 Information Management

The MAC System is designed to facilitate information-sharing among all of its levels. Information-sharing facilitates effective decision-making at both the Local Government and Field Levels.

The EOC and Departments/DOCs are activated to provide decision-makers with awareness of the entire situation. The EOC also provides information to the City Manager/DES and Policy Group to enable the City Manager/DES to make informed policy decisions. This situational awareness is vital to the effective coordination of support for responders in the Field Level. The EOC also facilitates the development and distribution of accurate and consistent public information.

The EOC and Departments/DOCs provide information, including the City Manager/DES's citywide priorities and policy directives, to the Field Level. Information-sharing facilitates tactical decision-making by incident commanders.

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The table below outlines the information management roles throughout the MAC System:

Management Structure	Information Management Role
City Manager/ DES and Policy Group	<ul style="list-style-type: none"> • Receives intelligence from EOC (through citywide situation reports and as-needed)
EOC	<ul style="list-style-type: none"> • Receives information and intelligence from: <ul style="list-style-type: none"> ○ Departments/DOCs ○ Field ○ External sources • Verifies information to establish intelligence • Synthesizes intelligence into citywide situation reports • Disseminates citywide situation reports to: <ul style="list-style-type: none"> ○ City Manager/DES and Policy Group ○ Departments/DOCs ○ Field Level ○ External partners
Department/ DOC	<ul style="list-style-type: none"> • Receives information and intelligence from: <ul style="list-style-type: none"> ○ EOC (through citywide situation reports and as-needed) ○ Field (through department staff in the Field) • Maintains information on department operations • Consolidates information on incident operations • Disseminates department situation reports to EOC and field
Field	<ul style="list-style-type: none"> • Receives information and intelligence from: <ul style="list-style-type: none"> ○ EOC (through citywide situation reports and as-needed) ○ Department/DOC (through department situation reports) • Maintains information on incident operations • Disseminates incident status reports to Department/DOC

The figure below illustrates information-sharing pathways throughout the MAC System.

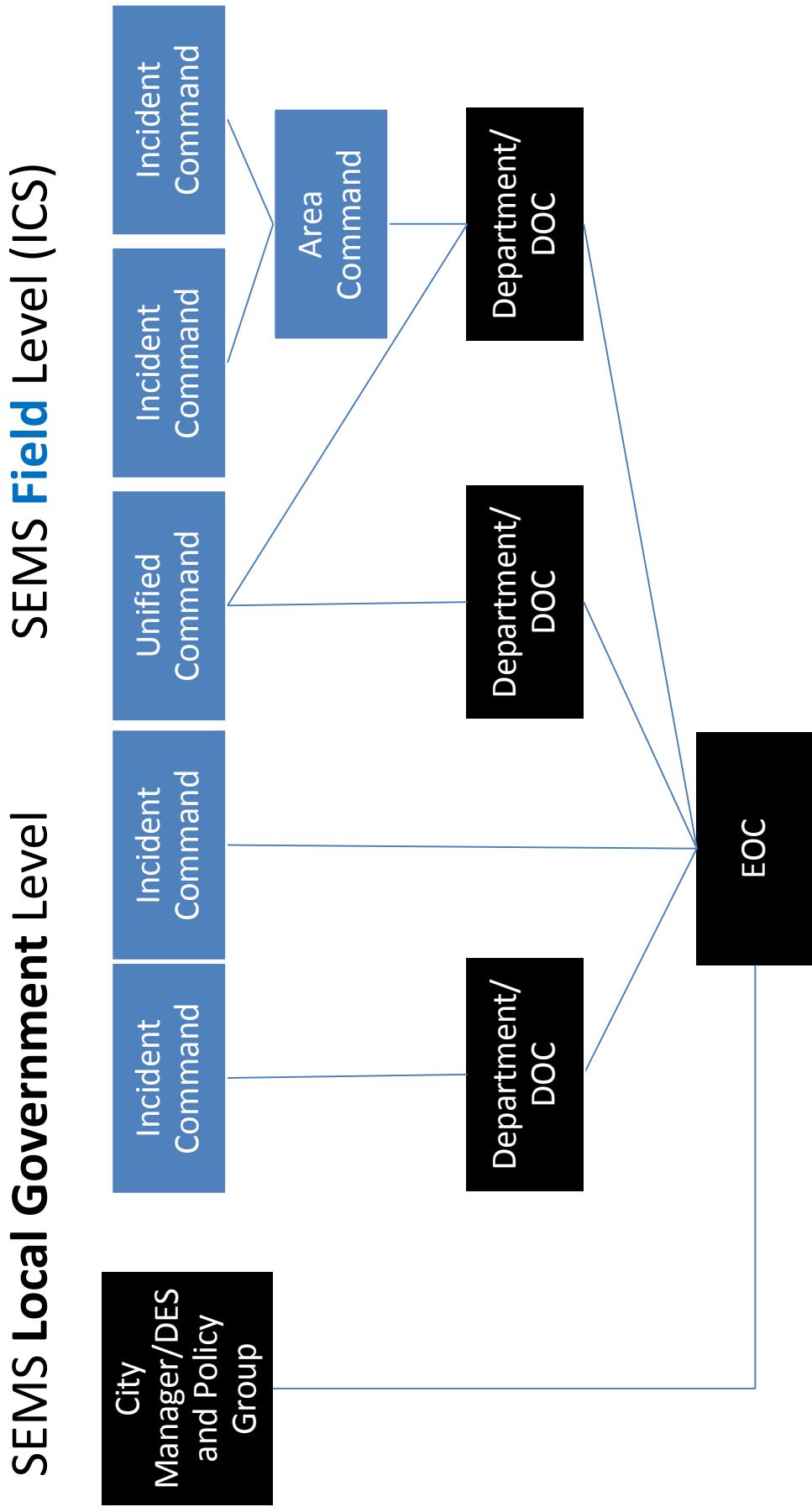


Figure 2-8: Information-Sharing Pathways throughout the MAC System

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2.3.4 Action Planning⁶

Action planning is an essential SEMS-based emergency management process. Action plans are created by each IC/UC/AC, Department/DOC and the EOC. Action plans created at each level are coordinated with one another.

Field Level: Incident Action Plan (IAP)

At the Field Level, an IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Local Government Level: EOC/Department/DOC Action Plan

The Action Plan created in the EOC or Department/DOC contains the EOC/Department/DOC's objectives to coordinate and support emergency/event response for a designated period. Action Plan objectives reflect the Policy Group's citywide priorities. The Plans/Intelligence Section is responsible for developing the Action Plan in coordination with the other EOC sections. The Action Plan is approved by the EOC/Department/DOC Director and shared with supporting agencies.

The City Manager/DES and Policy Group do not create an Action Plan. Instead, the City Manager/DES makes policy decisions and establishes directives and citywide priorities that guide action planning at all levels of the MAC System. The EOC is responsible for sharing these citywide priorities, decisions, and directives with the other elements of the MAC System through the EOC Action Plan.

The figure that follows illustrates the scope of the Action Plan objectives developed by each organization in the MAC System.

⁶ CCR Title 19, Division 2, Chapter 1, Section 2402: Definitions

SEMS Local Government Level SEMS Field Level (ICS)

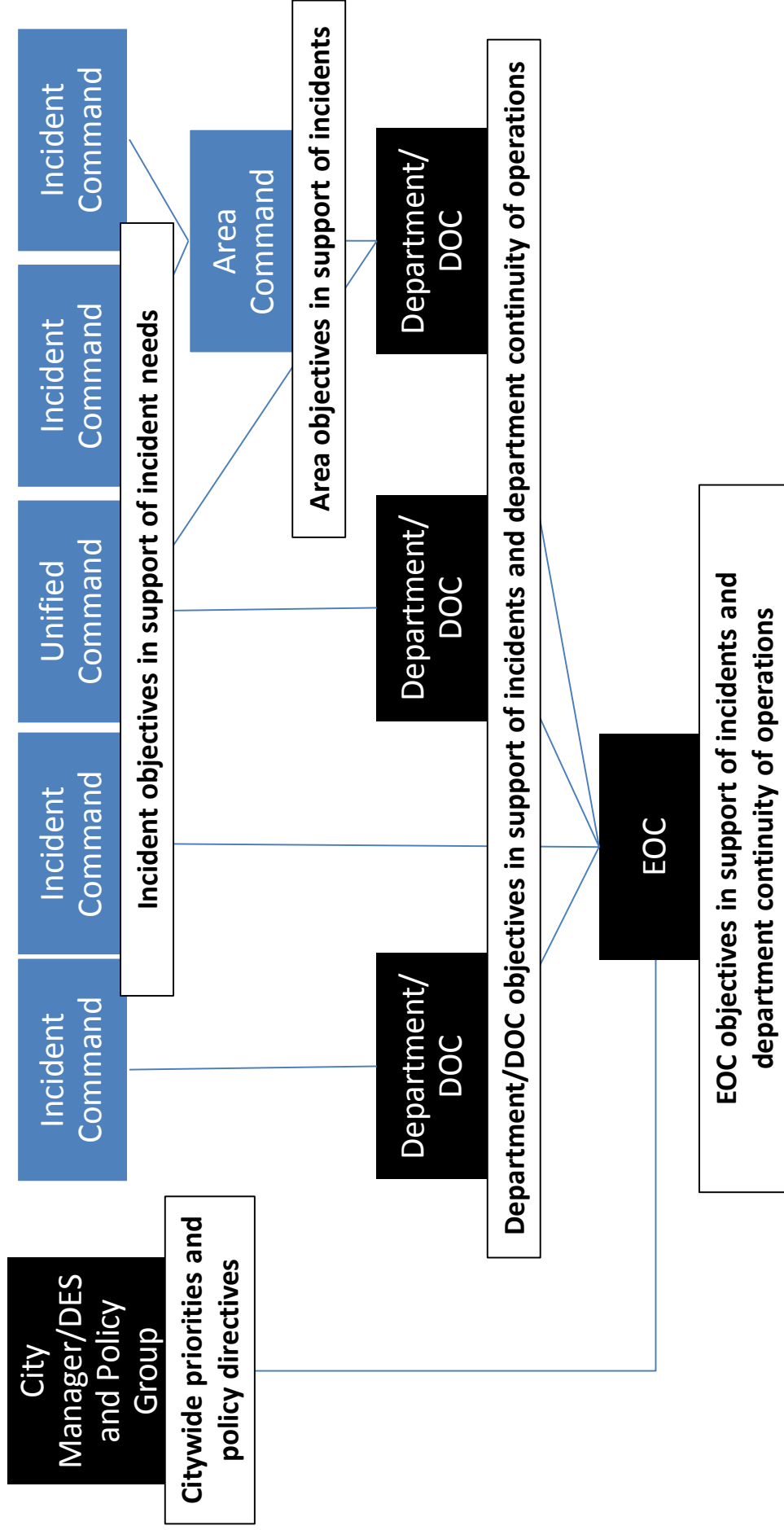


Figure 2-9: Action Planning Roles throughout the MAC System

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The table below outlines the action planning roles throughout the MAC System:

Management Structure	Action Planning Role
City Manager/DES	<ul style="list-style-type: none"> • Establishes citywide priorities and policy directives • Provides direction on policy questions • Vets EOC/Department/DOC Action Plan objectives to ensure they support citywide priorities and policy directives • Approves EOC Action Plan
EOC Coordinator	<ul style="list-style-type: none"> • Per citywide priorities and policy directives, and in coordination with Management Section and section coordinators, establishes <u>overall EOC objectives</u>, which describe how the EOC will support: <ul style="list-style-type: none"> ○ Incident operations (by allocating and requesting resources) • Departments' continuity of operationsSends policy questions to the City Manager/DES and Policy Group
EOC Sections	<ul style="list-style-type: none"> • Per citywide priorities and policy directives, and per overall EOC objectives, establishes objectives for each EOC section • Communicates citywide priorities and policy directives to Department/DOCs and incidents
Department/DOC	<ul style="list-style-type: none"> • Per citywide priorities and policy directives, establishes <u>Department/DOC objectives</u>, which describe how the department/DOC will support: <ul style="list-style-type: none"> ○ Incident operations (by allocating department resources) ○ Department continuity of operations • Communicates citywide priorities and policy directives to incidents • Sends policy questions to the EOC Operations Support Section for vetting by the City Manager/DES and Policy Group
Field	<ul style="list-style-type: none"> • Per citywide priorities and policy directives, establishes <u>incident objectives</u>, which describe how responders will use allocated resources to meet incident needs • Sends policy questions to the Department/DOC (if activated)/EOC Operations Support Section for vetting by the Policy Group

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2.3.5 Resource Management

SEMS defines resources as “personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.”⁷ For the purposes of this document, other resources may include funding sources, pre-designated agreements, policies, and protocols. All levels of the MAC System work together to locate, assign, move, use and track resources to address emergency/event needs.

Resource Management Assumptions

The following assumptions are in place:

- All City departments are responsible for maintaining information on the status of department resources at all times. If necessary, a department should activate a DOC to facilitate department operations and resource management. (See Section 2.2.5: *Departments/Department Operations Centers (DOCs)* for details.)
- If the EOC has not been activated, departments/DOCs may request resources from another department/DOC or citywide contract.
- When the EOC is activated:
 - All City departments participating in emergency/event response should be represented in the EOC.
 - The resources of a department remain the assets of the department as well as a shared asset of the EOC branch/section under which the department is serving in the emergency/event response. For example, a Public Works Department bulldozer remains the responsibility of the Department but is a shared resource of the EOC Operations Support Section’s Construction and Engineering Branch, where Public Works is represented.
 - The MAC System will shift into Single-Point Ordering structure (see *Single-Point Ordering* below). All Field Level resource requests will be routed through the EOC Operations Support Section for confirmation before they are filled.

Single-Point Ordering

When the EOC is activated, the MAC System will use a single-point resource ordering structure. Single-point ordering is a SEMS concept that establishes one centralized point to receive and manage all resource requests for an emergency/event. For Berkeley’s MAC System, that single point will be the EOC Operations Support Section. This means that before assigning department resources to an incident, departments/DOCs must confirm deployment of the resource with their representative in the EOC Operations Support Section.

Single-point ordering enables centralized coordination, tracking, and allocation of resources. By centralizing resource requests in the EOC, the EOC Operations Support Section ensures that department resources are being allocated to the highest-priority incidents, per the citywide priorities established by the City Manager/DES.

Single-point ordering will not change communication between departments/DOCs and their AC/ICP/UCPs. Additionally, even if an AC/ICP/UCP is communicating directly with the EOC Operations Support Section, the Section will first attempt to fill resource requests through the appropriate department(s)/DOC(s), and if unsuccessful, will forward the request to the EOC Logistics Section.

Mutual Aid

⁷ California Statewide Multi-Agency Coordination System Guide, February 2013, p. 50

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Mutual Aid agreements are department-specific resources. If the EOC is not activated, departments/DOCs will initiate mutual aid requests through their own discipline-specific mutual aid agreements.

When the EOC is activated, departments/DOCs will continue to initiate mutual aid requests through their own discipline-specific mutual aid agreements, with two additional steps for coordination and tracking:

- 1) Prior to making a mutual aid request, a departments/DOC will confirm the request with its representative in the EOC Operations Support Section
- 2) In the event that the department/DOC needs additional resources in support of invoking mutual aid, the department/DOC can submit resource requests to its representative in the EOC Operations Support Section.

Resource Management Roles and Responsibilities

The table below summarizes the respective resource management roles of the City Manager/DES, EOC, department/DOC, Area Command and Incident Command/Unified Command.

All resource management activities are performed in accordance with the citywide priorities and policy directives established by the City Manager/DES, as well as with the objectives established for each SEMS organizational level/function.

Management Structure	Resource Management Role
City Manager/DES	<ul style="list-style-type: none"> • Establishes citywide priorities to guide resource management throughout the MAC System • As needed, provides policy directives to address resource-related policy questions
EOC	<ul style="list-style-type: none"> • Anticipates resource needs • Receives resource requests <ul style="list-style-type: none"> ○ From departments/DOCs ○ From the Field Level • Processes resource requests <ul style="list-style-type: none"> ○ Prioritizes requests based on citywide priorities ○ Requests additional resources from departments/DOCs ○ Requests additional resources from external sources • In coordination with departments/DOCs: <ul style="list-style-type: none"> ○ Tracks department resources assigned to incidents and available for assignment ○ Projects resource shortfalls • Sends resource-related policy questions to the City Manager/DES and Policy Group
Department/DOC	<ul style="list-style-type: none"> • Identifies department resources available for Field Level assignment • Receives resource requests <ul style="list-style-type: none"> ○ From the EOC Operations Support Section ○ From the Field Level • Processes resource requests <ul style="list-style-type: none"> ○ Confirms resource deployment with EOC Operations Support Section before filling Field Level resource requests

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	<ul style="list-style-type: none"> ○ Allocates available resources to Field Level (Area Commands/Incident Commands), per Field Level and/or EOC requests ○ Requests additional resources through discipline-specific mutual aid channels ○ Forwards unfillable Field Level resource requests to EOC Operations Support Section ● In coordination with EOC and Field Level: <ul style="list-style-type: none"> ○ Tracks department resources assigned to incidents and available for assignment ○ Anticipates resource needs ○ Projects department resource shortfalls ● Sends resource-related policy questions to the EOC for vetting by the City Manager/DES and Policy Group
<p>Field: Area Command <i>(if established)</i></p>	<ul style="list-style-type: none"> ● Allocates resources assigned to the Area to particular incidents ● Requests additional resources from Department/DOC/EOC Operations Support Section, as appropriate ● Sends resource-related policy questions to the Department/DOC/EOC for vetting by the City Manager/DES and Policy Group
<p>Field: Incident Command/ Unified Command</p>	<ul style="list-style-type: none"> ● Commands resources assigned to the incident ● Requests additional resources from Area Command or department/DOC or EOC Operations Support Section, as appropriate ● Sends resource-related policy questions to Area Command or department/DOC or EOC Operations Support Section for vetting by the City Manager/DES and Policy Group

The graphic that follows illustrates resource management responsibilities throughout the MAC System when the EOC is activated.

SEMS Local Government Level SEMS Field Level (ICS)

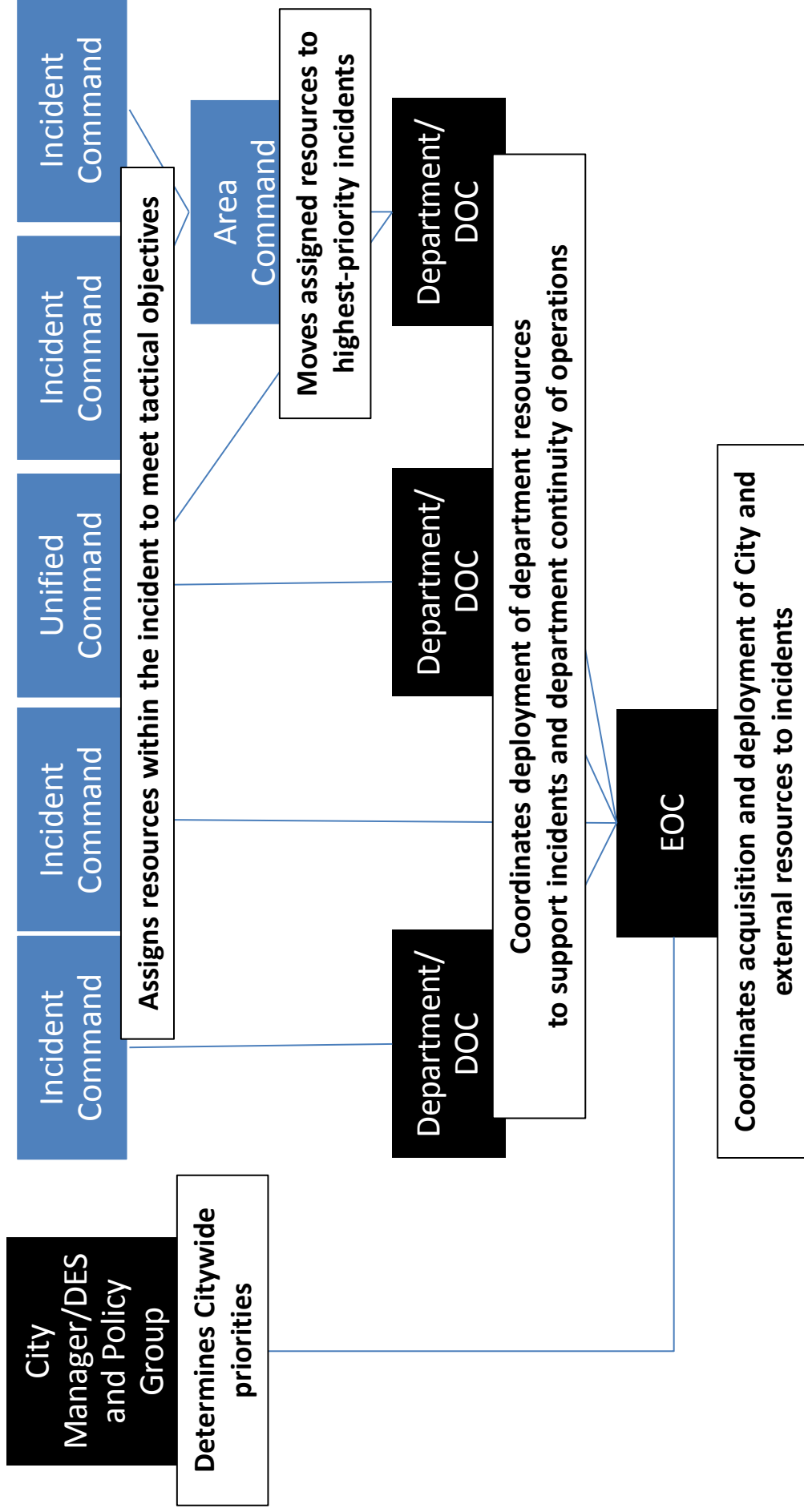


Figure 2-10: Resource Management throughout the MAC System

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Resource Requesting Process

Field Level commanders submit resource requests to the appropriate Department/DOC or to the EOC Operations Support Section, if authorized by the Department/DOC.

When a Department/DOC receives the request, it will determine if the request can be filled with department resources.

- If the Department/DOC can fill the request, the Department/DOC will confirm resource deployment with the EOC Operations Support Section before filling the request.
- If the Department/DOC cannot fill the request, the Department/DOC will forward the request to the EOC Operations Support Section.

Discipline-specific mutual aid (e.g., fire service and rescue, law enforcement, and medical health) will be handled by the appropriate department/DOC, in coordination with the appropriate representative in the EOC Operations Support Section as outlined in Section 4: *Mutual Aid*.

When the EOC Operations Support Section receives the request (from a Department/DOC or directly from the Field Level), the Section will verify that the resource is not available from within City inventories, by checking with:

- 1) Department representatives in the Operations Support Section, which will check with their Department/DOCs if necessary
- 2) Plans/Intelligence Section Resource Status Unit (which will maintain information for other City departments not represented in the Operations Support Section)

When no internal source exists to fulfill the resource request, or when a shortage is anticipated, the Operations Support Section will forward the request to the EOC Logistics Section.

The EOC Logistics Section will attempt to fulfill the request through the following methods:

- Locating inventories from known sources, including nongovernmental organizations
- Acquisition through renting, leasing or purchasing from established vendors
- Acquisition from alternate vendors

When the Logistics Section cannot fill a resource request, the Logistics Section will route the resource request to the Logistics Section at the ALCO OA EOC.

Resource Mission Tasking

A Resource Mission Tasking is a necessary action identified by the EOC Operations Support Section to fulfill an operational objective, which involves the dispatching of personnel outfitted with the appropriate supplies and equipment to complete a task or assignment. This differs from a resource request, which is used to order resources such as supplies, equipment, facilities, and personnel in support of and supervised by those responsible for operational objectives and assigned tasks. The EOC Operations Support Section must only submit specific resource requests to the EOC Logistics Section. The Logistics Section does not fill Mission Tasks.

The graphic below outlines the flow of a single resource request through Berkeley's MAC System.

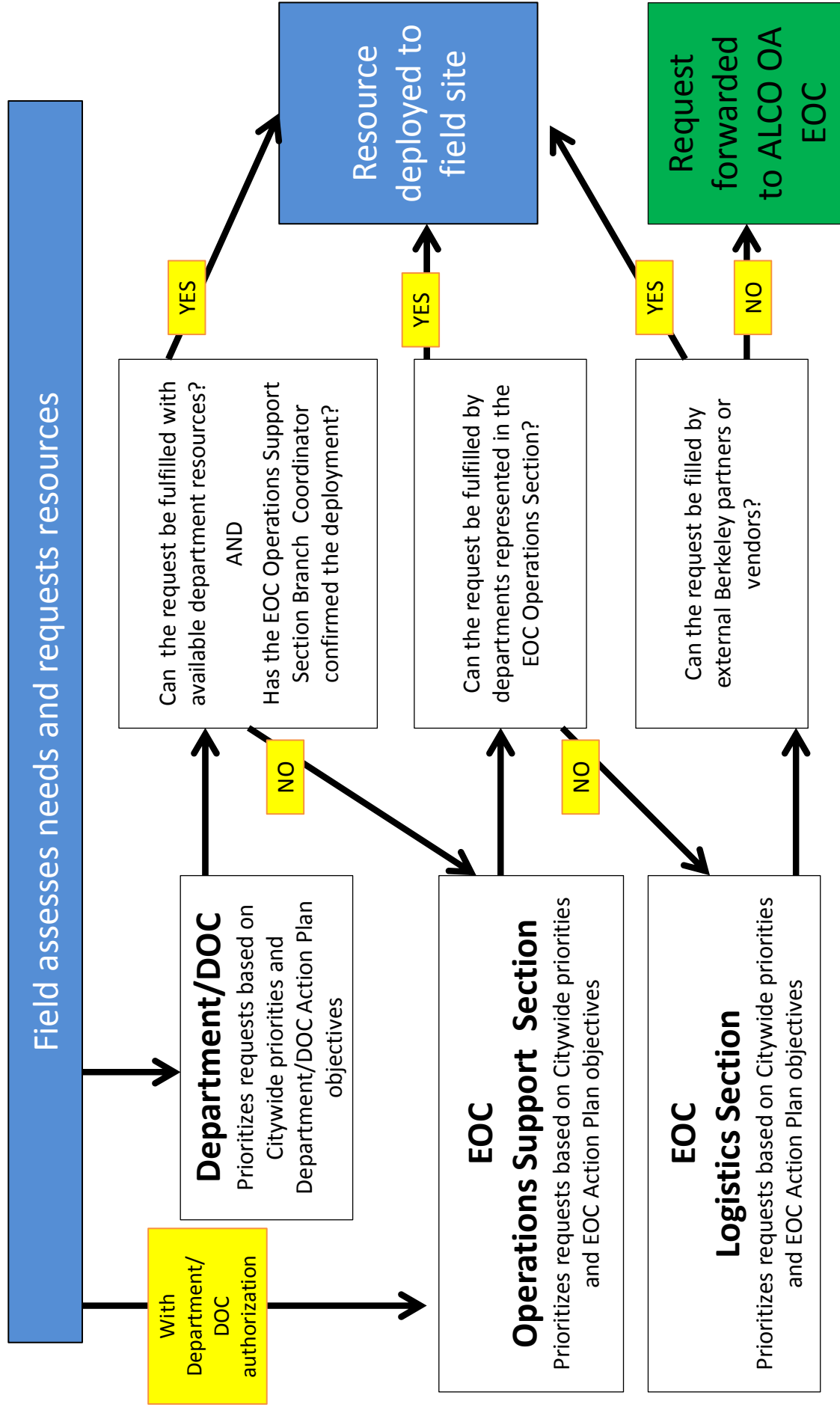


Figure 2-11: Resource Request Flow through the MAC System

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Resource Tracking Roles and Responsibilities

Real-time tracking of incidents and resources is critical during the response phase. Resources may be in short supply, and multiple requests for limited resources can occur. EOC sections and departments/DOCs coordinate their resource management activities to provide a citywide assessment of resource allocation and shortfalls, as outlined in the table below.

Management Structure	Resource Tracking Role
EOC Operations Support Section	<ul style="list-style-type: none"> • Tracks resources assigned to the Field Level <ul style="list-style-type: none"> ○ City resources ○ External resources • Tracks information from departments/DOCs about available City resources • Tracks resource requests sent to the Logistics Section
EOC Plans/ Intelligence Section Resource Status Unit	<ul style="list-style-type: none"> • Gathers information about assigned/available/requested resources from: <ul style="list-style-type: none"> ○ Operations Support Section ○ Departments/DOCs not represented in EOC Operations Support Section ○ Logistics Section • Uses available information to project resource shortfalls
EOC Logistics Section Resource Tracking Unit	<ul style="list-style-type: none"> • Tracks resource requests received from the Operations Support Section • Tracks external resources ordered and assigned to the Field Level • Tracks resource requests sent to the ALCO OA EOC
Department/DOC	<ul style="list-style-type: none"> • Tracks information regarding: <ul style="list-style-type: none"> ○ Department resources (equipment, materials and personnel): <ul style="list-style-type: none"> ▪ Assigned to incidents ▪ Available for assignment ▪ Unavailable ○ Discipline-specific mutual aid resource requests • Forwards information to: <ul style="list-style-type: none"> ○ EOC Operations Support Section Representatives (if activated), or ○ Plans/Intelligence Section Situation Status Unit

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2.3.6 Levels of Public Information Coordination and Dissemination

Significant, large-scale emergencies/events require accurate, coordinated and timely public information. This plan distinguishes between ESF 15: *Public Information* and *emergency public information and warning*:

- Public Information: providing accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the Berkeley community overall. Examples of public information messages include updates on citywide response and notifications of shelter openings.
- Emergency Public Information and Warning (EPIW): disseminating life-safety instructions to affected populations during emergencies. Examples of EPIW messages include evacuation and shelter-in-place orders.

Because of the extremely time-sensitive nature and life safety content of EPIW messages, delivery of EPIW messages will be handled by the EOC Operations Support Section as outlined in Section 3: *EOC Sections*. Public information messages will use the vetting and distribution process outlined below.

Berkeley will coordinate its public information efforts among all levels of the MAC System. The City may have individual Public Information Officers in the Field Level and at the EOC. The following describes the coordination and the public information dissemination roles throughout Berkeley's MAC System.

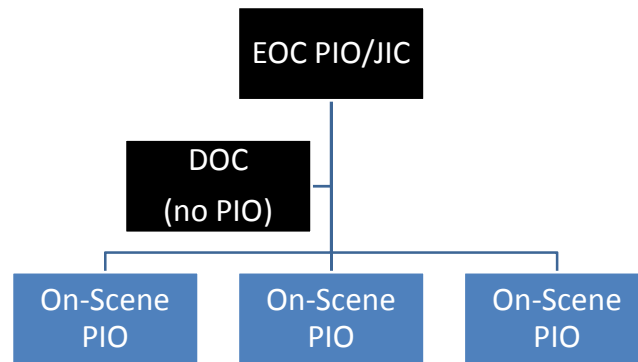


Figure 2-12: Public Information Structure in the MAC System

Field Level: On-Scene PIO

- Coordinates with on-scene responders
 - Advises incident commander on all public information matters related to the emergency/event
- Provides information to the JIC from the incident site
- Receives approved talking points from the JIC
- Public information role: Discuss Field Level activities

Local Government Level: Department/DOC

- Provides Department-specific information to the Operations Support Section representative, who provides it to the EOC PIO/JIC to be included in coordinated City of Berkeley public information dissemination (through press releases, leadership talking points, etc)
- No public information role

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Local Government Level: EOC

- The Operations Support Section receives site-specific information from the Field Level and sends citywide talking points to the Field Level.
- The Plans/Intelligence Section gathers and shares intelligence with the EOC and PIO/JIC to help develop public information messages and delivery strategy.
- A Joint Information Center (JIC) may be established to coordinate public information. A JIC is a central location where PIOs involved in an emergency/event may co-locate to gather, verify, coordinate, and disseminate emergency/event information.
 - Receives information from EOC Section Coordinators and Management Section
 - Coordinates dissemination of information internally to ensure that all involved City of Berkeley Departments and the EOC are kept informed of messages being released by the EOC PIO/JIC

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2.4 MAC System Coordination with Other Entities

This section outlines how Berkeley's MAC System integrates and coordinates with external partners. When appropriate, partner representatives are integrated directly into Berkeley's MAC System at the Local Government and/or Field Levels. Otherwise, the MAC System will coordinate with Partners at the Local Government Level through the Liaison Officer at the EOC. Particular considerations for each type of external partner are outlined below.

2.4.1 Alameda County – Operational Area Emergency Operations Center

The City EOC will communicate and coordinate directly with the ALCO OA EOC. ALCO OA coordination with cities in Alameda County is outlined in the Alameda County Emergency Operations Plan. The Alameda County EOP provides a framework for the County to coordinate response activities of its cities, special districts and unincorporated areas. Coordination between the City of Berkeley EOC and the ALCO OA EOC will occur through the appropriate SEMS channels (Management, Plans/Intelligence, Operations Support, Logistics and Finance/Administration).

2.4.2 State and Federal Organizations

In some instances, a federal or State agency will have a Field Level response role, due to its jurisdictional responsibility of the emergency/event. For example, the Federal Aviation Administration will have jurisdictional responsibility for an aircraft accident within Berkeley.

When a federal or State agency is involved in Field Level operations, the agency will also coordinate with the City EOC and any appropriate Department/DOCs. Federal or State agencies operating in the Field Level may be found in any ICS section, or as part of a Unified Command. The emergency/event type will determine their location and scope of involvement.

2.4.3 Special Districts

The emergency response roles of special districts and governmental institutions in Berkeley are generally focused on their normal services or functional area of responsibility. Examples of special districts include: East Bay Municipal Utility District, AC Transit and Bay Area Rapid Transit.

Special districts will establish their own response systems. They will coordinate directly with the City either by sending a representative to the EOC or appropriate Department/DOC, or by establishing communications with the EOC section/branch or Department/DOC coordinating the associated ESF (see Section 2.3.1: *Emergency Support Functions*). Special districts with a pre-established role during an emergency/event will coordinate with the pre-designated EOC section/branch or Department/DOC. Special districts without pre-established responsibilities during an emergency/event will coordinate first with the EOC Liaison Officer and then, if appropriate, with a designated EOC section/branch or Department/DOC.

Note: In emergencies/events with regional impacts, special districts may not have adequate staff to send representatives to the City EOC or Department/DOCs. In this case, special district representatives may only be available through their own operations centers or the ALCO OA EOC. In this case, the City would coordinate with special district representatives either through their own operations centers or through the representative at the ALCO OA EOC.

2.4.4 Non-City Governmental Institutions in Berkeley

Non-City governmental institutions in Berkeley include the University of California – Berkeley, the Berkeley Unified School District, and the Berkeley Lab. These institutions in Berkeley generally

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participate in Berkeley's MAC System in two ways:

- 1) Supporting Berkeley community members affiliated with their institutions (e.g., staff and/or students)
- 2) Providing resources to assist with the citywide response effort (e.g., transportation, facilities, personnel, etc.)

These institutions will establish their own response systems. They will coordinate directly with the City either by sending a representative to the EOC or appropriate Department/DOC, or by establishing communications with the EOC section/branch or Department/DOC coordinating the associated ESF (see Section 2.3.1: *Emergency Support Functions*). Institutions with a pre-established role during an emergency/event will coordinate with the pre-designated EOC section/branch or Department/DOC. Institutions without pre-established responsibilities during an emergency/event will coordinate first with the EOC Liaison Officer and then, if appropriate, with a designated EOC section/branch or Department/DOC.

For resource requesting, non-City governmental institutions are considered to be part of the Berkeley community and will be expected to coordinate their resource requests through City government channels. Institutions with a pre-established role during an emergency/event in Berkeley will send resource requests through the pre-designated Department/DOC or EOC branch. Institutions without pre-established responsibilities during an emergency/event in Berkeley will send resource requests through with the City EOC's Liaison officer until directed otherwise.

2.4.5 Volunteer Organizations

The City EOC coordinates with non-governmental volunteer organizations that have response roles within City. Some of the major volunteer organizations that may be involved in Berkeley's MAC System include the following:

- American Red Cross: By congressional mandate and in accordance with its corporate policy, the Red Cross has a longstanding disaster relief mission. The Red Cross will work with the City to provide mass care and recovery support services to all Berkeley community members. The Red Cross will coordinate with the City at Field Level mass care sites. If possible, the Red Cross will also provide staffing to the EOC Mass Care Branch. Otherwise, the Berkeley MAC System Local Government Level will coordinate with the Red Cross through the ALCO OA EOC.
- Community Emergency Response Team: The Community Emergency Response Team (CERT) program trains Berkeley community members to be self-sufficient in an earthquake by building teams of volunteers trained in basic emergency skills. CERT volunteers may conduct initial search and rescue and basic first aid. CERT volunteers are trained to communicate and participate in emergency response efforts. CERT Teams will communicate with the EOC through the Operations Support Section's Community Branch.
- Northern Alameda County Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services (NALCO ARES): NALCO ARES members provide civil emergency communication services. NALCO ARES is represented in the EOC Logistics Section.

2.4.6 Private Sector Involvement

The emergency response roles of private sector organizations are generally focused on their normal services or functional area of responsibility.

Private sector organizations will establish their own response systems. They will coordinate directly with the City either by sending a representative to the EOC or appropriate Department/DOC, or by establishing communications with the EOC section/branch or Department/DOC coordinating the

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associated ESF (see Section 2.3.1: *Emergency Support Functions*). Private sector organizations with a pre-established role during an emergency/event will coordinate with the pre-designated EOC section/branch or Department/DOC. Private sector organizations without pre-established responsibilities during an emergency/event will coordinate first with the EOC Liaison Officer and then, if appropriate, with a designated EOC section/branch or Department/DOC.

Examples of private sector organizations include, but are not limited to: Pacific Gas & Electric, Bayer, and Wareham.

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2.5 EOC Standard Operating Procedures

This section describes standard procedures for EOC site selection, EOC activation and EOC staff mobilization. It also outlines communication systems that will be used by the EOC, and procedure for After Action Reporting.

2.5.1 EOC Location and Alternate Site

Per SEMS guidelines, the EOC facility should be capable of activation within one hour and should be able to maintain full operational status under all emergency conditions. EOC readiness is primarily the responsibility of the Fire Department – Office of Emergency Services.

The primary EOC is located at the City of Berkeley's Public Safety Building, at 2100 Martin Luther King, Jr. Way. If this EOC site is not operable, the EOC will be relocated to the alternate EOC site, at the Fire Department Division of Training, at 997 Cedar Street. Relocation to the alternate EOC site may be considered when any of (but not limited to) the following situations are encountered at the primary EOC site:

- Structural or non-structural damage making the building unsafe or uninhabitable
- Loss of power, water, phone service, or other utilities
- Toxic or hazardous material releases in the building or neighborhood presenting a safety hazard to occupants
- Presence of a significant security threat
- EOC operations during a disaster significantly exceed available space

The EOC Director, in consultation with Field Level personnel commanding an incident that may impact the EOC site, is responsible for determining if/when relocation of the EOC is necessary.

2.5.2 EOC Activation and Deactivation Procedures

EOC Activation Levels

EOC activation levels and procedures are scalable based on the changing needs of an emergency/event. An activation level is defined as *an organization's readiness to carry out its mission during an emergency*. The City EOC may be activated to Level 1 (Situation Monitoring), Level 2 (Partial Activation), or Level 3 (Full Activation) according to the needs of the emergency/event.

The table below identifies the three EOC activation levels and provides examples of potential events for each.

- Examples in this table are not guidelines or directives for EOC activation. The activation level for each event will be dependent upon the specific situation and needs.
- The *Minimum Staffing* column indicates the positions that should be staffed for each activation level. Depending on event needs, EOC staff may serve in-person at the EOC, on call away from the EOC, or in a combination of the two during a particular staffing rotation.

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Activation Levels

Emergency, Event or Situation (examples only)	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> Severe Weather Advisory Small incidents involving 2 or more departments Tsunami Watch Flood Watch/Warning 	One: Situation Monitoring	<ul style="list-style-type: none"> EOC Director EOC Coordinator Plans/ Intelligence Section Coordinator
<ul style="list-style-type: none"> Significant power outage Severe storm Tsunami Warning Significant civil unrest Major scheduled event (such as World Cup, Papal visit, Olympics, etc.) 	Two: Partial Activation	<ul style="list-style-type: none"> EOC Director EOC Coordinator Public Information Officer All Section Coordinators Branches and Units as appropriate to situation Liaison Representatives as appropriate
<ul style="list-style-type: none"> Major city or regional emergency Major earthquake Wildland fire in the Hills areas 	Three: Full Activation	<ul style="list-style-type: none"> All EOC positions

Note: The Policy Group is an advisory body comprised of City and external officials. The City Manager/DES can convene the group with or without an EOC activation.

Activation Authorities

The City Manager or his/her designee may activate the EOC during any situation where the need for EOC coordination is evident. Additionally, any senior city official or department head may contact the City Manager to request EOC activation. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear or if such a response need is not clearly evident, the City Manager may request Policy Group input prior to authorizing an EOC activation.

Additionally, if a department director recognizes a need for EOC activation during pre-event planning, (s)he may submit an activation request to the City Manager for consideration. Examples of planned events may include, but are not limited to: protests, demonstrations, parades, and political, sporting and/or holiday events.

In any circumstance when interdepartmental coordination is necessary and the City Manager is unavailable for consultation, activation authority may also extend to the City's:

- Fire Department Duty Chief or above
- Police Department Watch Commander or above
- Director of the Department of Public Works
- Director of the Department of Health, Housing and Community Services
- Director of the Department of Parks, Recreation and Waterfront
- Health Officer
- Building Official

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Notification and Mobilization

If the EOC is activated, the City’s Communications Center staff will use an automated notification system to mobilize EOC staff as necessary per the activation level. As backup, the City maintains contact lists for all EOC staff.

Individual departments are responsible for maintaining procedures to call staff back for DOC activations or Field Level response activities.

EOC Deactivation Overview

The EOC will be deactivated or the activation level will be lowered as required by the needs of the situation. Deactivation or change in activation level may also occur as a result of a transition of the EOC mission from response to recovery. The City Manager/DES may change EOC activation status based on the recommendation of the EOC Coordinator, who will consult with the Management Section and Section Coordinators.

Prior to EOC deactivation or a change in activation level, all demobilization responsibilities and remaining activities will be completed or transferred to the appropriate City departments.

2.5.3 Communications Systems

The EOC is equipped with a wide variety of communications systems in addition to the public dial network (phone and Internet access). The systems provide alternate modes of communications to City departments and support agencies and to a broad range of County, State and other agencies. In addition to radio-based communications, the EOC has several satellite phones for use if local circuits are busy or disrupted. Currently, the City maintains alternate systems for emergency communications.

2.5.4 After Action Reporting

Fire-OES is responsible for conducting the After Action Report process. The purpose of an After Action Report is to analyze response efforts, identify strengths to be maintained and built upon, identify potential areas for further improvement, and to support the development of corrective actions.

Section 3: EOC Sections

3.1 Introduction

In addition to the EOC Management Section discussed in Section 2.2.4, the EOC is organized into *Four Functional Sections*: Operations Support, Plans/Intelligence, Logistics, and Finance/Administration. Each section has a designated section coordinator, and if activated, branch coordinator(s) and unit coordinator(s).¹

Sections 3.2 – 3.5 detail for each of the *Four Functional Sections*:

- Section leadership, indicating the Section's leadership positions and the department(s) that can staff each position
- Section organization, including the branch(es) and unit(s) that can be activated in the section and the department(s), divisions and/or external partners that can staff each position
- The section's role in Berkeley's EOC, and the other organizational elements of the MAC System that coordinate with the section
- The section's responsibilities in information-sharing, resource management and coordinating/supporting Emergency Support Functions (ESFs)

The chart that follows illustrates the EOC sections and the branches and units that can be activated for each.

¹ Per 2009 SEMS Guidelines (Part I-C, System Description – Local Government Level p. 5), the position title "coordinator" refers to the supervisor of each of the organizational elements in the EOC. The term coordinator is used in lieu of "chief," "director," or other ICS terminology because the role of EOC elements is to coordinate.

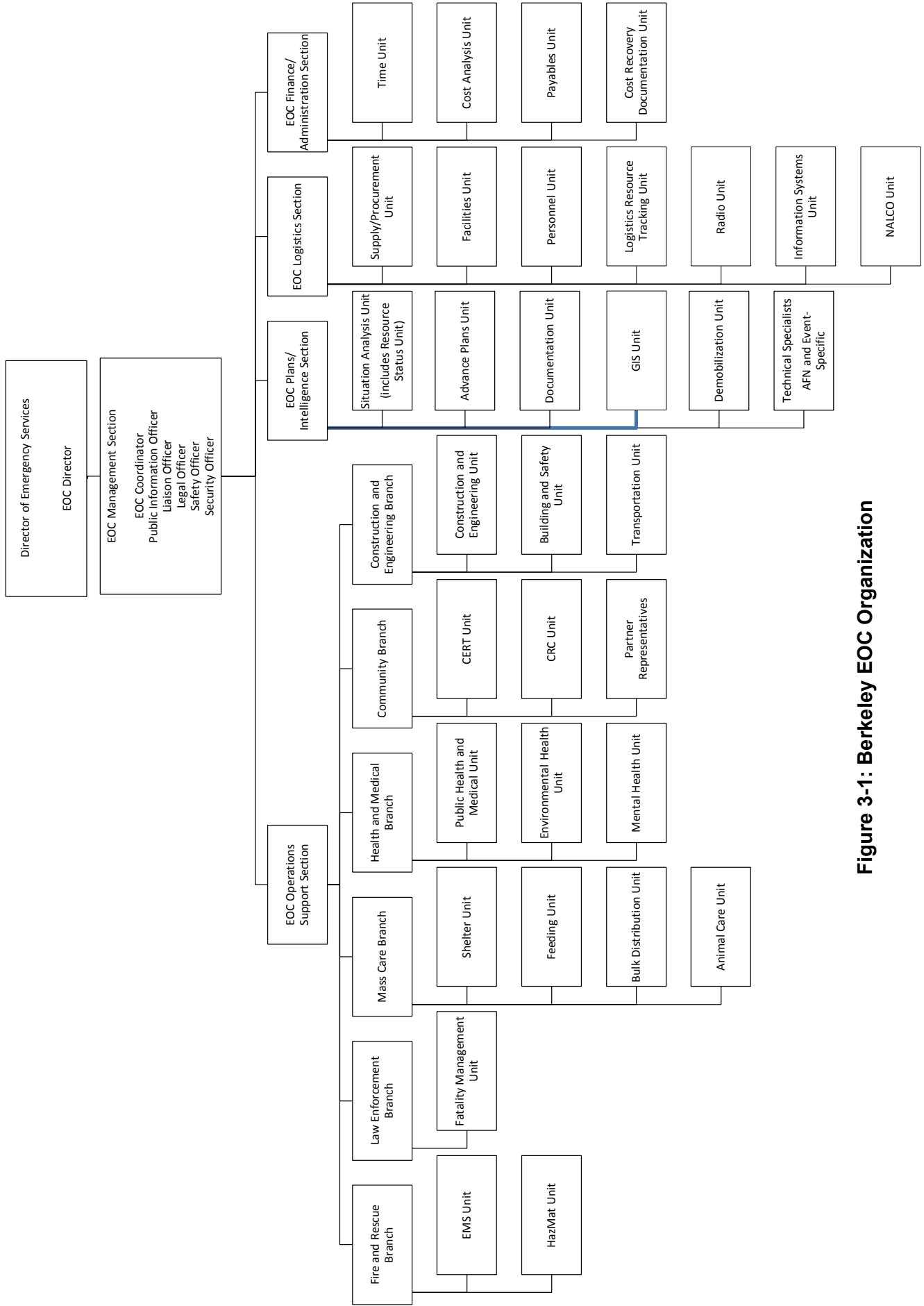


Figure 3-1: Berkeley EOC Organization

3.2 Operations Support Section

3.2.1 Operations Support Section Overview

The Operations Support Section is one of five sections of the City EOC. The Section coordinates support for all emergency/event response operations.

Leadership

The Operations Support Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management Function. The department fulfilling the Section Coordinator position will vary according to the primary department responding to the emergency/event.

Position	Staffing Department(s)/Division(s)
Operations Support Section Coordinator	Emergency/event-Specific: Police Fire Health, Housing and Community Services Public Works Parks, Recreation and Waterfront Planning-Building and Safety

Organization

The Operations Support Section will be organized into functional branches, depending on emergency/event needs. Each branch is listed below, along with the ESF(s) that the branch coordinates or supports. (See Section 2.4.1: *Emergency Support Functions* for an overview of all ESFs).

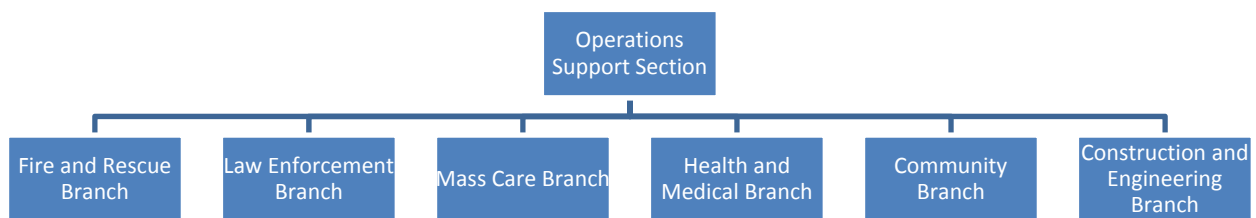


Figure 3-2: Operations Support Section Organization

Branches of the EOC Operations Support Section work together, with DOCs, and with the SEMS Field Level to carry out ESFs. The table below identifies the ESF(s) coordinated or supported by each Operations Support Section branch.

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3.2.2 Operations Support Section Coordinator

Role

The Operations Support Section Coordinator will connect to the following:

- Operations Support Section Branch Coordinators
- EOC Management Section staff, including EOC Director
- Other EOC Section Coordinators

Note: Operations Support Section staff will also coordinate directly with staff from other sections.

Responsibilities

The Operations Support Section Coordinator ensures that the section meets the objectives of the EOC Action Plan assigned to the section.

The Operations Support Section Coordinator:

- Monitors field operations
- Receives and passes on key field information and intelligence
 - Ensures that branches share information with Plans/Intelligence Section staff to facilitate development and maintenance of a common operating picture
- Coordinates branch support of Field Level activities
 - Ensures that branches share key information and intelligence with Department/DOC/field staff
 - Ensures that branches communicate Citywide Priorities and Policy Directives to Department/DOC/field staff
 - Ensures that DOC/Field Level resource requests are quickly addressed or passed on to the Logistics Section
 - Ensures that Operations Support Section branches coordinate with each other and their departments/DOCs to assign available City resources to resource requests per citywide priorities
 - As needed, passes branches' resource requests to the EOC Logistics Section
- Vets emergency public information and warning messages from Operations Support Section branches and forwards approved messages to Law Enforcement Branch/Emergency Communications Center for delivery
- Works with Management Section and branches to ensure that activities are coordinated with appropriate external partners, including private business, nonprofits and County, State and federal agencies
- Ensures that branch staff perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Ensures that required activities are completed in the absence of a Branch Coordinator.

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3.2.3 Operations Support Section: Emergency Support Functions**Operations Support Section: Branch Coordination/Support Responsibilities**

Emergency Support Function (ESF)	Operations Support Section Branches C = Coordinate S = Support					
	Fire and Rescue	Law Enforcement	Health and Medical	Mass Care	Construction and Engineering	Community
1. Transportation		S			C	
2. Communications						
3. Public Works and Engineering					C	
4. Fire and Rescue	S					
5. Emergency Management	S	S	S	S	S	S
6. Mass Care and Recovery Support			S	C		S
7. Logistics	S	S	S	S	S	S
8. Public Health and Medical Services	S	S	C	S		S
9. Urban Search and Rescue	S					
10. Oil and Hazardous Materials Response	C		S		S	
11. Animal Response				S		S
12. Utilities					C	
13. Law Enforcement		S				
14. Long-Term Recovery	S	S	S	S	S	
15. Public Information	S	S	S	S	S	S
16. Evacuation	S	C		S	S	S
17. Community Support						C

Sections 3.2.4 – 3.2.9 further describe the role and responsibilities of each branch.

Attachment 4: *Department-EOC Emergency Support Function Chart* indicates the coordinating and supporting departments and sections of the EOC for each ESF.

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3.2.4 Fire and Rescue Branch

The Fire and Rescue Branch in the Operations Support Section will coordinate the following ESF:10. Oil and Hazardous Materials response

The Branch will also support the following ESFs:

- 4. Fire and Rescue
- 5. Emergency Management
- 7. Logistics
- 8. Public Health and Medical Services
- 9. Urban Search and Rescue
- 14. Long-Term Recovery
- 15. Public Information
- 16. Evacuation

Organization and Staffing

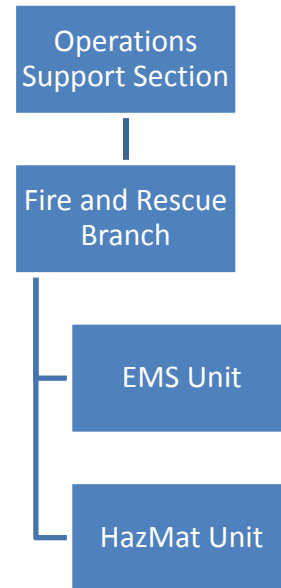
The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Fire and Rescue Branch Coordinator	Fire
EMS Unit	Fire
HazMat Unit	Fire Public Works Health, Housing and Community Services-Environmental Health Planning-Toxics Parks, Recreation and Waterfront – for emergencies/events involving waterways

Role

The Fire and Rescue Branch will link the EOC to the following:

- Berkeley Fire Department DOC (if activated). If the Fire DOC is not activated, the EOC Fire and Rescue Branch connects directly with the Field Level: Area Command(s) (if activated) and/or directly to:
 - Incident Command Posts at incidents under the management of the fire service, and
 - Unified Command Posts with the fire service in the Unified Command.
 - OA Fire and Rescue mutual aid coordinator at the ALCO OA EOC, who in turn connects to mutual aid resources for:
 - Firefighting
 - Urban search and rescue (federal, State, and local teams)



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- Alameda County Medical Health Operational Area Coordinator (MHOAC), which connects to mutual aid ambulance resources

Figure 3-3: Fire and Rescue Branch Organization**Responsibilities**

The Fire and Rescue Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Fire and rescue Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the Fire DOC (if activated), or directly with fire service Incident Commanders to:
 - Supply fire service Field Level commanders with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the fire service Field Level commanders
- Prioritize and allocate available resources to incidents per Fire and Rescue Branch operational support priorities
 - Receive requests for resources from:
 - Fire DOC/Field Level commanders
 - Other EOC Branches
 - Work with Fire DOC to fill requests for Fire Department resources
 - Send fire and rescue resource requests from other departments or EOC units to the Fire DOC to be sent to the Alameda County OA Fire and Rescue Mutual Aid Coordinator
 - Coordinate logistical support for mutual aid assets ordered through Fire and Rescue Mutual Aid System with EOC Operations Support and Logistics Sections
 - Coordinate any requests for resource support that fall outside of the Fire and Rescue Mutual Aid System
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from Field Level commanders and Fire DOC
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from Field Level commanders and Fire DOC

The EOC Fire and Rescue Branch will also coordinate and support ESFs as follows:

ESF 4: Fire and Rescue

- Support Fire Department as it coordinates fire response operations in Berkeley

ESF 9: Urban Search and Rescue

- Support Fire Department as it coordinates urban search and rescue operations in Berkeley
- Coordinate with the Law Enforcement Branch on search and rescue activities

ESF 10: Oil and Hazardous Materials Response

- Coordinate support of hazardous materials response operations in Berkeley
- Coordinate with the Health and Medical Branch on health and medical needs resulting from hazardous materials release
- Coordinate with the Law Enforcement Branch on evacuation/shelter in place needs

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resulting from hazardous materials release

- Coordinate with Construction and Engineering Branch on cleanup following hazardous materials release

ESF 8: Public Health and Medical Services (Emergency Medical Services)

- Provide ambulance-based care and transport in Berkeley

ESF 14: Long-Term Recovery

- Communicate to Fire Department/DOC the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- Support Law Enforcement Branch in evacuations due to fires or hazardous materials incidents.

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3.2.5 Law Enforcement Branch

The Law Enforcement Branch in the Operations Support Section will coordinate the following ESFs:

- 16. Evacuation

The Branch will also support the following ESFs:

- 1. Transportation
- 5. Emergency Management
- 7. Logistics
- 8. Public Health and Medical Services (fatality management)
- 13. Law Enforcement
- 14. Long-Term Recovery
- 15. Public Information (emergency public information and warning)

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Law Enforcement Branch Coordinator	Police
Fatality Management Unit	Police

Role

The Law Enforcement Branch will link the EOC to the following:

- Berkeley Police Department DOC (if activated). If the PD DOC is not activated, the EOC Law Enforcement Branch connects directly with the Field Level: Area Command(s) (if activated) and/or directly to:
 - Incident Command Posts at incidents under the management of law enforcement, and
 - Unified Command Posts with the law enforcement in the Unified Command.
 - OA Law Enforcement mutual aid coordinator at the ALCO OA EOC, who in turn connects to mutual aid resources for law enforcement.
- The City’s Emergency Communications Center
- Local law enforcement partners
 - UC Berkeley PD
 - BART PD
 - Alameda County Sheriff
- The Alameda County Coroner, which is responsible for decedent management (as needed).

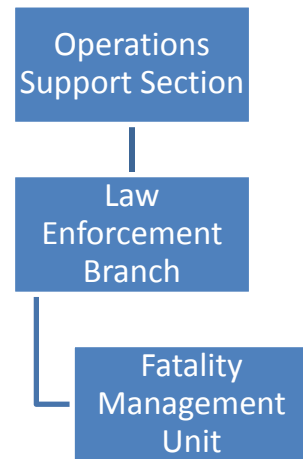


Figure 3-4: Law Enforcement Branch Organization

Responsibilities

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The Law Enforcement Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Law Enforcement Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the PD DOC (if activated), or directly with law enforcement Incident Commanders to:
 - Supply law enforcement Field Level commanders with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the law enforcement Field Level commanders
- Prioritize and allocate available resources to incidents per Law Enforcement Branch operational support priorities
 - Receive requests for law enforcement resources from:
 - Police DOC/Field Level commanders
 - Other EOC Branches
 - Work with Police DOC to fill requests for Police Department resources
 - Send law enforcement resource requests from other departments or EOC units to the Law Enforcement DOC to be sent to the Alameda County OA Law Enforcement Mutual Aid Coordinator
 - Coordinate logistical support for mutual aid assets ordered through the Law Enforcement Mutual Aid System with EOC Operations and Logistics Sections
 - Coordinate any requests for resource support that fall outside of the Law Enforcement Mutual Aid System
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from Field Level commanders and PD DOC
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from Field Level commanders and PD DOC

The EOC Law Enforcement Branch will also coordinate and support ESFs as follows:

ESF 1: Transportation

- Coordinate with Operations Support Section Construction and Engineering Branch to:
 - Perform general traffic and access control
 - Designate ingress/egress routes for emergency response vehicles and personnel
 - Transport those in custody

ESF 8: Public Health and Medical (Fatality Management)

The Health and Medical Branch will coordinate the Citywide public health and medical ESF. The Law Enforcement Branch will support the Health and Medical Branch by coordinating decedent management activities with the Alameda County Coroner's Bureau. The Coroner's Bureau is responsible for the collection, identification and disposition of decedents during conditions of disaster or extreme peril. If the Coroner's Bureau is unable to provide assistance, the Law Enforcement Branch will coordinate these services until the Coroner's Bureau becomes available.

- Determine Alameda County Coroner's Bureau's response capacity. If contact is made with Coroner's Bureau, get Coroner permissions and instructions on decedent management.
- If Coroner can respond, coordinate City support of Coroner activities. Send mass fatality-related mutual aid requests to the Alameda County Coroner's Bureau through the

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Alameda County Law Enforcement Mutual Aid Coordinator.

- If decedent management activities are deemed necessary prior to Coroner arrival, coordinate those activities.
- If the Coroner cannot be contacted, coordinate fatality management:
 - Provide guidance to the Field Level on fatality management procedures
 - Coordinate Field Level fatality management resource requests (personnel, equipment and supplies)
 - Work with Operations Support Section Branches and Logistics Section – Facilities Branch to identify locations for temporary morgues

ESF 13: Law Enforcement

- Support Police Department as it coordinates:
 - Law enforcement operations during emergencies
 - Site security at incidents
 - With federal, State, and local public and private sector partners

Coordinate with the Fire and Rescue Branch on search and rescue activities
ESF 14: Long-Term Recovery

- Communicate to Police Department/DOC the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Route conflict-free Emergency Public Information and Warning messages to the City's Emergency Communications Center to ensure that warnings, weather advisories and critical emergency/event information are efficiently and appropriately delivered to the public
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- Coordinate with other EOC Sections and Branches to support evacuations in Berkeley.
- Coordinate evacuation operations during emergencies
 - Coordinate with Construction and Engineering Branch and Fire and Rescue Branch to designate evacuation routes
 - Provide appropriate evacuation information to emergency responders and the PIO
 - Assist with the transportation of individuals unable to evacuate themselves

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3.2.6 Health and Medical Branch

The Health and Medical Branch in the Operations Support Section will coordinate the following ESF:

- 8. Public Health and Medical Services

The Branch will also support the following ESFs:

- 5. Emergency Management
- 6. Mass Care and Recovery Support
- 7. Logistics
- 10. Oil and Hazardous Materials Response
- 14. Long-Term Recovery
- 15. Public Information

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Health and Medical Branch Coordinator	Health, Housing and Community Services
Public Health and Medical Unit	Health, Housing and Community Services-Public Health
Environmental Health Unit	Health, Housing and Community Services-Environmental Health
Mental Health Unit	Health, Housing and Community Services-Mental Health

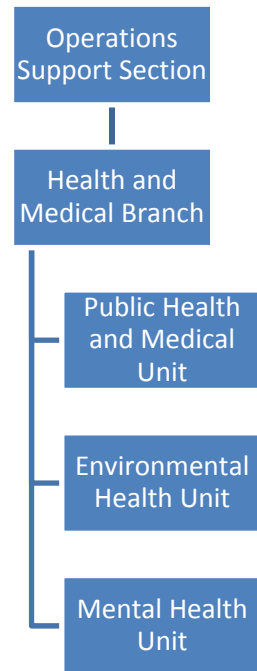
Each unit is led and supported by staff from the Department/Division best qualified to fulfill the corresponding roles and responsibilities. The Health and Medical Branch Coordinator is initially staffed by the first arriving branch member, then transferred to the most appropriate Health and Medical Branch representative according to the nature and specific needs of the emergency/event.

Role

The Health and Medical Branch will link the EOC to the following:

- HHCS DOC, which in turn connects to:
 - City of Berkeley Health Officer²
 - Field Level health and medical sites (e.g., Points of Dispensing)
 - Hospitals, clinics and skilled nursing facilities
 - Alameda County Medical Health Operational Area Coordinator (MHOAC), which connects to mutual aid health and medical resources
- If the HHCS DOC is not activated, the

Figure 3-5: Health and Medical Branch Organization



² Per the needs of the emergency/event and at the discretion of the Director of Emergency Services, the Health Officer may also serve as a member of the Policy Group.

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Health and Medical Branch of the EOC connects directly to these entities.

Responsibilities

The Health and Medical Branch will implement the priorities of the EOC Action Plan assigned to the Branch. The Health and Medical Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the HHCS DOC (if activated), or directly with health and medical facilities and field sites to:
 - Supply facilities and field sites with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from facilities and field sites
- Prioritize and allocate available resources to incidents per Health and Medical Branch operational support priorities
 - Receive requests for health and medical resources from:
 - Health and medical facilities and field sites
 - Other EOC Branches
 - Work with HHCS DOC to fill requests for HHCS Department resources
 - Send health and medical resource requests from other departments or EOC units to the HHCS DOC to be sent to the Medical Health Operational Area Coordinator
 - Coordinate logistical support for mutual aid assets ordered through the MHOAC with EOC Operations and Logistics Sections
 - Coordinate any requests for resource support that fall outside of the Medical/Health Mutual Aid System
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from facilities, field sites and HHCS DOC
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from facilities, field sites and HHCS DOC
- Coordinate with the JIC or appropriate PIO to craft public messaging related to health and medical services, or to inform the public of health precautions or to provide health-related safety instructions for the general public (based on information released from the HHCS DOC)
- Submit policy-level questions to the EOC Policy Group (via the Operations Support Section Coordinator)

The EOC Health and Medical Branch will also coordinate and support ESFs as follows:

ESF 6: Mass Care and Recovery Support (Support)

- Support shelter sites with staffing to provide basic health services, including:
 - First aid
 - Refill of prescription medications
 - Monitoring of people with chronic health conditions
 - Contagious disease monitoring and control
 - Inspections of mass care sites to ensure environmental health regulations are being observed and that no unsafe conditions are present
 - Behavioral health services

ESF 8: Public Health and Medical Services

- Support HHCS DOC efforts to minimize loss of life, subsequent disability, and human

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suffering by ensuring timely and coordinated medical, public health, and mental health assistance

- Coordinate with Fire and Rescue Branch and HHCS DOC to provide ambulance-based care and transport, and to coordinate ambulance mutual aid requests

ESF 10. Oil and Hazardous Materials Response

- Provide public health and environmental health support for oil and hazardous materials incident response

ESF 14: Long-Term Recovery

- Communicate to HHCS Department/DOC the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

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3.2.7 Mass Care Branch

The Mass Care Branch in the Operations Support Section will coordinate the following ESFs:

- 6. Mass Care and Recovery Support

The Branch will also support the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 8. Public Health and Medical Services
- 11. Animal Response
- 14. Long-Term Recovery
- 15. Public Information
- 16. Evacuation

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Mass Care Branch Coordinator	Health, Housing and Community Services- Housing and Community Services, Aging Services Parks, Recreation and Waterfront-Recreation
Shelter Unit	Health, Housing and Community Services-Housing and Community Services, Aging Services Parks, Recreation and Waterfront-Recreation Red Cross
Feeding Unit	
Bulk Distribution Unit	
Animal Care Unit	City Manager’s Office – Animal Care Services

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Each unit is led and supported by staff from the Department/Division best qualified to fulfill the corresponding roles and responsibilities. The Mass Care Branch Coordinator is initially staffed by the first arriving branch member, then transferred to the most appropriate Mass Care Branch representative according to the nature and specific needs of the emergency/event.

Role

The Mass Care Branch will link the EOC to the following:

- HHCS DOC, which connects to:
 - Senior centers
 If the HHCS DOC is not activated, the Mass Care Branch of the EOC connects directly to these entities.
- PRW DOC, regarding mass care and recovery support and animal response issues. (The EOC Construction and Engineering Branch will communicate with the PRW DOC on all other topics.)
- Field Level mass care sites, e.g., human and animal shelter sites, feeding sites and bulk distribution sites
- Red Cross. If activated, Red Cross liaison(s) will help to staff the Mass Care Branch. If this is not possible, the Mass Care Branch will connect with the Red Cross representative at the ALCO OA EOC
- Animal Care Services Division/City Animal Shelter.

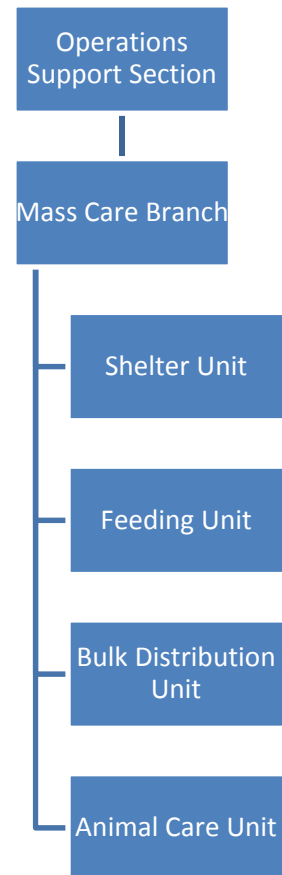
The Mass Care Branch will also work closely with community partner representatives such as the Berkeley Unified School District and UC Berkeley, to ensure close coordination and support for their mass care and recovery support activities. Those representatives may be stationed in the Community Branch or the Mass Care Branch, per the staffing availability and coordination needs of the emergency/event.

Responsibilities

The Mass Care Branch will implement the priorities of the EOC Action Plan assigned to the Branch. The Mass Care Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the HHCS DOC (if activated), the PRW DOC (if activated), the Animal Care Services Division and/or directly with mass care field sites to:
 - Supply mass care field sites and the Animal Shelter with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the Animal Shelter and mass care field sites
- Prioritize and allocate available resources to incidents per Mass Care Branch operational priorities
 - Receive requests for mass care and animal care resources from:
 - Mass care field sites
 - Animal Shelter
 - Other EOC Branches



**Figure 3-6:
Mass Care
Branch
Organization**

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- Work with HHCS DOC to fill requests for HHCS Department resources
- Work with PRW DOC to fill requests for PRW Department resources
- Work with Animal Care Services Division to fill requests for animal care resources
- Work with Red Cross representative to fill requests for Red Cross resources
- Forward resource requests that cannot be filled from available City inventories to the Logistics Section
- Support the Resource Status Unit of the EOC Planning/Intelligence Section by proactively sharing resource status information received from mass care field sites, the HHCS DOC, the PRW DOC, the Red Cross and the Animal Shelter
- Support the Situation Analysis Unit of the EOC Planning/Intelligence Section by proactively sharing response information and situation assessments received from mass care field sites, the HHCS DOC, the PRW DOC, the Red Cross and the Animal Care Services Division
- Submit policy-level questions to the EOC Policy Group (via the Operations Support Section Coordinator)

The EOC Mass Care Branch will also coordinate and support Local Emergency Functions as follows:

ESF 6: Mass Care and Recovery Support

- Establish shelter operations, including staffing and equipping shelters and sheltering the pets and service or support animals of displaced owners
- Coordinate provision of feeding and basic health services at shelters
- Establish feeding operations, including the preparation and distribution of food
- Establish bulk distribution operations to support persons outside of emergency shelters (such as individuals sheltering in place at home)
- Coordinate and support household reunification efforts
- Coordinate recovery support operations, including:
 - Development and location of temporary and replacement housing
 - Establishment of Local Assistance Centers

ESF 8: Public Health and Medical Services

- Coordinate with Health and Medical Branch to provide basic physical and behavioral health services to support the shelter population, including:
 - First aid
 - Contagious disease monitoring and control
 - Refill of prescription medications
 - Monitoring of people with chronic health conditions.

ESF 11: Animal Response

- Support the City's Animal Services Division as it coordinates:
 - Domestic animal response and recovery activities, to include rescue, triage, medical treatment, transport, care, shelter, and domestic animal reunification
 - Wildlife response and recovery activities, mitigating loss of life whenever possible
 - Identification and documentation of animals for effective reunification

ESF 14: Long-Term Recovery

- Communicate to HHCS Department/DOC, PRW Department/DOC and Animal Care Services Division the current procedures to facilitate potential disaster cost recovery

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ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- Support Law Enforcement Branch by establishing evacuation centers as necessary.

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3.2.8 Construction and Engineering Branch

The Construction and Engineering Branch in the Operations Support Section will coordinate the following ESFs:

- 1. Transportation
- 3. Public Works and Engineering
- 12. Utilities

The Branch will also support the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 10. Oil and Hazardous Materials Response
- 14. Long-Term Recovery
- 15. Public Information
- 16. Evacuation

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Construction and Engineering Branch Coordinator	Public Works Parks, Recreation and Waterfront Planning-Building and Safety
Construction and Engineering Unit	Public Works Parks, Recreation and Waterfront
Building and Safety Unit	Planning-Building and Safety
Transportation Unit	Public Works Police

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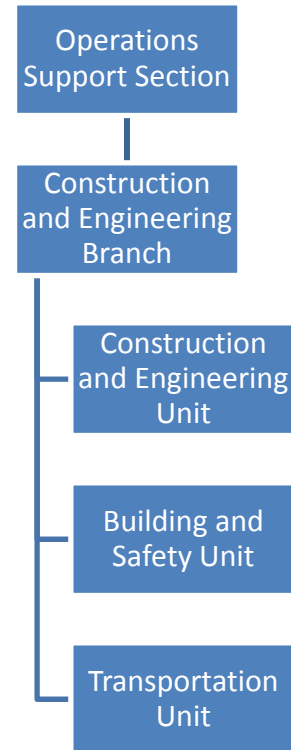
Each ESF is led and supported by those departments best qualified to fulfill all corresponding roles and responsibilities. The overall coordinating department for the Construction and Engineering Branch is initially established by the first-arriving branch member, then transferred to the most appropriate Construction and Engineering Branch representative according to the nature and specific needs of the emergency/event.

Role

The Construction and Engineering Branch will link the EOC to the following:

- Public Works Department/DOC (if activated)
- Planning Department-Building and Safety Division/DOC (if activated)
- Parks, Recreation and Waterfront Department/DOC (if activated).
- If the any of these DOCs is not activated, the Construction and Engineering Branch connects directly with Field Level commanders for the particular department.
- Utility representatives including Pacific Gas & Electric and the East Bay Municipal Utility District. If activated, these utility liaison(s) will be part of the Construction and Engineering Unit staff. If this is not possible, the Construction and Engineering Unit will connect with these representatives through the Alameda County OA EOC.
- Transportation representatives including Caltrans and AC Transit. If activated, these utility liaison(s) will be part of the Transportation Unit staff. If this is not possible, the Construction and Engineering Unit will connect with these representatives through the Alameda County OA EOC Transportation Unit.

**Figure 3-7:
Construction and Engineering Branch Organization**



Responsibilities

The Construction and Engineering Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Construction and Engineering Branch has the following responsibilities:

ESF 5: Emergency Management and ESF 7: Logistics

- Communicate with the PW, Planning-B&S and PRW Departments/DOC(s) (if activated), or directly with their Field Level commanders to:
 - Supply Field Level commanders with information, situational awareness and citywide priorities developed in the EOC.
 - Obtain field situation reports and resource requests from the Field Level commanders
- Prioritize and allocate available resources to incidents per Construction and Engineering Branch operational support priorities
 - Receive requests for construction and engineering resources from:
 - PW, Planning-B&S and PRW Departments/DOC(s)/Field Level commanders
 - Other EOC branches

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- Work with PW Department/DOC to fill requests for public works resources
- Work with Planning-B&S Department/DOC to fill requests for building safety assessments
- Work with PRW Department/DOC to fill requests for PRW resources unrelated to mass care. (The EOC Mass Care Branch will work with the PRW Department/DOC on mass care response.)
- Forward resource requests that cannot be filled from available City inventories to the Logistics Section
- Support the Resource Status Unit of the EOC Plans/Intelligence Section by proactively sharing resource status information received from Field Level commanders and PW, Planning-B&S and PRW Departments/DOCs
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing response information and situation assessments received from Field Level commanders and PW, Planning-B&S and PRW Departments/DOCs.

The EOC Construction and Engineering Branch will also coordinate and support ESFs as follows:

ESF 1: Transportation

- Coordinate with Law Enforcement Branch to:
 - Coordinate general traffic and access control
 - Designate ingress/egress routes for emergency response vehicles and personnel
 - Assist with transportation of those in custody under the Law Enforcement function
- Coordinate with the Health and Medical Branch and Fire and Rescue Branch to assist with transportation of the ill and injured
- Coordinate with the Mass Care Branch to assist with mobile bulk distribution and transportation of displaced persons
- Coordinate activities to support restoration and maintenance of public and private mass transportation systems

ESF 3: Public Works and Engineering

- Initiate and coordinate damage assessment reports for:
 - Damaged roads
 - City facilities
 - Municipal infrastructures
- Coordinate the inspection, restoration, and repair of:
 - Disrupted municipal services (such as the City water and wastewater facilities, City-owned traffic lights, etc.)
 - Damaged City-owned infrastructure (buildings, facilities and transportation infrastructure (streets, bridges, etc.))
- Obtain equipment, supplies, and personnel services as necessary to support response and recovery efforts
- Manage the collection and disposal of emergency/event debris

ESF 10: Oil and Hazardous Materials Response

- Provide support to oil and hazardous materials incident response efforts through coordination of ESF 3: Public Works and Engineering and ESF 12: Utilities efforts

ESF 12: Utilities

- Coordinate status reporting of all utility systems

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- Coordinate with utility service providers for the assessment and restoration of disrupted non-municipal services, such as:
 - Electricity and natural gas: Pacific Gas & Electric
 - Water: East Bay Municipal Utility District (EBMUD)
 - Cable and internet: Comcast, LAN Minds, etc.
 - Hard line phone: AT&T
 - Wireless phone service: AT&T, Verizon, etc
- Coordinate the restoration and repair of disrupted municipal services with utility services, such as EMBUD water and City wastewater systems

ESF 14: Long-Term Recovery

- Communicate to Public Works Department/DOC, PRW Department/DOC, and Building and Safety Division the current procedures to facilitate potential disaster cost recovery

ESF 15: Public Information

- Send emergency public information and warning (life-safety) messages to the Operations Support Section Coordinator to identify any conflicts with other life-safety messaging
- Forward conflict-free life safety messages to the Law Enforcement Branch/Emergency Communications Center for delivery with EPIW systems
- Share other important public information messages and updates with the Operations Support Section Coordinator, to be vetted and forwarded to the PIO/JIC for delivery

ESF 16: Evacuation

- If evacuation is necessary, coordinate with Law Enforcement branch to:
 - Designate evacuation routes
 - Assist with the transportation of individuals unable to evacuate themselves

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3.2.9 Community Branch

The Community Branch in the Operations Support Section coordinates the following ESF:

- 17. Community Support

The Branch will also support the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 15. Public Information
- 16. Evacuation

Organization and Staffing

The positions that can be activated for this branch, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Community Support Branch Coordinator	Emergency Management Staff
CERT Unit	CERT volunteer
CRC Unit	Health, Housing and Community Services
Partner Representatives	UC Berkeley, BUSD, Berkeley Lab, nongovernmental organizations, private sector

Role

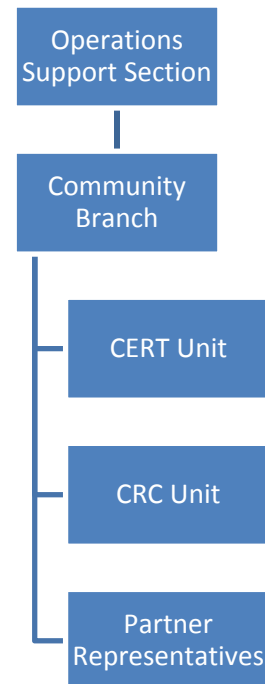
The Community Branch is the primary coordination center for information and requests originating from within the community. The branch will maintain communications between community-based organizations and the EOC, and distribute resource requests and relevant information to the appropriate branches or sections within the EOC.

The Community Branch will link the EOC to the following:

- Berkeley Community Emergency Response Teams (CERT)
- Community Resilience Centers (CRCs) in Berkeley
- Organizations in the Berkeley Emergency Accessible Community Organizations Network (BEACON)
- External partners including UC Berkeley, BUSD, Berkeley Lab, nongovernmental organizations, private sector

Responsibilities

The Community Branch will work to meet the objectives of the EOC Action Plan assigned to the Branch. The Community Branch has the following responsibilities:



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ESF 17: Community Support

(Note: The Community Branch supports ESF 5: Emergency Management and ESF 7: Logistics through its coordination activities in ESF 17: Community Support. For the Community Branch, there is not a significant distinction between its coordination of ESF 17: Community Support and its support of ESFs 5 and 7.)

**Figure 3-8:
Community Branch
Organization**

Community Emergency Response Team Unit

- Communicate with CERT neighborhood teams representatives to:
 - Obtain situation reports from CERT teams
 - Supply information and situational awareness to CERT teams
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing received response information and situation assessments
 - Notify Community Branch Coordinator of hazard information indicating a possible need for an emergency public information and warning message
- Work with CERT leadership to identify and maintain information on CERT volunteers available for deployment as DSW volunteers. Share this information with the Logistics Section Personnel Unit.

See ESF 17 Annex: *Community Support* for further details on the CERT program.

CRC Unit

- Communicate with CRC and BEACON organization representatives to:
 - Supply information and situational awareness to organization representatives
 - Obtain situation reports and resource availability information from each organization
 - Notify Community Branch Coordinator of hazard information indicating a possible need for an emergency public information and warning message
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing situation assessments and resource availability information.

See ESF 17 Annex: *Community Support* for further details on CRCs and BEACON.

Partner Representatives

- Communicate back to home organization representatives to:
 - Supply information and situational awareness to organization representatives
 - Obtain situation reports and resource availability information from home organization
 - Notify Community Branch Coordinator of hazard information indicating a possible need for an emergency public information and warning message
 - Where appropriate, forward City resource requests to the home organization
 - Where appropriate, obtain resource requests from home organization for fulfillment by the City
- Support the Situation Analysis Unit of the EOC Plans/Intelligence Section by proactively sharing situation assessments and resource availability information.

See ESF 17 Annex: *Community Support* for further details on partner representatives.

ESF 16: Evacuation

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- If evacuation is necessary, coordinate with Law Enforcement Branch and external organizations to:
 - Communicate evacuation information and instructions through community networks
 - Identify external resources (personnel, equipment and services) to assist with evacuation, including transportation of individuals unable to evacuate themselves

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3.3 Plans/Intelligence Section

3.3.1 Plans/Intelligence Section Overview

The Plans/Intelligence Section supports the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 14. Long-Term Recovery
- 15. Public Information

Leadership and Staffing

The Plans/Intelligence Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management function.

Position	Staffing Department(s)/Division(s)
Plans/Intelligence Section Coordinator	Emergency Management Staff

Organization and Staffing

The Plans/Intelligence Section is one of five sections of the EOC. The Plans/Intelligence Section collects, analyzes and displays information related to Emergency Management operations. The Plans/Intelligence Section conducts EOC Planning meetings, prepares EOC Action Plans, disseminates situation briefings, and supports the overall EOC Plans process.

The positions that can be activated for this section, as well as the departments staffing those positions, are as follows:

Position	Staffing Department(s)/Division(s)
Situation Analysis Unit	Emergency Management Staff
Resource Status Unit	Emergency Management Staff
Advance Plans Unit	Emergency Management Staff
Documentation Unit	Emergency Management Staff
GIS Unit	Emergency Management Staff
Technical Specialist: AFN	Emergency Management Staff
Technical Specialists	Emergency/event-Specific
Demobilization Unit	Emergency Management Staff

The Situation Analysis Unit of the Plans/Intelligence Section will be activated in any EOC activation.

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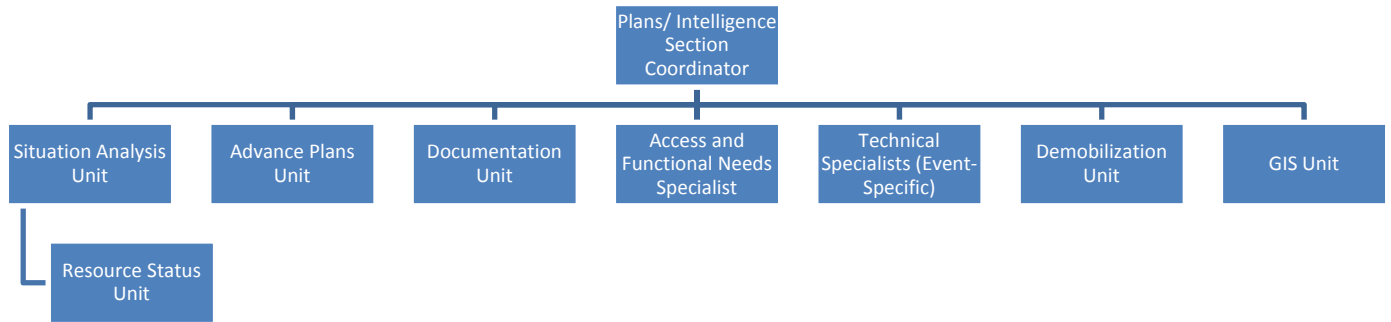


Figure 3-9: Plans/Intelligence Section Organization

Role

The Plans/Intelligence Section Coordinator will connect to the following:

- Plans/Intelligence Section Branch Coordinators
- EOC Management Section staff, including EOC Director
- Other EOC Section Coordinators
- DOCs/City Departments not represented in the Operations Support Section

Note: Plans/Intelligence Section staff will also coordinate directly with staff from other sections.

Responsibilities

The Plans/Intelligence Section will work to meet the objectives of the EOC Action Plan assigned to the Section. The Plans/Intelligence Section has the following responsibilities:

Plans/Intelligence Section Coordinator

The Plans/Intelligence Section Coordinator:

- Provides overall coordination for the collection, analysis and display of response information.
- Conducts EOC Plans meetings, ensures EOC Action Plans are prepared, and supports the overall EOC Action Planning process.
- Coordinates the activities of the Plans/Intelligence Section Units
- Ensures that branch staff perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Ensures that units communicate current Citywide Priorities and Policy Directives to Departments/DOCs/field staff who are not represented in the Operations Support Section or communicating with another EOC section
- Ensures that required activities are completed in the absence of a Unit Coordinator.

Situation Analysis Unit

The Situation Analysis Unit supports response decision-making of the overall MAC System. The Unit manages information to provide a common operating picture for all responders, and supports the EOC Action Planning process.

Information-Sharing

- Collects, organizes, analyzes and validates situation information related to the

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emergency, including impact information, safety/damage assessment information, response activities, details regarding the field operating environment

- Notifies Plans/Intelligence Section Coordinator of hazard information indicating a possible need for an emergency public information and warning message
- Coordinates with other EOC sections to develop situation reports for dissemination to staff in the EOC/DOC/Policy Group on a regular basis
- Shares current emergency/event information on maps, status boards and other displays
- Coordinates with the Documentation Unit for manual distribution and reproduction of situation reports as required.
- Coordinates with PIO to ensure two-way access to most current information
- Ensures that an EOC Action Plan is developed for each operational period
 - Prepares situation reports for EOC Action Plans meetings
 - Ensures that each EOC section provides objectives prior to Action Plans meetings
 - Ensures that the Documentation Unit publishes and distributes the EOC Action Plan prior to the next operational period
- Assumes responsibility for all Resource Status Unit activities, or activates the Resource Status Unit to perform those duties if necessary.

Resource Status Unit

- The Resource Status Unit is a Unit under the Situation Analysis Unit.
- Collects, organizes, analyzes and validates information on the status of all City resources
 - Coordinates with the Operations Support Section to maintain information on the status of departments' unassigned personnel, supplies, equipment and facilities
 - Coordinates with DOCs/representatives of departments not present in the Operations Support Section to:
 - Maintain information on the status of unassigned department personnel, supplies, equipment and facilities
 - Communicate current Citywide Priorities and Policy Directives
 - Coordinates with the Operations Support Section, DOCs, and the Logistics Section to identify potential resource shortfalls

Advance Plans Unit

The Advance Plans Unit develops plans necessary to cope with evolving situations over multiple future operational periods.

- Reviews current documentation and determines potential future impacts of the emergency, particularly issues which might modify Citywide priorities and/or EOC objectives
- Develops Advance Plan, identifying future policy-related issues, social and economic impacts, significant response/recovery needs and key issues likely to affect EOC operations in 36-72 hours
- With approval of Plans/Intelligence Section Coordinator, provides periodic briefings for EOC Management Section and EOC Section Coordinators re: Advance Plans issues

Documentation Unit

The Documentation Unit makes a record of entire response effort details and preserves this documentation during and following the emergency/event. The Unit:

- Coordinates with the Plans/Intelligence Section Coordinator and the

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Finance/Administration Section Cost Recovery Branch to determine which records need to be preserved

- Collects, organizes and archives all completed emergency-related forms just prior to the end of each operational period, to include:
 - All EOC position logs
 - All EOC situation reports
 - All EOC Action Plans
 - Any other related information
- Maintains a permanent electronic archive of all situation reports and Action Plans associated with the emergency
- Reproduces and distributes documents in support of EOC staff
- Distributes EOC situation reports, EOC Action Plan, and other documents as required
- Assists the EOC Coordinator in preparation and distribution of the After Action Report

GIS Unit

The GIS Unit receives, tracks, and responds to requests for map products, data, and/or analyses. The Unit:

- Coordinates with the Plans/Intelligence Section Coordinator to prioritize requests according to Citywide priorities
- Provides requestors with estimated delivery times for their requests.
- Provides map products, data, and/or analyses as requested.
- At the end of each operational period, coordinates with the Documentation Unit to file all products/data/analyses produced
- Ensures the current situation and all significant events are included on the EOC Plans/Intelligence Section map (can be hand-drawn)

Technical Specialists

Technical Specialists provide technical observations to EOC staff in specialized areas as required by the emergency. This involves:

- Contributing to EOC Action Plans meetings and Policy Group meetings as requested
- Ensuring that all recommendations are appropriately documented
- Notifying Plans/Intelligence Section Coordinator of hazard information indicating a possible need for an emergency public information and warning message

Technical Specialists: Access and Functional Needs

The Access and Functional Needs (AFN) Specialist helps to ensure that Berkeley's response meets the access and functional needs of impacted community members. The AFN Specialist is a resource for all EOC sections and responders at all levels of Berkeley's MAC System. The AFN Specialist:

- Connects the MAC System to external organizations that support or represent community members with AFN, in coordination with the Operations Support Section Community Branch.
- Works with Advance Plans Unit to proactively identify/anticipate AFN by gathering intelligence from:
 - Operations Support Section Community Branch
 - Organizations contracted with the City to provide services relating to access and functional needs issues
- Provides guidance on AFN-related issues originating at any level of the MAC System. (Note: Just as policy questions are forwarded from any level of the MAC

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System to the Policy Group for direction, AFN questions may be forwarded from any level of the MAC System to the AFN Specialist for guidance.)

- Works with Advance Plans Unit, Operations Support Section, and Logistics Section to ensure that response operations and resource requests are designed to meet AFN
- Provides information regarding known and potential AFN:
 - To the Situation Analysis Unit for inclusion in the EOC Situation Report and update briefings
 - At Action Planning meetings for inclusion in the EOC Action Plan
 - To the Policy Group (per DES/Policy Group request), to support establishment of Citywide priorities and policy directives

Demobilization Unit

The Demobilization Unit coordinates across the EOC to develop a Demobilization Plan and procedures, and to ensure that demobilization efforts are integrated into the EOC Action Plan.

- The Demobilization Plan includes:
 - Triggers for demobilizing/downsizing each activated EOC unit
 - Estimated timetables for deactivating/downsizing units
 - Individual transition plans for functions completed by each demobilizing EOC unit:
 - Unit's functions cease
 - Unit's functions are transitioned to a City Department/agency
 - Unit's functions are transitioned to the recovery organization
 - EOC staff demobilization procedures (developed in coordination with the Logistics Section-Personnel Unit)
- To develop the EOC Demobilization Plan, the Demobilization Unit:
 - Reviews all pertinent documents and status reports
 - Interviews all EOC staff
 - Tracks key findings using the *Demobilization Planning Worksheet*
- To inform the staffing patterns for future EOC Action Plans, the Demobilization Unit shares key findings from Demobilization Planning Worksheet on a regular basis with:
 - Situation Analysis Unit
 - Advance Plans Unit
 - Logistics Section Personnel Unit
 - EOC Coordinator
- The Demobilization Unit coordinates with the Logistics Section-Personnel Unit to ensure that all EOC staff are demobilized per the established procedure on their final shifts

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3.4 Logistics Section

3.4.1 Logistics Section Overview

The Logistics Section coordinates ESF 7: Logistics and ESF 2: Communications.

The Logistics Section supports ESF 5: Emergency Management and ESF 14: Long-Term Recovery.

Leadership and Staffing

The Logistics Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management function.

Position	Departments
Logistics Section Coordinator	Emergency Management staff

Organization and Staffing

The Logistics Section is one of five sections of the City EOC. The Logistics Section acquires external resources and coordinates communication systems in support of an emergency/event.

Position	Departments
Supply/Procurement Unit	Finance
Facilities Unit	Public Works
Personnel Unit	Human Resources
Logistics Resource Tracking Unit	Emergency Management staff
Radio Unit	Public Works
Information Technology Unit	IT
NALCO Unit	NALCO
External representatives (as-needed)	External communications/IT companies

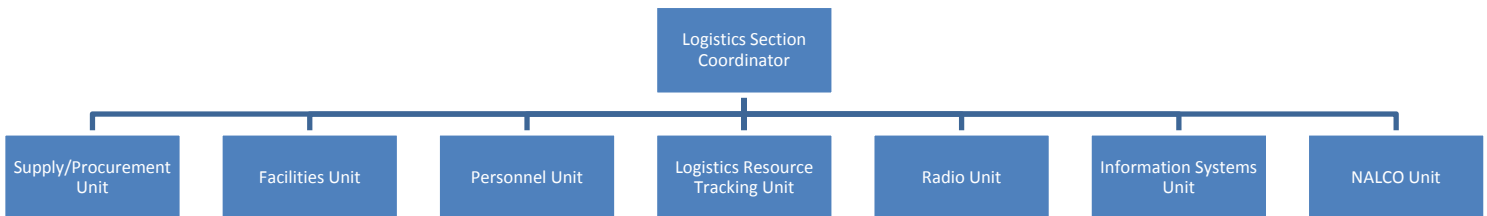


Figure 3-10: Logistics Section Organization

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Role

The Logistics Section will connect the City EOC to:

- Departments/DOCs
 - Finance
 - Human Resources
 - Information Technology
 - Public Works
- Northern Alameda County Amateur Radio Emergency Service (NALCO ARES)
- Facilities not owned or managed by the City
- Non-City personnel (professional and volunteers)
- Non-mutual-aid resources managed by private vendors
- The ALCO OA EOC's Logistics Section.
- External communications/IT representatives including AT&T, Comcast and Verizon. If activated, these external representatives can be integrated into the Logistics Section staff. If this is not possible, the Logistics Section will connect with these representatives through preexisting channels and/or through the ALCO OA EOC.

Responsibilities

The Logistics Section works to meet the objectives of the EOC Action Plan assigned to the section. The Logistics Section has the following responsibilities:

Resource Management

- Work with other sections to acquire, track, and deliver the following resources as needed during an emergency/event:
 - Materials and supplies
 - Rental equipment
 - Vehicles (including refueling and repair)
 - Professional and personal services
 - Staffing (including volunteers)

Note: It is assumed that all requests to the Logistics Section are for resources that either have been depleted or are unavailable from within City government. The Logistics Section responds to resource requests by:

- Seeking out donations/volunteers
- Purchasing or renting from local vendors for immediate delivery, or
- Requesting resources through County, State and federal agencies.
- Work with other sections to pre-identify vendors and other sources
- Work with other sections to forecast and identify material, equipment, and staffing shortfalls
- Allocate scarce resources consistent with Citywide priorities and EOC Action Plan objectives.

Communications/Information Technology Support

- Coordinate communications and information technology support throughout the response
- Work with EOC Operations Support Section and Departments/DOCs to assess the status of external infrastructure
- Work with Plans/Intelligence Section Situation Analysis Unit to maintain summary of emergency/event impacts on communications and IT infrastructure

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- Forward communications/IT resource requests to Public Works/IT Departments/DOCs
- Provide direct support for EOC communications/IT needs
- Coordinate development of the EOC Action Plan's Communications Plan. The Communications Plan identifies all systems in use, and ensures that enough radio frequencies are allocated to facilitate operations, and lists specific radiofrequencies allotted for the emergency

EOC Action Planning

- Coordinate with the EOC Plans/Intelligence Section regarding resource status and requirements for the next operational period pursuant to the Planning "P."
- Coordinate with the EOC Plans/Intelligence and EOC Finance/Administration Sections to ensure EOC resource acquisitions and issuance are documented for reimbursement.

Disaster Cost Recovery

- Perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Communicate current procedures to facilitate potential disaster cost recovery to the Finance, Human Resources, Information Technology, and Public Works Departments/DOCs (if they are not already represented in the Operations Support Section)

If activated, each unit of the Logistics Section will support specific functions that are further described below. If a unit is not activated, the Logistics Section Coordinator retains the unit's responsibilities.

Supply/Procurement Unit

The Supply/Procurement Unit will connect the City EOC to:

- City vendors
- Other agencies and organizations that control resources that can support emergency/event response operations, including:
 - Public agencies
 - Private entities

The Supply/Procurement Unit will work to meet the objectives of the EOC Action Plan assigned to the Unit. The Supply/Procurement Unit has the following responsibilities:

- Oversee the procurement and allocation of supplies and materials not normally provided through discipline-specific mutual aid channels (e.g. food, water, fuel)
- Verify costs data in the pre-established vendor contracts and/or agreements
- Prepare vendor contracts not previously addressed by existing approved vendor lists with concurrence from Finance/Administration Section Coordinator
 - Coordinate with Payables Unit on all matters involving the need to exceed established purchase order limits
 - Ensure all contracts identify scope of work and specific site locations
 - Negotiate rental rates not already established, or purchase price with vendors as required
 - Admonish vendors as necessary regarding unethical business practices, such as inflating rental rates for merchandise and equipment during emergencies
- Expedite delivery of supplies and materials as required
- Coordinate with the Finance/Administration Section Coordinator to manage the collection and maintenance of cost and other procurement data

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Facilities Unit

The Facilities Unit will link the EOC to:

- Non-City (public and private) agencies and organizations that control facilities or sites that can support emergency/event response operations

The Facilities Unit will work to meet the objectives of the EOC Action Plan assigned to the Unit.

The Facilities Unit has the following responsibilities:

- Locate and coordinate use of public facilities, private facilities, or staging areas required to support the emergency/event response.
- Coordinate the relocation of work space for essential City staff dislocated by the emergency/event, including relocating or leasing office furniture and configuring the workspace, as appropriate
- Support requests to locate and rent or lease alternate locations for the EOC/DOCs in the event that they are forced to relocate due to damage or space limitations; support environmental and safety standards for those facilities
- Coordinate pre-occupancy environmental inspections
- Locate space for feeding and housing requirements, as requested
- Coordinate provision of adequate essential facilities for the response effort, as requested
- Ensure acquired buildings are returned to their original state when no longer needed

Personnel Unit

The Personnel Unit will connect the City EOC to:

- The Human Resources Department/DOC, which will connect to:
 - Volunteer Reception Center, if established.

With permission from the Human Resources Department, the Personnel Branch of the EOC may connect directly with the Volunteer Reception Center.

The Personnel Unit will work to meet the objectives of the EOC Action Plan assigned to the Unit.

The Personnel Unit has the following responsibilities:

- Coordinate the acquisition, tracking, basic orientation/training, and support of additional Disaster Service Workers, which include City staff and convergent volunteers.
 - Support the HR Department/DOC and Volunteer Reception Center's efforts to identify and register convergent volunteers
 - Coordinate with the HR Department/DOC and Volunteer Reception Center to maintain a list of DSWs and convergent volunteers based on occupational skills, experience, and certification to use for response and recovery efforts
- Coordinate with the HR Department to provide guidance to the City Manager/Policy Group regarding any current or potential union issues that may arise from the reassignment of staff to "out-of-class" tasks during the emergency
- Coordinate with the Operations Support Section Mass Care Branch to ensure that DSWs are provided with food and shelter and other personal support while in the jurisdiction on assignment
- Coordinate with the Human Resources Department/DOC to track injury claims arising from the emergency.
- Coordinate with the Plans/Intelligence Section – Demobilization Unit to ensure that all EOC staff members are demobilized per the established procedure on their final shifts.

Logistics Resource Tracking Unit

The Logistics Resource Tracking Unit will work to meet the objectives of the EOC Action Plan

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assigned to the Unit. The Unit will:

- Maintain a system to collect, track, and provide shipment information for resource requests received by the Logistics Section.

Radio Unit

The Radio Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Radio Unit has the following responsibilities:

- Coordinate with the Public Works Department/DOC and Operations Support Section Construction and Engineering Branch to assess functionality of:
 - City of Berkeley radio systems, including EBRCS
 - External/private radio infrastructure
- Report findings and impacts to Plans and Intelligence Section Situation Analysis Unit
- Coordinate radio support requests for Local Government and Field Level sites
 - Receive radio support requests from the Operations Support Section
 - Forward radio support requests to the Public Works Department/DOC
- Provide direct support for radio needs in the EOC

Information Technology Unit

The Information Technology Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The IT Unit has the following responsibilities:

- Coordinate with the IT Department/DOC and Operations Support Section Construction and Engineering Branch to assess functionality of:
 - City of Berkeley IT infrastructure, including the City network and phones
 - External/private IT infrastructure
- Report findings and impacts to Plans and Intelligence Section Situation Analysis Unit
- Coordinate IT support requests for Local Government and Field Level sites
 - Receive IT support requests from the Operations Support Section
 - Forward IT support requests to the IT Department/DOC
- Provide direct support for IT needs in the EOC

NALCO Unit

- Serve as the NALCO ARES Emergency Coordinator (EC)³:
 - Receive resource requests from the City of Berkeley for NALCO radio support. Radio support requests will come from the Operations Support Section for Local Government and Field Level sites, which may include:
 - Departments/Department Operations Centers
 - Incident Command Posts and other field sites
 - Outside agencies, including healthcare facilities and schools
 - Assign and/or deploy available NALCO ARES resources to support establishment of one or more radio stations. Resources include organizationally-owned communications equipment and operators with personally-owned radio equipment.
 - Track the status of assigned/deployed/available NALCO ARES resources and communicate resource status to the Logistics Section Coordinator as requested.

Note: the individual(s) staffing the NALCO Unit may not be concurrently serving as the NALCO ARES EC. If the NALCO ARES EC separately staffed offsite, the NALCO Unit is responsible for communicating with the NALCO ARES EC to ensure that resources

³ Per the NALCO ARES Activation Plan Rev. 1/12/14 (or current)

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- are managed effectively.
- As requested by EOC staff members, send messages over the amateur radio network on behalf of the City of Berkeley EOC.
 - If necessary, prioritize EOC messages based on Citywide priorities and EOC Action Plan objectives.

3.5 Finance/Administration Section

3.5.1 Finance/Administration Section Overview

The Finance/Administration Section supports the following ESFs:

- 5. Emergency Management
- 7. Logistics
- 14. Long-Term Recovery

Leadership

The Finance/Administration Section is led by the Section Coordinator, who is responsible for carrying out the Emergency Management function.

Positions	Staffing Department(s)/Division(s)
Finance/Administration Section Coordinator	Finance

Organization and Staffing

The Finance/Administration Section is one of five sections of the City EOC. The Finance/Administration Section coordinates all employee compensation, cost accounting, accounts payable, and cost recovery related to an emergency/event. The positions that can be activated for this section, as well as the departments staffing those positions, are as follows:

Positions	Staffing Department(s)/Division(s)
Time Unit	Emergency Management Staff
Cost Analysis Unit	Finance City Manager's Office - Budget
Payables Unit	Finance
Cost Recovery Documentation Unit	Finance City Manager's Office - Budget

These units will carry out the Emergency Management function, and are described further below. These units may be collocated offsite with the Finance Department, the City Manager's Office, and the Auditor's Office, respectively. Even if they are off-site, each branch will still maintain EOC unit functions. The EOC Finance/Administration Section Coordinator will be onsite at the EOC and will act as a liaison to those offsite branches.

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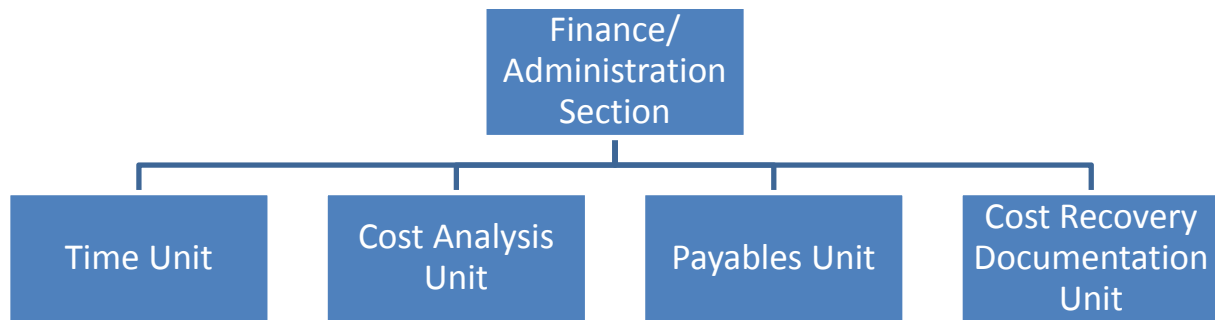


Figure 3-11: Finance/Administration Section Organization

Role and Responsibilities

The Finance/Administration function in the EOC coordinates all financial, administrative and cost analysis aspects of the emergency. The EOC Finance/Administration Section carries out the objectives of the EOC Action Plan.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator will:

- Per City Manager direction, coordinate with Departments to ensure that they activate the City's disaster procedures, including the:
 - Disaster purchasing program⁴
 - Disaster procedures for reporting time, equipment and material use
 - Disaster employee compensation program⁵
- Coordinate within the Finance/Administration Section, with other EOC Sections, and with Departments (either directly or through their EOC representatives) to support EOC, Department and field staff in disaster procedure implementation
 - Provide guidance on disaster procedures or forward questions to the appropriate department or City Manager
 - Ensure that disaster procedure activation is documented in EOC Action Plan
- Provide administrative support to all EOC Sections as required, in coordination with the Logistics Section Personnel Unit
- Ensure that unit staff perform disaster cost recovery-related activities in a federally-compliant manner to facilitate potential reimbursement of response and recovery costs
- Ensure that required activities are completed in the absence of a Unit Coordinator.

The activities of each unit of the Finance/Administration Section are described below. In the initial stages of an emergency, these functions will be coordinated by the Finance/Administration Section Coordinator at the EOC. When these units are staffed, they may be collocated with the Finance Department, the City Manager's Office, and/or the Auditor's Office. In this case, the Finance/Administration Section Coordinator will function primarily as a liaison among the units of the EOC Finance/Administration Section.

⁴ The Disaster Purchasing program will direct procedures for use during a proclaimed emergency to authorize the commitment and payment of funds; purchase order limits for the purchasing function in the Logistics Section, use of credit and/or debit cards, etc.

⁵ Will establish employee compensation and leave guidelines during a proclaimed emergency.

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Time Unit

The Time Unit in the Finance/Administration Section will track and quantify time for all emergency response personnel and equipment during the response and recovery effort, and will provide support and guidance to departments to ensure that employees continue to receive pay, health insurance, and retirement benefits.

The Time Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Via EOC Finance Section Coordinator, request current City Manager direction on emergency time tracking and payroll policy
- Establish and maintain contact with department Payroll Clerks and other staff involved in the timekeeping/payroll process regarding time tracking and payroll issues to ensure that:
 - Departments' timekeeping/payroll staff have necessary infrastructure support (e.g., power, internet access, FUNDS\$ access) to perform their duties
 - On-duty time is tracked and quantified for all emergency response personnel during the response and recovery efforts:
 - Collect all on-duty timesheets from EOC personnel
 - Ensure that Departments are collecting all on-duty timesheets from Field Level Supervisors or Incident Commanders and their staffs
 - Collect data from Department timesheets
 - Ensure that timesheets are completed correctly and work through appropriate channels to address errors
 - There is a continuum of the payroll process for all employees responding to the emergency.
- Consolidate personnel time records, travel expense claims and related forms and transmit to the Payables Unit for payment
- Coordinate with the EOC Plans/Intelligence Section Documentation Unit regarding storage of emergency time tracking documents

Payables Unit

The Payables Unit in the Finance/Administration Section will track and process payments of vendor purchase orders, contracts, claims, and other payments during the emergency.

The Payables Unit in the Finance/Administration Section may be offsite at the Finance Department, and if so will connect to the City EOC via the Finance/Administration Section Coordinator.

The Payables Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Receive vendor invoices from vendor purchase orders and contracts and process for payment within a reasonable time, given the nature of the situation.
- Receive equipment and property damage claims resulting from the emergency/event and its response and process for payment within a reasonable time, given the nature of the situation.
- Receive travel and expense claims from the Time Unit, and process for payment within a reasonable time, given the nature of the situation.
- Track information on all payments and provide consolidated updates to the Cost Analysis Unit at regular intervals.
- Consolidate necessary documentation and provide to the Cost Recovery Documentation Unit at regular intervals.

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- Coordinate with the Logistics Section Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits, consulting with the City Manager when a policy-level question arises or a change is necessary.
- Ensure that financial institutions honor City warrants and have adequate cash available during the emergency period.

Cost Analysis Unit

The Cost Analysis Unit in the Finance/Administration Section will ensure that an accurate accounting of the cost of responding to the emergency/event (including both response and recovery) is maintained.

The Cost Analysis Unit in the Finance/Administration Section may be offsite at the Finance Department or City Manager's Office, and if so will connect to the City EOC via the Finance/Administration Section Coordinator.

The Cost Analysis Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Coordinate with the City's Budget Office to establish project codes associated with the emergency/event
 - Ensure codes are communicated to the EOC and departments
- Coordinate with other Finance/Administration Section units to implement disaster procedures for reporting time, equipment and material use⁶
- Receive consolidated cost information from the Time and Payables Units
- Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency
- Review existing documentation to determine if additional cost items may have been overlooked
- Consolidate cost analysis documentation and provide to the Cost Recovery Documentation Unit at regular intervals

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit in the Finance/Administration Section will coordinate collection and preparation of necessary documentation to support the cost recovery process.

The Cost Recovery Documentation Unit in the Finance/Administration Section may be offsite at the Finance Department or the City Manager's Office, and if so will connect to the City EOC via the Finance/Administration Section Coordinator.

The Cost Recovery Documentation Unit will implement the priorities of the EOC Action Plan assigned to the Unit. The Unit will:

- Communicate documentation requirements within the EOC and to Departments (either directly or through their EOC representatives)
- Coordinate with the Finance/Administration Section units to ensure that an accurate accounting of the cost of responding to the emergency/event (including both response and recovery) is maintained either on paper and/or within City financial systems

⁶ Disaster procedures for reporting time, equipment and material use will include an accounting system to collect and compile cost information at the end of each shift from all EOC sections and units, DOCs, and field units, including information on personnel, equipment, rental/contract equipment, supplies from outside vendors, and contracts for special or emergency services.

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- Ensure that the EOC and Departments have accurate records to document the cost of emergency response and recovery, including accounting codes, reimbursement forms, and other backup documentation, so that it can be submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
 - Receive consolidated documentation from the Payables Unit, Time Unit, and Cost Analysis Unit at regular intervals
 - Work with Time Unit to ensure that all equipment used is tracked and quantified for all City and contract emergency personnel
 - Work with Payables Unit to ensure that all supplies procured are tracked and quantified for all City and contract emergency personnel
 - Receive and organize photo documentation from the Operations Support Section/DOCs
 - Prepare all required State and federal documentation as necessary to recover allowable costs

Section 4: Mutual Aid

Under the terms of California’s Disaster and Civil Defense Master Mutual Aid Agreement, Statewide emergency assistance is provided on a voluntary basis from one jurisdiction to another at no cost to the receiving jurisdiction. Mutual aid is intended to ensure that adequate resources, facilities, and other emergency support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

To facilitate coordination and flow of mutual aid, Cal OES oversees six mutual aid regions among the three administrative regions, as shown in the figure at right. The City of Berkeley is located in Mutual Aid Region II within the Cal OES Coastal Region.



4.1 Mutual Aid Systems

The California Mutual Aid System operates within the framework of the Master Mutual Aid Agreement and under the authority of the California Emergency Services Act. The system is a formal process designed to mobilize resources to and from emergency response agencies, local governments, OAs, regions, and the State with the intent to provide requesting agencies with sufficient resources.

4.1.1 California Master Mutual Aid Systems

California’s master mutual aid systems are discipline-specific, and include Fire Service and Rescue, Law Enforcement, Emergency Services and Medical/Health Services as shown in the table below.

California Master Mutual Aid Systems

Coordinated by Cal OES			Coordinated by EMSA ¹
Fire Service and Rescue	Law Enforcement	Emergency Services ²	Medical/Health
Fire Service and Rescue Mutual Aid	Law Enforcement Mutual Aid	All other emergency services mutual aid not included in other systems	Disaster Medical/Health Mutual Aid
Urban Search and Rescue Mutual Aid	Coroner Mutual Aid	Emergency Managers Mutual Aid	Mental Health Mutual Aid
Hazardous Materials Mutual Aid	Search and Rescue Mutual Aid	Safety Assessment Program	Mass Care and Shelter Mutual Aid

4.1.2 Fire Service and Rescue Mutual Aid System

¹ California Emergency Medical Services Authority

² For the purposes of this plan, the term Emergency Services Mutual Aid also refers to non-discipline-specific mutual aid.

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The Fire Service and Rescue Mutual Aid System is designed to coordinate the mobilization, organization, and operation of necessary fire and rescue resources on a local, OA, regional, and statewide basis in order to mitigate the effects of disasters. The day-to-day operations of the Fire Service and Rescue Mutual Aid System are managed by the Cal OES Fire and Rescue Branch. For additional information regarding this system's organization, responsibilities, and procedures, refer to the *California Fire Service and Rescue Emergency Mutual Aid System, Mutual Aid Plan*.

4.1.3 Law Enforcement Mutual Aid System

Maintained by the Cal OES Law Enforcement Branch, the Law Enforcement Mutual Aid System is an ongoing cooperative effort among law enforcement agencies to coordinate State resources in support of local law enforcement during a wide range of emergencies. Law enforcement mutual aid is coordinated through seven mutual aid regions in California. Additional information on procedures, concepts, and state agency roles and resources within the system is available in the *California Law Enforcement Mutual Aid Plan*.

4.1.4 Emergency Services Mutual Aid System

The Emergency Services Mutual Aid System is also known as non-discipline-specific mutual aid, encompassing all other mutual aid that is not included in other systems.

- The Emergency Managers Mutual Aid (EMMA) is a sub-system that provides emergency management personnel from unaffected areas to support disaster operations in affected jurisdictions. Further information on EMMA can be found in the *Emergency Managers Mutual Aid Plan*.
- The Safety Assessment Program (SAP) is a sub-system that utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. Further information on SAP can be found in the *Post-Disaster Safety Assessment Program: Guideline to the Activation and Utilization of Program Resources* (March 2015).

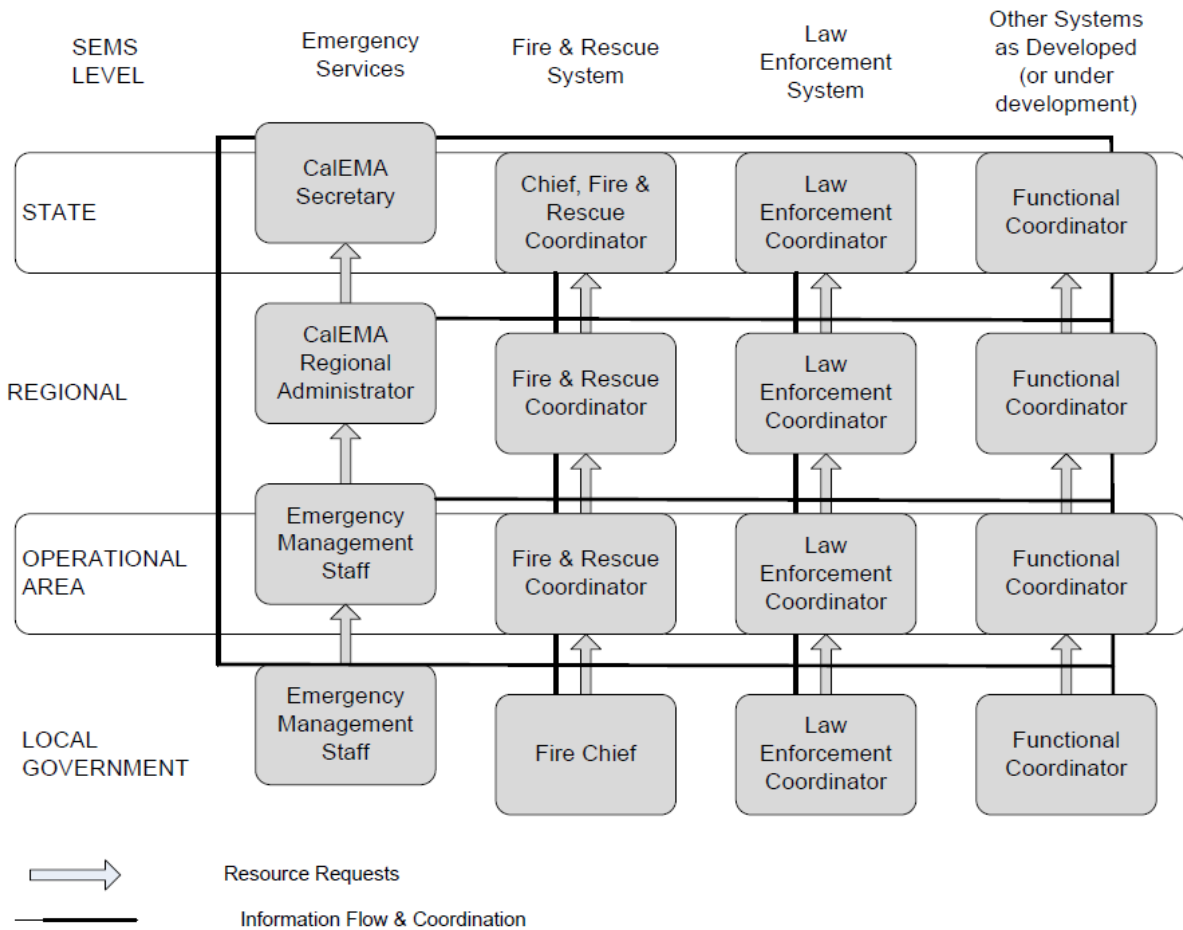
Requests are coordinated and met through utilization of the Standardized Emergency Management System (SEMS).

4.1.5 Medical/Health Mutual Aid System

The California Emergency Medical Services Authority (EMSA) administers the Medical/Health Mutual Aid System. The purpose of the system is to identify, attain, and mobilize medical supplies and personnel from unaffected regions of the state to meet the needs of disaster victims. The coordination and acquisition of Medical/Health Mutual Aid resources involves federal, State, and local agencies as well as the private sector (hospitals, medical supply vendors, ambulance companies, etc).

The figure that follows is from the *State of California Emergency Plan* (July 2009). It illustrates the flow of the four mutual aid channels and how they are coordinated at each SEMS level.

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Discipline-Specific Mutual Aid Systems

4.2 Mutual Aid Coordination

To facilitate mutual aid, mutual aid coordinators are designated at the OA, regional, and State levels. The basic role of a mutual aid coordinator is to receive requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level.

Representatives at Berkeley's DOCs and/or the EOC Operations Section will work with discipline-specific Mutual Aid Coordinators at the ALCO OA. Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems will be handled through normal emergency services resource requesting processes, as outlined in Section 2.3.5 *Resource Management*.

4.3 Non-Governmental Organizations, Special Districts, and Private Sector Organizations Mutual Aid

The involvement of NGOs, special districts, and private sector organizations with City of Berkeley mutual aid will vary according to the resources that may be made available and the types of resources needed. Some organizations may use internally-established mutual aid systems/arrangements in order to acquire needed resources. For example, the American Red Cross will utilize the American Red Cross Disaster Operations Human Resources System (DOHR) when a disaster response

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requires greater resourcing than can be provided from the local district.

Resource needs that cannot be met through internal means will be requested through the California Mutual Aid System at the appropriate SEMS level. Organizations with extensive involvement in emergency response, such as the American Red Cross, may be represented in the City of Berkeley EOC or at an appropriate DOC. Other organizations may be asked to provide a representative to the EOC or a DOC if further collaboration is needed.

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Attachment I: List of Abbreviations and Acronyms

The following abbreviations and acronyms are used in this Emergency Operations Plan.

AC	Area Command
AFN	Access and Functional Needs
ALCO	Alameda County
B&S	Building & Safety
BEACON	Berkeley Emergency Accessible Community Organizations Network
Cal OES	State of California Office of Emergency Services
CERT	Community Emergency Response Team
ConOps	Concept of Operations
CRC	Community Resilience Center
DES	Director of Emergency Services
DOC	Department Operations Center
DOHR	American Red Cross Disaster Operations Human Resources System
DSW	Disaster Service Worker
EAP	Emergency Operations Center Action Plan
EBMUD	East Bay Municipal Utility District
EC	Emergency Coordinator (NALCO ARES)
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMSA	California Emergency Medical Services Authority
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPIW	Emergency Public Information and Warning
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HHCS	Health, Housing and Community Services Department
HR	Department of Human Resources
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
LHMP	Local Hazard Mitigation Plan
MAC	Multi-Agency Coordination
MHOAC	Medical/Health Operational Area Coordinator
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
NALCO ARES	Northern Alameda County Amateur Radio Emergency Service
NGO	Non-Governmental Organization

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NIMS	National Incident Management System
OA	Operational Area
OES	Office of Emergency Services
PIO	Public Information Officer
PRW	Department of Parks, Recreation, and Waterfront
PW	Department of Public Works
REOC	Regional Emergency Operations Center (State of California)
SAP	Safety Assessment Program
SEMS	Standardized Emergency Management System
UC	Unified Command
UCP	Unified Command Post
WUI	Wildland-Urban Interface

Attachment 2: List of Functional Annexes and Hazard-Specific Appendices

This attachment describes other Annexes and Appendices that will join this Base Plan to become part of the City of Berkeley's Emergency Operations Plan (EOP).

These plans are termed either:

- *Functional Annexes*, which will detail the operations involved in one Emergency Support Function (ESF). See Section 2.3.1: *Emergency Support Functions* for additional information about ESFs; or
- *Hazard-Specific Appendices*, which will build on Functional Annexes to address particular response needs, challenges, and ESF coordination requirements for particular hazard events.

Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
1. Transportation	<ul style="list-style-type: none"> • Traffic restrictions • Transportation safety • Citywide Transportation Plan development • Restoration and recovery of transportation systems, facilities, and infrastructure • Community transportation support • Coordination with ESF 12: Utilities • Coordination with transportation partners (federal, State, County, and local, including private and public)
2. Communications and Information Systems	<ul style="list-style-type: none"> • Monitoring, inspection, restoration and repair of communication system infrastructure, including: <ul style="list-style-type: none"> ○ Phone ○ Radio ○ Wireless ○ Fiber ○ City network ○ Internet ○ Auxiliary communications • Citywide Communications Plan development • Coordination with communication system partners (federal, State, and local, including private and public)
3. Public Works and Engineering	<ul style="list-style-type: none"> • Inspection, restoration and repair of infrastructure, including: <ul style="list-style-type: none"> ○ Roadways, bridges, and traffic signals ○ Buildings and facilities (City-owned and other) ○ City-managed storm drain and wastewater

Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
	<ul style="list-style-type: none"> systems <ul style="list-style-type: none"> ○ Privately-managed utility systems, including water, gas and electricity • Coordination with ESF 1: Transportation and ESF 12: Utilities • Safety assessment • Damage assessment • Debris management in coordination with ESF 10: Oil and Hazardous Materials Response, including: <ul style="list-style-type: none"> ○ Street clearance/removal ○ Storage, sorting, recycling and recovery ○ Coordination with contract providers • Engineering services • Construction management • Coordination with public works and engineering partners (federal, State, and local, including private and public)
4. Fire and Rescue	<ul style="list-style-type: none"> • Detection and suppression of fires • Coordination with the Fire and Rescue Mutual Aid System for firefighting personnel, equipment and supplies • Coordination with fire and rescue partners (federal, State, and local, including private and public)
5. Emergency Management	<ul style="list-style-type: none"> • Emergency Operations Center support during incident response, including information collection, analysis, operations support, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, and financial management • Communication and coordination among key elements of Berkeley’s Multi-Agency Coordination System and external emergency management partners, including: <ul style="list-style-type: none"> ○ EOC sections and branches ○ City Manager/DES ○ Policy Group and policy support staff ○ Departments/Department Operations Centers (DOCs) ○ Alameda County Operational Area (ALCO OA) EOC ○ Other OA/State/federal partners who establish a direct relationship with the City ○ Other private and public EOCs that establish a direct relationship with the City. • Coordination with the Emergency Management Mutual Aid (EMMA) System

Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
6. Mass Care and Recovery Support	<ul style="list-style-type: none"> • Mass care operations, including: <ul style="list-style-type: none"> ○ Sheltering, including: <ul style="list-style-type: none"> ▪ Basic health services (in coordination with ESF #8: Health and Medical) ▪ Animal sheltering (in coordination with ESF #11: Animal Response) ○ Feeding ○ Bulk distribution ○ Family reunification • Recovery support operations, including: <ul style="list-style-type: none"> ○ Temporary or interim housing ○ Local Assistance Centers • Coordination with mass care and recovery support partners (federal, State, and local, including private and public)
7. Logistics	<ul style="list-style-type: none"> • Coordination of resources needed to support planned events, emergency response, and recovery operations • Management of supplies and materials not normally provided through discipline-specific mutual aid channels (e.g. food, water, fuel), including: <ul style="list-style-type: none"> ○ Resource tracking and inventory ○ Procurement, allocation, delivery, and demobilization ○ Forecasting of material and equipment shortfalls ○ Pre-identification of vendors and other sources • Facilities management, including: <ul style="list-style-type: none"> ○ Identification of City facilities and facilities from other sources ○ Facility status tracking (in coordination with ESF #3: Public Works and Engineering) ○ Facility assignment, agreements, inspections, and demobilization/restoration post-use ○ Forecasting of facility needs/shortfalls • Personnel and staffing management, including: <ul style="list-style-type: none"> ○ Tracking personnel needs ○ Acquisition, tracking, basic orientation/training, and support of additional Disaster Service Workers (DSWs), including City response personnel and volunteers. ○ Spontaneous volunteer management, including identification, registration, basic orientation/training, and support ○ Food and shelter for assigned personnel/volunteers

Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
	<ul style="list-style-type: none"> • Donations management, including: <ul style="list-style-type: none"> ○ Management and tracking of: <ul style="list-style-type: none"> ▪ Monetary donations ▪ In-kind donations ▪ Materials and equipment for clean-up, repair, and rebuilding ▪ Goods and services for medical care and public health ▪ Case management, technical services, information and support services, and other forms of volunteered expertise ○ Public messaging related to donated goods and services (in coordination with ESF 15: Public information) ○ Coordination with pre-designated Disaster Relief Agencies to effectively manage call centers, donations management staging areas and distribution sites • Coordination with ESF 14: Long-Term Recovery to ensure that activities are performed to facilitate maximum disaster cost recovery
8. Public Health and Medical Services	<ul style="list-style-type: none"> • Public health, medical, environmental health, and behavioral health services, including: <ul style="list-style-type: none"> ○ Assessment of public health/medical needs ○ Health surveillance ○ Health/medical personnel, equipment and supplies ○ Patient evacuation ○ Patient care (in coordination with ESF #6: Mass Care and Recovery Support) ○ Food safety and security ○ Public health and medical information (in coordination with ESF 15: Public information) ○ Vector control ○ Potable water/wastewater and solid waste disposal ○ Fatality management, including coordination with the County Coroner on law enforcement-related issues • Coordination with the Medical/Health Mutual Aid System (local, State and federal) • Coordination with public health and medical partners (federal, State, and local, including private and public)
9. Urban Search and Rescue	<ul style="list-style-type: none"> • Location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces

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Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
	<ul style="list-style-type: none"> • Includes heavy rescue, collapsed structure rescue, confined space rescue, high- and low- angle rescue • Coordination with the Fire and Rescue Mutual Aid System (local, State and federal) • Coordination with urban search and rescue partners (federal, State, and local, including private and public)
10. Oil and Hazardous Materials Response	<ul style="list-style-type: none"> • Inland and marine oil and hazardous materials (chemical, biological, radiological, etc.) response • May include household hazardous waste collection, monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources. • Coordination with oil/hazardous materials response partners (federal, State, and local, including private and public)
11. Animal Response	<ul style="list-style-type: none"> • Response and recovery during emergencies involving animals, including: <ul style="list-style-type: none"> ○ Public information (in coordination with ESF 15: Public information) ○ Field response ○ Animal sheltering (in coordination with ESF #6: Mass Care and Recovery Support) ○ Reunification of domestic animals with owners • Coordination with animal response partners (federal, State, and local, including private and public)
12. Utilities	<ul style="list-style-type: none"> • Assessment, restoration and repair of utilities, including stabilizing or resuming utility operations and replacing temporary and permanent infrastructures • Municipal and non-municipal utilities <ul style="list-style-type: none"> ○ Water and wastewater systems; electric service; natural gas, oil, and fuel pipelines in coordination with ESF 1: Transportation and ESF 3: Public Works and Engineering ○ Telecommunications, internet, and cable TV and satellite service, in coordination with ESF 2: Communications • Coordination of restoration/repair efforts for disrupted municipal services with utility services • Coordination with utility partners (federal, State, and local, including private and public) to ensure timely restoration of utilities
13. Law Enforcement	<ul style="list-style-type: none"> • Public safety/security support • Support for access, traffic, and crowd control issues • Coordination with the Law Enforcement Mutual Aid

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Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
	<p>System</p> <ul style="list-style-type: none"> • Coordination with the law enforcement partners (federal, State, and local, including private and public)
14. Long-Term Recovery	<ul style="list-style-type: none"> • Coordination and support to ensure all activities and supporting processes are performed and documented in a manner that enables maximum disaster cost recovery, especially through close coordination with: <ul style="list-style-type: none"> ○ ESF 7: Logistics ○ ESF 5: Emergency Management • Long-term recovery assistance, including restoration of: <ul style="list-style-type: none"> ○ Infrastructure ○ Housing ○ Local economy • Protection and restoration of natural and cultural resources and historic properties
15. Public Information	<ul style="list-style-type: none"> • Joint information center establishment • Public warnings: collection, analysis and dissemination of life-safety instructions using public warning systems • Emergency public information: collect, analyze, and disseminate critical event information • Traditional and social media relations • Coordination with regional Joint Information System partners (federal, State and local, including private and public)
16. Evacuation	<ul style="list-style-type: none"> • Coordination to identify and define the population requiring evacuation with: <ul style="list-style-type: none"> ○ ESF 4: Fire and Rescue for evacuation due to fire ○ ESF 8: Public Health and Medical Response for evacuation due to public health hazards ○ ESF 10: Oil and Hazardous Materials Response for evacuation due to hazardous materials release ○ ESF 12: Utilities for evacuation due to utility outages or related utility hazards ○ With ESF 13: Law Enforcement for evacuation due to crime-related hazards • Coordination to execute evacuation with: <ul style="list-style-type: none"> ○ ESF 1: Transportation and ESF 3: Public Works and Engineering to define evacuation routes and transportation support needs ○ ESF 11: Animal Support to support animal evacuation ○ ESF 13: Law Enforcement to issue evacuation orders and facilitate evacuation operations

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Emergency Operations Plan: Functional Annexes	
Emergency Support Function (ESF)	Description
	<ul style="list-style-type: none"> • Coordination to support evacuation operations with: <ul style="list-style-type: none"> ○ ESF 6: Mass Care and Recovery Support and ESF 11: Animal Support to manage mass care and shelter support needs of evacuated populations ○ ESF 7: Logistics to coordinate identification and deployment of needed resources (supplies/materials/equipment/personnel/facilities) ○ ESF 15: Public Information and ESF 17: Community Support to communicate evacuation orders and maintain communication with evacuated populations and community stakeholders
17. Community Support	<ul style="list-style-type: none"> • Coordination of information and requests originating from external response partners in the community, including: <ul style="list-style-type: none"> ○ Private Sector ○ Educational institutions ○ Community-based organizations, including Community Resilience Centers and Berkeley Emergency Accessible Community Organization Network (BEACON) organizations ○ Community Emergency Response Teams

Hazard-Specific Appendix List

When developed, the EOP’s Hazard-Specific Appendices will address particular hazard events, including but not limited to:

- Earthquake
- Wildland-Urban Interface (WUI) fire
- Landslide
- Severe storms and flooding
- Tsunami
- Hazardous materials release
- Terrorism

Attachment 3: Distribution List

City of Berkeley

City Manager

Deputy City Manager

City Attorney

City Auditor

City Clerk

Finance Department Director

Fire Chief

Fire Department Special Operations Division Assistant Chief

Health, Housing and Community Services Department Director

Human Resources Department Director

Information Technology Department Director

Library Director

Planning and Development Department Director

Police Chief

Parks, Recreation and Waterfront Department Director

Public Works Department Director

External Partners

Alameda County Office of Emergency Services - Emergency Services Supervisor

American Red Cross – Alameda/Contra Costa Disaster Program Manager

Berkeley Unified School District - Superintendent

Lawrence Berkeley National Lab - Protective Services Manager

Northern Alameda County Amateur Radio Emergency Services/Radio Amateur Civil
Emergency Services - President

UC Berkeley Office of Emergency Management - Manager

Attachment 4: Department-EOC Emergency Support Function Chart

Each of Berkeley's Emergency Support Functions (ESFs):

- Is coordinated by one department or Emergency Operations Center (EOC) Section, and
- May be supported by multiple departments and/or EOC Section(s).

If the activities involved in an ESF (see Attachment 2: *List of Functional Annexes and Hazard-Specific Appendices* for details) are primarily the responsibility of one department, that department will coordinate the ESF. If multiple departments have primary roles in implementing the ESF, the ESF's activities will be coordinated from the EOC.

The chart below identifies Berkeley's ESFs, and coordinating (C) and supporting (S) departments or EOC Sections.

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Emergency Support Functions (ESFs)	1. Transportation	2. Communications	3. Public Works and Engineering	4. Fire and Rescue	5. Emergency Management	6. Mass Care /Recovery Support	7. Logistics	8. Public Health and Medical	9. Urban Search and Rescue	10. Oil and HazMat Response	11. Animal Response	12. Utilities	13. Law Enforcement	14. Long-Term Recovery	15. Public Information	16. Evacuation	17. Community Support
	Departments																
Auditor					S									S			
City Attny					S									S			
City Clerk					S									S			
City Mgr					S						C			C	S		S
Finance					S		S							S			
Fire				C	S			S	C	S				S	S	S	S
HHCS					S	S		S						S	S	S	S
HR					S		S							S			
Library					S	S								S	S		S
IT		S			S		S							S	S		
Planning			S		S					S		S		S			
Police	S				S								C	S	S	S	
PRW			S		S	S				S		S		S			
Pub Works	S	S	S		S	S	S		S	S		S		S		S	
Emergency Operations Center (EOC) Sections																	
Mgt					C		S							S	C		
Ops Support	C		C	S	S	C	S	C	S	C	S	C	S	S	S	C	C
Plans/Intel					S		S							S	S		
Logistics		C			S		C							S			
Finance					S		S							S			

DOJ Medical Release Form BCIA 4048 Spanish.pdf

**AUTORIZACIÓN PARA
DIVULGAR RADIOGRAFÍAS
DENTALES/ESQUELÉTICAS/
NOTAS DE TRATAMIENTO/FOTOGRAFÍA
DE UN MENOR DESAPARECIDO**

NOMBRE DEL MENOR DESAPARECIDO	
AGENCIA DENUNCIANTE Y NÚMERO DE CASO	PARTE DENUNCIANTE

Bajo la sección 14212 del Código Penal de California, los familiares o las personas más cercanas a cualquier menor de 18 años de edad que cuya desaparición haya sido reportada y a quien no se haya podido ubicar en un plazo de 30 días, pueden autorizar la divulgación de radiografías dentales y/o esqueléticas, notas de tratamiento y una fotografía reciente del menor desaparecido. Este formulario de divulgación **deberá** ser entregado al dentista, médico o cirujano, o a la institución médica de la persona desaparecida, para conseguir que se libere el uso de sus radiografías dentales o esqueléticas y las notas de tratamiento. Las radiografías dentales y/o esqueléticas **deberán** ser entregadas a la persona que presenta esta solicitud. La persona que reciba esta documentación **deberá**, en un plazo de 10 días, llevarla al departamento de policía o del alguacil, o a otra agencia del orden público que tenga jurisdicción sobre la investigación.

Si se encuentra al menor desaparecido, notifique a la agencia del orden público **inmediatamente**.

AUTORIZACIÓN

Soy un familiar o la persona más cercana del menor desaparecido nombrado precedentemente, y por la presente autorizo la divulgación de todas sus radiografías dentales o esqueléticas y notas de tratamiento, con el fin de ayudar a las agencias del orden público a localizarlo. También doy permiso para que se divulgue una fotografía, la descripción física y las circunstancias que rodean la desaparición del menor nombrado precedentemente. El Departamento de Justicia podrá incluir esta información en los boletines y afiches de niños desaparecidos que se distribuirán a lo largo de California a las agencias del orden público, escuelas primarias y preparatorias, edificios del estado, áreas de descanso apropiadas en las carreteras y otras partes que el Departamento de Justicia considere apropiadas para ayudar a ubicar al menor desaparecido, como el sitio web del Procurador General, www.caag.state.ca.us.

NOMBRE DEL DENTISTA			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
NOMBRE DE MÉDICO, CIRUJANO O CENTRO MÉDICO			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
FIRMA DEL FAMILIAR			
PARENTESCO CON EL MENOR DESAPARECIDO			FECHA
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()

**AUTORIZACIÓN PARA
DIVULGAR RADIOGRAFÍAS
DENTALES/ESQUELÉTICAS Y
NOTAS DE TRATAMIENTO DE
UN ADULTO DESAPARECIDO**

NOMBRE DEL ADULTO DESAPARECIDO	
AGENCIA DENUNCIANTE Y NÚMERO DE CASO	PARTE DENUNCIANTE

Bajo la sección 14212 del Código Penal de California, los familiares o las personas más cercanas a cualquier persona cuya desaparición haya sido reportada y a quien no se haya podido ubicar en un plazo de 30 días, pueden autorizar la divulgación de radiografías dentales y/o esqueléticas y notas de tratamiento de la persona desaparecida. Este formulario de divulgación **deberá** ser entregado al dentista, médico o cirujano, o a la institución médica de la persona desaparecida, para conseguir que se libere el uso de sus radiografías dentales o esqueléticas y las notas de tratamiento. Las radiografías dentales y/o esqueléticas **deberán** ser entregadas a la persona que presenta esta solicitud. La persona que reciba esta documentación **deberá**, en un plazo de 10 días, llevarla al departamento de policía o del alguacil, o a otra agencia del orden público que tenga jurisdicción sobre la investigación.

Si se encuentra al adulto desaparecido, notifique a la agencia del orden público **inmediatamente**.

AUTORIZACIÓN

Soy un familiar o la persona más cercana al adulto desaparecido nombrado precedentemente, y por la presente autorizo la divulgación de todas las radiografías dentales o esqueléticas y notas de tratamiento, con el fin de ayudar a las agencias del orden público a localizarlo. También doy permiso a que se divulgue una fotografía, la descripción física y las circunstancias que rodean la desaparición del adulto nombrado precedentemente. El Departamento de Justicia podrá incluir esta información en los boletines y afiches de personas desaparecidas que se distribuirán a lo largo de California a las agencias del orden público, edificios del estado, zonas de descanso apropiadas en las carreteras y otras partes que el Departamento de Justicia considere apropiadas para ayudar a ubicar a la persona desaparecida, como el sitio web del Procurador General, www.caag.state.ca.us.

NOMBRE DEL DENTISTA			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
NOMBRE DE MÉDICO, CIRUJANO O CENTRO MÉDICO			
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()
FIRMA DEL FAMILIAR			
PARENTESCO CON EL ADULTO DESAPARECIDO		FECHA	
DIRECCIÓN			
CIUDAD	ESTADO	CÓDIGO POSTAL	NÚMERO DE TELÉFONO ()

DOJ Medical Release Form BCIA 4048 English.pdf

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS/TREATMENT
NOTES/PHOTOGRAPH OF MISSING
JUVENILE**

NAME OF MISSING JUVENILE	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14212, the family or next-of-kin of any person under the age of 18 years who is reported missing and has not been located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and treatment notes and a recent photograph of the missing juvenile. This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays and treatment notes. The dental or skeletal X-rays, or both, **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within 10 days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If your missing juvenile is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member or next-of-kin of the above-named missing juvenile and I hereby authorize the release of all dental or skeletal X-rays and treatment notes to assist law enforcement agencies in locating the above-named missing juvenile. I also consent to the release of the above-named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing children bulletins and posters which will be distributed throughout California to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing juvenile, including the Attorney General's Web Site at www.caag.state.ca.us.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING JUVENILE			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS
AND TREATMENT NOTES OF
MISSING ADULT**

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14212, the family or next-of-kin of any person reported missing and has not been located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and treatment notes of the person reported missing. This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays and treatment notes. The dental or skeletal X-rays, or both, and treatment notes **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within 10 days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If the missing adult is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member or next-of-kin of the above-named missing adult and I hereby authorize the release of all dental or skeletal X-rays and treatment notes to assist law enforcement agencies in locating the above-named missing adult. I also consent to the release of the above-named missing adult's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing person bulletins and posters which will be distributed throughout California to law enforcement agencies, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing person, including the Attorney General's Web Site at www.caag.state.ca.us.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING ADULT		DATE	
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

201 Captains Instruction.pdf

DEPARTMENTAL ORDER

CAPTAIN'S INSTRUCTION #2018-001

DATE ISSUED: 05/10/18

SUBJECT: AEGIS PASSWORD POLICY

Effective immediately, the following **Aegis password** polices will be in place:

- Passwords must be a minimum length of 8 characters
- Passwords require at least one number
- Passwords must differ from your user ID
- Passwords must differ from your previous 10 passwords
- Passwords must be changed every 90 days
- Auto-login to all modules will be disabled

Cpt. J. Louis
Operations Captain

cc: All BPD Personnel

DOJ National Protocol.pdf



A National Protocol for Sexual Assault Medical Forensic Examinations

**Adults/Adolescents
Second Edition**

**U.S. Department of Justice
Office on Violence Against Women**

April 2013

NCJ 228119

Acknowledgments

Many individuals contributed their skills and expertise to the development of this protocol. Special appreciation goes to Kristin Littel, who served as the primary writer and researcher for the protocol. We would also like to thank the Office for Victims of Crime for initiating this project and for providing feedback and guidance throughout the drafting process. We are grateful to all of the women and men who gave their time and energy to attend the focus groups, participate in the conference calls, and review numerous drafts of the protocol; their efforts greatly enhanced the final product. We are particularly grateful for the assistance of Gail Burns Smith who, in addition to participating in focus groups and conference calls and submitting insightful comments on drafts, also was responsible for suggesting and organizing conference calls with victims to ensure the victim-centeredness of the protocol.

Foreword

Sexual violence continues to plague our Nation and destroy lives. All members of society are vulnerable to this crime, regardless of race, age, gender, ability, or social standing. When sexual assault does occur, victims deserve competent and compassionate care. This second edition of the *National Protocol for Sexual Assault Medical Forensic Examinations* provides detailed guidelines for criminal justice and health care practitioners in responding to the immediate needs of sexual assault victims. We know that effective collection of evidence is of paramount importance to successfully prosecuting sex offenders. Just as critical is performing sexual assault forensic exams in a sensitive, dignified, and victim-centered manner. For individuals who experience this horrendous crime, having a positive experience with the criminal justice and health care systems can contribute greatly to their overall healing.

As we have learned in the years since the implementation of the 1994 Violence Against Women Act, coordinated community efforts are the best way to stop violence against women, hold offenders accountable for their crimes, and promote victim healing and recovery. That is why this protocol was designed as a guide for practitioners who respond to victims of sexual assault, including health care professionals, law enforcement officers, prosecutors, interpreters, advocates, and others. Combining cutting edge response techniques with collaboration among service providers will greatly enhance our ability to treat and support victims as well as identify and prosecute the sex offenders. We hope that this protocol lays the foundation for these efforts.

Since this protocol was initially released in 2004, the “state of the art” for forensic medical examinations has improved. This revised edition of the protocol has the same emphasis and values as the original but has been updated to reflect current technology and practice. It has also been updated to include additional information reflecting changes from the Violence Against Women Act of 2005. It also includes minor technical changes identified in May, 2013.

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Goals of the National Protocol for Sexual Assault Medical Forensic Examinations

Sexual assault is a crime of violence against a person's body and will. Sex offenders use physical and/or psychological aggression or coercion to victimize, in the process often threatening a victim's sense of privacy, safety, autonomy, and well-being. Sexual assault can result in physical trauma and significant mental anguish and suffering for victims. In some communities, sexual violence is considered a form of oppression. Victims may be reluctant, however, to report the assault to law enforcement and to seek medical attention for a variety of reasons. For example, victims may blame themselves for the sexual assault and feel embarrassed. They may fear their assailants or worry about whether they will be believed. Victims may also lack the ability or emotional strength to access services. For example, they may not have their own transportation or access to public transportation. They may also not speak English well or fear that reporting the assault may jeopardize their immigration status.¹ They may lack health insurance and believe it would be too costly to get the medical care they need. They may not be aware that as a crime victim, they are eligible for financial reimbursements for certain services. Their budgets may not allow them to pay out-of-pocket expenses and then await reimbursements. Those who do have access to services may perceive the medical forensic examination as yet another violation because of its extensive and intrusive nature in the immediate aftermath of the assault. Rather than seek assistance, a sexual assault victim may simply want to go somewhere safe, clean up, and try to forget the assault ever happened.² It is our hope that this protocol will help jurisdictions in their efforts to respond to sexual assault victims in the most competent, compassionate, and understanding manner possible.

This protocol was developed with the input of national, local, and tribal experts throughout the country, including law enforcement representatives, prosecutors, advocates, medical personnel, forensic scientists, and others. We hope that this protocol will be useful in helping jurisdictions develop a response that is sensitive to victims of sexual assault and that promotes offender accountability. Specifically, the protocol has the following goals:

- Supplement, but not supersede, the many excellent protocols that have been developed by states, tribes, and local jurisdictions, as well as those created at the national level. We hope that this protocol will be a useful tool for jurisdictions wishing to develop new protocols or revise their existing ones. **It is intended as a guideline for suggested practices rather than a list of requirements.** In many places, the protocol refers to "jurisdictional policies" because there may be multiple valid ways to handle a particular issue and which one is best should be determined by the jurisdiction after consideration of local laws, policies, practices, and needs.
- Provide guidance to jurisdictions on responding to adult and adolescent victims. Adolescents are distinguished in the protocol from prepubertal children who require a pediatric exam. **Pediatric exams are not addressed in this document. This protocol generally focuses on the examination of females who have experienced the onset of menarche and males who have reached puberty.** Legally, jurisdictions vary in the age at which they consider individuals to be minors, laws on child sexual abuse, mandatory reporting policies for sexual abuse and assault of minors, instances when minors can consent to treatment and evidence collection without parental/guardian involvement, and the scope of confidentiality that minors are afforded. **If the adolescent victim is a minor under the jurisdictional laws, the laws of the jurisdiction governing issues such as consent to the exam, mandatory reporting, and confidentiality should be followed.**
- Support the use of coordinated community responses to sexual violence, such as Sexual Assault Response Teams (SARTs) or Sexual Assault Response and Resource Teams (SARRTs). Although

¹ Carolyn Ham, *Reducing Language Barriers to Combating Domestic Violence: The Requirements of Title VI*, Battered Women's Justice Project, October 2004, http://new.vawnet.org/summary.php?doc_id=1621&find_type=web_desc_GC.

² Paragraph adapted in part from the *Ohio Protocol for Sexual Assault Forensic and Medical Examination*, 2004, p. 2. <http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/hpr/sexual%20assault/adultprotocol2011.ashx>.

this document is directed primarily toward medical personnel and facilities, it also provides guidance to other key responders such as advocates and law enforcement representatives. This type of coordinated community response is supported by the Violence Against Women Act and subsequent legislation. Such a response can help afford victims access to comprehensive immediate care, minimize the trauma victims may experience, and encourage them to utilize community resources. It can also facilitate the criminal investigation and prosecution, increasing the likelihood of holding offenders accountable and preventing further sexual assaults.

- Address the needs of victims while promoting the criminal justice system response. Stabilizing, treating, providing social and legal services, including knowledge of immigration protections, and engaging victims as essential partners in the criminal investigation are central aspects of the protocol. Thus, this protocol includes information about concepts such as “anonymous reporting,” which may give victims needed time to decide if and when they are ready to engage in the criminal justice process. An anonymous report may also provide law enforcement agencies with potentially useful information about sex crime patterns in their jurisdictions.³ The objective is to promote better and more victim-centered⁴ evidence collection, in order to provide better assistance in court proceedings and hold more offenders accountable.
- Promote high-quality, sensitive, and supportive exams for all victims, regardless of jurisdiction and geographical location of service provision. The protocol offers recommendations to help standardize the quality of care for sexual assault victims throughout the country and is based on the latest scientific evidence. It also promotes timely evidence collection that is accurately and methodically gathered, so that high-quality evidence is available in court.

This protocol discusses the roles of the following responders: health care providers, advocates, law enforcement representatives, forensic scientists, and prosecutors, as well as interpreters. Clearly, each of these professions has a distinct and complementary role in responding to sexual assault. But rather than dictate who is responsible for every component of the response or within the exam process, the protocol is designed to help communities consider what each procedure involves and any related issues. With this information, each community can make decisions for its jurisdiction about the specific tasks of each responder during the exam process and the coordination needed among responders. The following is a general description of the responsibilities with which each responder may assist:⁵

- **Advocates** may be involved in initial victim contact (via 24-hour hotline or face-to-face meetings); offer victims advocacy, support, crisis intervention, information, language assistance services, including interpreters, and referrals before, during, and after the exam process; and help ensure that victims have transportation to and from the exam site. They often provide comprehensive, longer term services designed to aid victims in addressing any needs related to the assault, including but not limited to counseling, legal (civil, criminal, and immigration), and medical system advocacy.
- **Law enforcement representatives** (e.g., 911 dispatchers, patrol officers, officers who process crime scene evidence, detectives, and investigators) respond to initial complaints, work to enhance victims’ safety, arrange for victims’ transportation to and from the exam site as needed, interview victims in a language they understand, collect evidence from the scene, coordinate collection and delivery of evidence to designated labs or law enforcement facilities, interview suspects, and conduct other investigative activities (such as interviewing suspects and witnesses in a language they

³ States are responsible for ensuring that the costs associated with performing a medical forensic examination are paid and ensuring that all victims of sexual assault are provided the opportunity to have a medical forensic examination conducted, regardless of whether they choose to participate in the criminal justice system.

⁴ Please see the section on “Victim-Centered Care” beginning on page 29 for more explanation of this term.

⁵ There are instances where a case may be prosecuted concurrently in two or more jurisdictions. For example, sexual assault cases occurring on Indian reservations can be prosecuted concurrently in tribal and state or federal court. In such situations, each sovereign will likely have its own victims’ advocate, law enforcement, prosecutor, and judicial/court officers. Coordination of services in multijurisdictional investigations and prosecutions is critical to the success of the criminal case and the well-being and healing of the victim.

understand, requesting crime lab analyses, reviewing medical and lab reports, preparing and executing search and arrest warrants, writing reports, and presenting the case to a prosecutor).

- **Health care providers** assess patients for acute medical needs and provide stabilization, treatment, and/or consultation. Ideally, sexual assault forensic examiners perform the medical forensic exam, gather information for the medical forensic history, collect and document forensic evidence, and document pertinent physical findings from patients. They offer information, treatment, and referrals for sexually transmitted infections (STIs),⁶ and other nonacute medical concerns; assess pregnancy risk and discuss treatment options with the patient, including reproductive health services; and testify in court if needed. They coordinate with advocates to ensure patients are offered crisis intervention, support, and advocacy before, during, and after the exam process and encourage use of other victim services. They may follow up with patients for medical and forensic purposes. Other health care personnel who may be involved include, but are not limited to, emergency medical technicians, staff at hospital emergency departments, gynecologists, surgeons, private physicians, health care interpreters, and/or local, tribal, campus, or military health services personnel.
- **Forensic scientists** analyze forensic evidence and provide results of the analysis to investigators and/or prosecutors. They also may testify at trial regarding the results of their analysis.
- **Prosecutors** determine if there is sufficient evidence for prosecution and, if so, prosecute the case. They should be available to consult with first responders as needed. A few jurisdictions involve prosecutors more actively, paging them after initial contact and having them respond to the exam site so that they can become familiar with the case and help guide the investigation.

This document is intended only to improve the criminal justice system’s response to victims of sexual assault and the sexual assault forensic examination process. It does not address the remedies that may be available to victims through the civil justice system, and does not create a right or benefit, substantive or procedural, for any party.

⁶ STIs are also commonly known as sexually transmitted diseases (STDs).

Recommendations at a Glance: A National Protocol for Sexual Assault Medical Forensic Examinations

The National Protocol for Sexual Assault Medical Forensic Examinations offers guidance to jurisdictions in creating and implementing their own protocols, as well as recommending specific procedures related to the exam process. *Recommendations at a Glance* highlights key points discussed in the protocol, but it is not designed to be a stand-alone checklist on exam procedures or responsibilities of each involved responder. The protocol should be read to understand and respond to the complex issues presented during the exam process. See the protocol introduction for an explanation of select terms used in this chapter and the protocol.

Goal of the Protocol

A timely, high-quality medical forensic examination can potentially validate and address sexual assault patients'⁷ concerns, minimize the trauma they may experience, and promote their healing. At the same time, it can increase the likelihood that evidence collected will aid in criminal case investigation, resulting in perpetrators being held accountable and further sexual violence prevented.

The examination and the related responsibilities of health care personnel are the focus of this protocol. Recognizing that multidisciplinary coordination is vital to the success of the exam, the protocol also discusses the responses of other professionals, as they relate to the exam process.

A. Overarching Issues

1. Coordinated approach: A coordinated, multidisciplinary approach to conducting the exam provides victims⁸ with access to comprehensive immediate care, helps minimize trauma they may experience, and encourages their use of community resources. Such a response can also enhance public safety by facilitating investigation and prosecution, which increases the likelihood that offenders will be held accountable for their actions. Raising public awareness about the existence and benefits of a coordinated response to sexual assault may lead more victims to disclose the assault and seek help. (SEE PAGES 23–29)

Recommendations for jurisdictions to facilitate a coordinated approach to the exam process:

- Understand that the purposes of the exam process are to address patients' health care needs and collect evidence suitable for possible use by the criminal justice system.
- Identify key responders and their roles.
- Develop quality assurance measures to ensure effective response during the exam process.

2. Victim-centered care: Victim-centered care is paramount to the success of the exam process. Response to victims should be timely, appropriate, sensitive, and respectful. (SEE PAGES 30-45)

Recommendations for health care providers and other responders to facilitate victim-centered care:

- Give sexual assault patients priority as emergency cases.
- Provide the necessary means to ensure patient privacy.
- Adapt the exam process as needed to address the unique needs and circumstances of each patient.

⁷ Sexual assault patients are also referred to as victims, depending on which responders are primarily being discussed. The term "patients" is generally used by health care professionals.

⁸ The term "victim" is not used in a strictly criminal justice context. The use of "victim" simply acknowledges that persons who disclose that they have been sexually assaulted should have access to certain services.

- Develop culturally responsive care and be aware of issues commonly faced by victims from specific populations.
- Recognize the importance of victim services within the exam process.
- Accommodate patients' requests to have a relative, friend, or other personal support person (e.g., religious and spiritual counselor/advisor/healer) present during the exam, unless considered harmful by responders.
- Accommodate patients' requests for responders of a specific gender throughout the exam as much as possible.
- Prior to starting the exam and conducting each procedure, explain to patients in a language the patients understand what is entailed and its purpose.
- Assess and respect patients' priorities.
- Integrate medical and evidentiary procedures where possible.
- Address patients' safety during the exam.
- Provide information that is easy for patients to understand, in the patient's language, and that can be reviewed at their convenience.
- Address physical comfort needs of patients prior to discharge.

3. Informed consent: Patients should understand the full nature of their consent to each exam procedure. By presenting them with relevant information, in a language they understand, patients are in a position to make an informed decision about whether to accept or decline a procedure. However, they should be aware of the potential impact of declining a particular procedure, as it may negatively affect the quality of care, the usefulness of evidence collection, and, ultimately, any criminal investigation and/or prosecution. They should understand that declining a particular procedure might also be used against them in any justice system proceeding. If a procedure is declined, reasons why should be documented if the patient provides such information. (SEE PAGES 47-49)

Recommendations for health care providers and other responders to request patients' consent during the exam process:

- Seek the informed consent of patients as appropriate throughout the exam process.
- Make sure policies exist to guide the process of seeking informed consent from specific populations.

4. Confidentiality: Involved responders must be aware of the scope and limitations of confidentiality related to information gathered during the exam process. Confidentiality is intricately linked to the scope of patients' consent. Members of a sexual assault response team (SART) or other collaborating responders should inform victims of the scope of confidentiality with each responder and be cautious not to exceed the limits of victim consent to share information in each case. (SEE PAGES 51-53)

Recommendations that jurisdictions may take to maintain confidentiality of patients:

- Be sure jurisdictional policies address the scope and limitations of confidentiality as it relates to the exam process and with whom information can be legally and ethically shared.
- Increase the understanding of relevant confidentiality issues. .
- Consider the impact of the federal privacy laws regarding health information on victims of sexual assault.
- Strive to resolve intrajurisdictional conflicts.

5. Reporting to law enforcement: Reporting the crime provides the criminal justice system with the opportunity to offer immediate protection to victims, collect evidence from all crime scenes, investigate cases, prosecute if there is sufficient evidence, and hold offenders accountable for crimes committed. Given the danger that sex offenders pose to the community, reporting can serve as a first step in efforts to stop them from reoffending. Equally important, reporting gives the justice system the chance to help victims address their needs, identify patterns of sexual violence in the jurisdiction, and educate the public about such patterns. Service providers should discuss all reporting options with victims in a language they understand

and the pros and cons of each, including the fact that delayed reporting may be detrimental to the prosecution of an offender. Even if a victim does not get a forensic medical exam, the victim can still report the crime at a later time. However, it will be much more difficult for criminal justice personnel to investigate and prosecute the crime if evidence was not collected.

Reporting requirements in sexual assault cases vary from one jurisdiction to another. Every effort should be made to facilitate treatment and evidence collection (if the patient agrees), regardless of whether the decision to report has been made at the time of the exam. Victims who are undecided about reporting who receive respectful and appropriate care and advocacy at the time of their exam are more likely to assist law enforcement and prosecution. Because immigrant victims may be more reticent to report crimes, they need to be aware of crime victim protections for immigrants. Access to immigration relief for crime victims will enhance the ability of law enforcement to detect, investigate, and prosecute crimes. (SEE PAGES 55-59)

Recommendations for jurisdictions and responders to facilitate victim-centered reporting practices:

- Except in situations covered by mandatory reporting laws, patients, not health care workers, make the decision to report a sexual assault to law enforcement.
- Inform patients about reporting consequences.
- As a result of VAWA 2005, many jurisdictions have implemented alternatives to standard reporting procedures.
- Promote a victim-centered reporting process.

6. Payment for the examination under VAWA: Under the Violence Against Women Act (VAWA),⁹ a state, territory, or the District of Columbia is entitled to funds under the STOP Violence Against Women Formula Grant Program only if it, or another governmental entity, incurs the full out-of-pocket cost of medical forensic exams for victims of sexual assault. "Full out-of-pocket costs" means any expense that may be charged to a victim in connection with the exam for the purpose of gathering evidence of a sexual assault.¹⁰ In addition, under the Violence Against Women Act of 2005, states may not require victims to participate in the criminal justice system or cooperate with law enforcement in order to receive a forensic medical exam.¹¹ (SEE PAGES 61-62)

Recommendations for jurisdictions to facilitate payment for the sexual assault medical forensic exam:

- Understand the scope of the VAWA provisions related to exam payment.
- Notify victims of exam facility and jurisdictional policies regarding payment for medical care and the medical forensic exam.

B. Operational Issues

1. Sexual Assault Forensic Examiners: These are the health care professionals who conduct the examination. It is critical that all examiners, regardless of their discipline, are committed to providing compassionate and quality care for patients disclosing sexual assault, performing the physical examination, collecting evidence competently, documenting all findings, and testifying in court as needed. (SEE PAGES 65-67)

Recommendations for jurisdictions to build the capacity of examiners performing these exams:

- Encourage the development of specific knowledge, skills, and victim-centered approaches in examiners.
- Encourage advanced education and supervised clinical practice of examiners, as well as certification for all examiners.

⁹ 42 U.S.C. § 3796gg-4.

¹⁰ 28 C.F.R. § 90.14(a).

¹¹ 42 U.S.C. 3796gg-4(d).

- Provide access to experts on anti-sexual assault initiatives who can participate in sexual assault examiner training, mentoring, proctoring, case review, photograph review, and quality assurance.

2. Facilities: Health care facilities have an obligation to provide services to sexual assault patients. Designated exam facilities or sites served by specially educated and clinically prepared examiners increase the likelihood of a state-of-the-art exam, enhance coordination, encourage quality control, and increase quality of care for patients. (SEE PAGES 71-74)

Recommendations for jurisdictions to build capacity of health care facilities to respond to sexual assault cases:

- Recognize the obligation of health care facilities to serve sexual assault patients in a culturally and linguistically appropriate manner.
- Ensure that exams are conducted at sites served by examiners with advanced education and clinical experience, if possible.
- Explore possibilities for optimal site locations.
- Communities may wish to consider developing basic requirements for designated exam sites.
- If a transfer from one health care facility to a designated exam site is necessary, use a protocol that minimizes time delays and loss of evidence and addresses patients' needs.

3. Equipment and supplies: Certain equipment and supplies are essential to the exam process (although they may not be used in every case). These include a copy of the most current exam protocol used by the jurisdiction, standard exam room equipment and supplies, comfort supplies for patients (e.g., changes of clothes, food, and water), sexual assault evidence collection kits, an evidence drying device/method, a forensic imaging system, testing and treatment supplies, a purified water source, an alternate light source, an anoscope, and written materials for patients. A microscope and/or toluidine blue dye may be required, depending on jurisdictional policy. A colposcope or other magnifying instrument may also be used. Some jurisdictions are also beginning to use advanced technology (telemedicine), which allows examiners offsite consultation with medical experts by using computers, software programs, and the Internet. Jurisdictions using such technology should be careful to protect patient confidentiality. (SEE PAGES 75-77)

Recommendations for jurisdictions and responders to ensure that proper equipment and supplies are available for examinations:

- Consider what equipment and supplies are necessary to conduct a medical forensic exam.
- Address cost barriers to obtaining necessary equipment and supplies.

4. Sexual assault evidence collection kit (for evidence from victims): Most jurisdictions have developed their own sexual assault evidence collection kits or purchased premade kits through commercial vendors. Kits often vary from one jurisdiction to another. Despite variations, however, it is critical that every kit meets or exceeds minimum guidelines for contents: broadly including a kit container, instruction sheet and/or checklist, forms, and materials for collecting and preserving all evidence required by the applicable crime laboratory. Evidence that may be collected includes, but is not limited to, clothing, foreign materials on the body, hair (including head and pubic hair samples and combings), oral and anogenital swabs and smears, body swabs, blood and urine samples for possible alcohol and/or toxicology testing, and a blood or saliva sample for DNA analysis and comparison. The instruction sheet and/or checklist should guide examiners on maintaining the chain of custody for evidence collected. (SEE PAGES 79-80)

Recommendations for jurisdictions and responders when developing/customizing kits:

- Use kits that meet or exceed minimum guidelines for contents.
- Work to standardize sexual assault evidence collection kits within a jurisdiction and across a state or territory, or for federal cases.

5. Timing considerations for collecting evidence: Although many jurisdictions have traditionally used 72 hours after the assault as the standard cutoff time for collecting evidence, a large number of jurisdictions have

moved toward longer time frames as cut off points. Many jurisdictions have now extended the standard cutoff time (e.g., to 5 days or 1 week). The use of such timeframes is supported by empirical evidence. Advancing DNA technologies continue to extend time limits because of the stability of DNA and sensitivity of testing. These technologies are even enabling forensic scientists to analyze evidence that was previously unusable when it was collected years ago. Thus, it is critical that in every case where patients are willing, examiners obtain the pertinent medical forensic history, examine patients, and document findings. Not only can the information gained from the relevant history and exam help health care providers address patients' medical needs, but it can guide examiners in determining whether there is evidence to collect and, if so, what to collect. (SEE PAGES 81-82)

Recommendations for health care providers and other responders to maximize evidence collection:

- Recognize the importance of gathering information for the medical forensic history, examining patients, and documenting exam findings, separate from collecting evidence.
- Examine patients promptly to minimize loss of evidence and identify medical needs and concerns.
- Make decisions about whether to collect evidence and what to collect on a case-by-case basis, guided by knowledge that outside time limits for obtaining evidence vary due to factors such as the location of the evidence or type of sample collected.
- Responders, examiners, and law enforcement representatives should seek education and resources to aid them in making well-informed decisions about evidence collection.

6. Evidence integrity: Properly collecting, preserving, and maintaining the chain of custody of evidence is critical to its subsequent use in criminal justice proceedings. (SEE PAGES 83-84)

Recommendations for health care providers and other responders to maintain evidence integrity:

- Follow jurisdictional policies for drying, packaging, labeling, and sealing evidence.
- Make sure transfer policies maximize evidence preservation.
- Make sure storage policies maximize evidence preservation.
- Document the handling, transfer, and storage of evidence.

C. The Examination Process

1. Initial contact: Some sexual assault patients may initially present at a designated exam facility, but most who receive immediate medical care initially contact a law enforcement or advocacy agency for help. If 911 is called, law enforcement or emergency medical services (EMS) may be the first to provide assistance to victims. Communities need to have procedures in place to promptly respond to disclosures/reports of sexual assault in a standardized and victim-centered manner. (SEE PAGES 87-90)

Recommendations for jurisdictions and responders to facilitate initial contact with victims:

- Build consensus among involved agencies regarding procedures for a coordinated initial response when a recent sexual assault is disclosed or reported. Educate responders to follow procedures
- Recognize essential elements of initial response.

2. Triage and intake: Once patients arrive at the exam site, health care personnel must evaluate, stabilize, and treat for life-threatening and serious injuries according to facility policy. Standardized procedures for response in these cases should be followed, while respecting patients and maximizing evidence preservation. (SEE PAGES 91-92)

Recommendations for health care providers to facilitate triage and intake that addresses patients' needs:

- Consider sexual assault patients a priority.

- First perform a prompt, competent medical assessment. Then respond to acute injury, the need for trauma care, and safety needs of patients before collecting evidence.
- Alert examiners of the need for their services.
- Contact victim advocates so they can offer services to patients, if not already done.
- Assess and respond to safety concerns upon arrival of patients at the exam site, such as threats to patients or staff.
- Assess patients' needs for immediate medical or mental health intervention prior to the evidentiary exam, following facility policy.

3. Documentation by health care personnel: Examiners document exam findings, the medical forensic history, and evidence collected in the medical forensic report. (SEE PAGE 93-94)

Recommendations for health care providers to complete needed documentation:

- Ensure completion of all appropriate documentation.
- Educate examiners on proper documentation.
- Ensure the accuracy and objectivity of medical forensic reports.

4. The medical forensic history: Examiners ask the patient questions in a language the patient understands to obtain this history. This information guides them in examining the patient and collecting evidence. (SEE PAGES 95-98)

Recommendations for health care providers to facilitate gathering information from patients:

- Coordinate medical forensic history taking and investigative interviewing.
- Advocates should be able to provide support and advocacy during the history, if desired by patients.
- Consider patients' needs prior to and during information gathering.
- Obtain the medical forensic history.

5. Photography: Photographic documentation of injury or other visible evidence on the patient's body can supplement the medical forensic history and the written documentation of physical findings and evidence. (SEE PAGES 99-102)

Recommendations for health care providers and other responders to photograph documentation:

- Consider the extent of forensic photography necessary.
- Consider the equipment.
- Consider patient comfort and privacy.
- Explain forensic photography procedures to patients.
- Take initial and follow-up photographs as appropriate, according to jurisdictional policy.

6. Exam and evidence collection procedures: Examiners examine patients and collect evidence according to jurisdictional policy. Findings from the exam and collected evidence often help reconstruct the events in question in a scientific and objective manner. (SEE PAGES 103-113)

Recommendations for health care providers to conduct the exam and facilitate evidence collection:

- Recognize the evidentiary purpose of the exam.
- Strive to collect as much evidence from patients as possible, guided by the scope of informed consent, the medical forensic history, exam findings, and instructions in the evidence collection kit.
- Be aware of and document evidence and injuries that may be pertinent to the issue of whether the patient consented to the sexual contact with the suspect.
- Understand how biological evidence is tested.

- Prevent exposure to infectious materials and risk of contamination of evidence.
- Understand the implications of the presence or absence of seminal evidence.
- Modify the exam and evidence collection to address the specific needs and concerns of patients.
- Explain exam and evidence collection procedures to patients.
- Conduct the general physical and anogenital exam and document findings on body diagram forms.
- Collect evidence to submit to the crime lab for analysis, according to jurisdictional policy.
- Collect other evidence.
- Keep medical specimens separate from evidentiary specimens collected during the exam.

7. Alcohol and drug-facilitated sexual assault: Responders must consider the possibility that drugs and/or alcohol may have been used to facilitate an assault. They must know how to screen for suspected alcohol and drug-facilitated sexual assault, obtain informed consent of patients for testing, and collect toxicology samples when appropriate. (SEE PAGES 114-118)

Recommendations for jurisdictions and responders to facilitate response in suspected alcohol- or drug-facilitated sexual assault:

- Promote training and develop jurisdictional policies.
- Plan response to voluntary use of drugs and/or alcohol by patients.
- Be clear about the circumstances in which toxicology testing may be indicated. Routine testing is not recommended.
- Toxicology testing procedures should be explained to patients.
- Toxicology samples should be collected as soon as possible after a suspected drug-facilitated case is identified and informed consent is obtained, even if patients are undecided about reporting to law enforcement.
- Identify toxicology laboratories.
- Preserve evidence and maintain the chain of custody.

8. Sexually transmitted infection (STI) evaluation and care: Because contracting an STI from an assailant is of significant concern to patients, it should be addressed during the exam. (SEE PAGES 119-124)

Recommendations for health care providers to facilitate STI evaluation and care:

- Offer patients information in a language they understand.
- Consider the need for STI testing on an individual basis.
- Encourage patients to accept prophylaxis against STIs if indicated.
- Encourage follow-up STI exams, testing, immunizations, counseling, and treatment as directed.
- Address concerns about HIV infection.

9. Pregnancy risk evaluation and care: Patients may fear becoming pregnant as a result of an assault. Health care providers must address this issue according to facility and jurisdictional policy. (SEE PAGES 125-126)

Recommendations for health care providers to facilitate pregnancy evaluation and care:

- Discuss the probability of pregnancy with patients who have reproductive capability.
- Administer a pregnancy test for all patients with reproductive capability (with their consent).
- Discuss treatment options with patients in their preferred language.

A victim of sexual assault should be offered prophylaxis for pregnancy, subject to informed consent and consistent with current treatment guidelines. Conscience statutes will continue to protect health care providers who have moral or religious objections to providing certain forms of contraception. In a case in which a provider refuses to offer certain forms of contraception for moral or religious reasons, victims of sexual assault must receive information on how to access these services in a timely fashion.

10. Discharge and follow-up: Health care personnel have specific tasks to accomplish before discharging patients, as do advocates and law enforcement representatives (if involved). Responders should coordinate discharge and follow-up activities as much as possible to reduce repetition and avoid overwhelming patients. (SEE PAGES 129-131)

Recommendations to facilitate discharge and follow-up:

- Address issues related to medical discharge and follow-up care.
- Advocates, law enforcement representatives, and other involved responders can coordinate with health care providers to discuss a range of other issues with patients prior to discharge.

11. Examiner court appearances: Health care providers conducting the exam should expect to be called on to testify in court as fact and/or expert witnesses. (SEE PAGES 133-135)

Recommendations for jurisdictions to maximize the usefulness of examiner testimony in court:

- Encourage broad education for examiners on testifying in court.
- Promote prompt notification of examiners if there is a need for them to testify in court.
- Encourage pretrial preparation of examiners.
- Encourage examiners to seek feedback on testimony to improve effectiveness of future court appearances.

Introduction

Sexual assault is a prevalent crime in our society that has a devastating and long-term impact on individuals from all walks of life. Although an assault can be traumatizing in and of itself, it can result in a range of problems for the victim, such as acute and chronic mental health problems, physical injuries, pregnancy, and sexually transmitted infections (STIs).¹² It is essential that communities offer assistance to victims in the immediate aftermath of an assault. Communities must also work to hold offenders accountable for their actions and stop them from committing further sexual violence. Elements of response typically include the following:

- Provision of a prompt medical screening exam and treatment, including stabilization and/or referral for medical care for victims as needed;
- Collection of evidence from victims and documentation of findings, which may aid investigation and prosecution;
- Responding to, documenting, and investigating sexual assault, which generally includes collection of evidence from the scene of the sexual assault, which may lead to charges against suspects and prosecution;
- Support, crisis counseling, information and referrals for victims, as well as advocacy to ensure that victims receive appropriate assistance; and
- Support and information for victims' families and friends.

This document focuses on elements of immediate response that are the responsibility of health care providers—medical care for sexual assault patients and collection of evidence from them. It seeks to assist health care personnel in validating and addressing patients' health concerns, minimizing the trauma patients may experience, promoting healing, and maximizing the collection and preservation of evidence from patients, including documentation of findings, for potential use in the legal system. (A sexual assault medical forensic examination as described in this document addresses both medical and evidentiary needs of the patient following sexual assault).

This protocol also addresses the role of advocates, law enforcement representatives, prosecutors, forensic scientists, and other responders in the medical forensic exam process. For various reasons (such as fear, stigma, lack of information, lack of access, or mental trauma), many sexual assault victims choose not to seek medical care or have evidence collected. However, coordination among professionals involved in immediate response may be instrumental in reversing this trend. It is often found that victims will seek assistance when responders work together to ensure that victims are informed of their options for assistance, encouraged to address their needs, have their spiritual and psychological needs respected, and are aided in obtaining the help they want. In addition, multidisciplinary coordination has proven to enhance medical care provided to victims as well as evidence collection and preservation efforts.¹³

Background

This national protocol was developed by the Office on Violence Against Women (OVW) under the direction of the Attorney General pursuant to the Violence Against Women Act of 2000.¹⁴ In developing the protocol, OVW reviewed existing protocols on sexual assault forensic examinations and consulted with national, state, local, and tribal experts on sexual assault. Experts were consulted from rape crisis centers; state and tribal sexual assault and domestic violence coalitions and programs; and programs for criminal justice, forensic

¹² STI are also commonly known as sexually transmitted diseases (STDs).

¹³ For example, when first responders explain to victims how to preserve evidence on their bodies and clothing prior to arrival at the exam site, they may increase the likelihood that the evidence will be collected rather than contaminated or destroyed.

¹⁴ The statutory requirement to develop this protocol can be found in Section 1405 of the Violence Against Women Act of 2000, Public Law 106-386. The statutory requirement also mandates the development of a national recommended standard for training for health care professionals performing these examinations, as well as related training for all health care students. These training standards were released in June, 2006 and are available at <http://www.dna.gov/>.

nursing, forensic science, emergency-medicine, law, social services, and sex crimes in underserved communities.¹⁵

Starting in the summer of 2001, the Department of Justice (DOJ) began gathering information on resources, issues, and gaps related to sexual assault medical forensic exams. The first task was to identify and obtain relevant materials and data. Existing national and jurisdictional protocols on the exam and immediate multidisciplinary responses to sexual assault were sought,¹⁶ as well as documents that analyzed jurisdictional response. Input was solicited on issues, gaps, and promising practices from numerous organizations, associations, and individuals representing disciplines involved in the response to sexual assault. In addition, numerous persons were contacted who could offer perspectives on particular issues related to the exam process. State sexual assault coalitions and state government agencies that oversee violence against women programs, as well as tribal coalitions, were also contacted to gain information on their activities concerning protocol development and training. In some states, data was obtained through discussions with sexual assault forensic examiners and coordinators of examiner programs or sexual assault response teams.

A series of forums was held in the summer and fall of 2002, calling upon practitioners and policymakers involved in victim advocacy, health care, forensic science, and criminal justice fields to assist in developing a national protocol. After a draft protocol for adult and adolescent victims was developed in early 2003, it was distributed to a wide array of individuals and organizations for their review and feedback.¹⁷ Comments were first solicited from the individuals who were invited to the forums. Then input was sought from sexual assault survivors, as well as tribal sexual assault and domestic violence coalitions and local advocacy programs. Members of the National Advisory Committee on Violence Against Women also reviewed the draft and provided input. After several revisions of the document, feedback was solicited during the summer of 2003 from many national and state organizations and some local agencies that deal with sexual assault issues or serve diverse populations, as well as other individuals representing relevant disciplines. Comments received were incorporated into the document where appropriate.

Many of the revisions from the original protocol are based on recommendations made by the consulted experts. Some of the recommendations are based on empirical research. Although research has been and continues to be done in many areas related to the medical forensic exam, much more research needs to be done to evaluate the impact of the exam process and specific exam components on victim well-being and criminal justice outcomes. For this revision, OVW solicited input from technical assistance providers representing the relevant disciplines, such as forensic nurses, doctors, prosecutors, law enforcement, advocates, and civil attorneys, as well as the National Institute of Justice. We also held a webinar with relevant experts.

The national protocol recommends, rather than mandates, methods for conducting the medical forensic exam.¹⁸ It serves as an informational guide to communities as they develop or revise their own protocols.¹⁹ In no way does it invalidate previously established jurisdictional protocols, policies, or practices.

About This Document

Organization. Protocol recommendations are organized into several broad sections: A) overarching issues, B) operational issues, and C) the examination process. Each section builds on information presented in

¹⁵ Such consultation was required under Section 1405 of the Violence Against Women Act of 2000, Public Law 106-386.

¹⁶ Protocols reviewed varied in scope, focus, targeted audiences, and level of detail. Most addressed to some extent exam and evidence collection procedures, drug-facilitated assault, evidence integrity, and evaluation and care for STIs, HIV, and pregnancy. Some also addressed roles of involved responders, multidisciplinary coordination, reporting, crime lab testing, court testimony, issues related to victims' needs, working with specific populations of victims, payment for the exam, and crime victims' compensation.

¹⁷ The scope of this protocol is limited to the sexual assault medical forensic exam of adult and adolescent victims. A separate protocol should be developed on child exams. Not only is child sexual victimization a complex topic in and of itself, but response to child victims can be considerably different from response to adult and adolescent victims.

¹⁸ The protocol has no regulatory purpose and is not intended to nor does it provide legal advice. (Statement adapted from the *Hawaii State Sexual Assault Protocol for Forensic and Medical Examinations*, Introduction, 1999.)

¹⁹ Those involved in the development of this protocol strove to create a document that addressed the many issues facing communities across the nation related to the exam process. However, there may be instances where the document falls short of adequately addressing specific needs or challenges facing a jurisdiction or a specific population of victims. See appendix A on customizing protocols for ways that jurisdictions can address these limitations when they are developing/revising their own protocols.

previous sections and comprises tasks to be addressed, issues to be considered and related recommendations. Although an effort has been made to avoid repetition of information throughout the document, there are instances where data are repeated for clarity or emphasis. The appendixes discuss the topics of protocol customization by jurisdictions and creation of sexual assault response teams.

Protocol foundation. This protocol is based on a belief that it is possible, with a victim's consent, to simultaneously address the immediate health needs of a victim and the future needs of the justice system.

Key principles underlying response to sexual assault victims as discussed in this document include:

- Recognition of victim safety and well-being as paramount goals of response.
- Recognition that victims know far more about themselves and their needs than responders.
- Respect for victims' right to make their own choices.
- Recognition that providing victims with information about their options during the exam process, expected consequences of choosing one option over another, and available resources can help them make more informed decisions.
- Recognition that all victims, regardless of differences in backgrounds and circumstances, and regardless of their decision to report the crime or not, have the right to receive a high-quality medical forensic exam and to be treated with respect and compassion.
- Respect for victims' right to confidentiality.
- Recognition of the importance of victims' feedback to improving the exam process.

Another important principle is recognition that the vast majority of sexual assaults are committed by assailants known to victims. Historically, sexual assault committed by nonstrangers was not taken seriously and interventions were less than adequate. It is imperative that all involved responders acknowledge that sexual assaults committed by persons known to victims are as grave a crime as those committed by strangers. Responders should be aware that victims' reactions to an assault are affected by a multitude of factors: one of them being the prior relationship between the victim and the offender. They should also understand that many variables may affect the relevance of certain types of evidence to a particular case, including whether an assault was committed by a stranger, a known offender who claims no sexual contact with the victim, or a known offender who claims the victim consented to the contact.²⁰

Use of Terms

Many terms are explained throughout the protocol to clarify the context in which they are used.²¹ However, it may be helpful to discuss briefly the following terms in advance (in alphabetical order):

Adolescent: Adolescents are distinguished in the protocol from prepubertal children who require a pediatric exam. This document focuses on the examination of females who have experienced the onset of menarche and males who have reached puberty. However, it is important to recognize that age also plays a role in whether a person is treated as a child or adolescent. For example, some adolescent girls may not start menstruating until their later teen years. While the physical developmental level of these patients must be taken into account when performing the exam, they should otherwise be treated as adolescents rather than children. Legally, jurisdictions vary in the age at which they consider individuals to be minors, laws on child sexual abuse, mandatory reporting policies for sexual abuse and assault of minors, instances in which minors can consent to treatment and evidence collection without parental/guardian involvement, and the scope of confidentiality that minors are afforded. Involved responders should be well versed in their jurisdictional laws and policies regarding the above issues, screening procedures for determining whether a pediatric exam is needed (particularly in the case of younger adolescents), and local protocols for response to prepubertal victims. Exam sites are to follow the jurisdictional laws regarding parental/guardian consent.

²⁰ For example, evidence that identifies a suspect in a stranger case, such as DNA evidence, is critical to the continuing investigation. In cases in which the victim knows the suspect, evidence that identifies suspects is important if suspects claim they had no sexual contact with victims. In cases in which suspects claim that victims consented to the sexual contact, evidence identifying suspects is less crucial and evidence and documentation related to whether force or coercion was used against victims is often more important.

²¹ Keep in mind that these definitions may vary from those used generally or in exam protocols developed by states, territories, tribes, and local communities.

Communitywide sexual assault coordinating councils: These multidisciplinary groups typically work to facilitate a communitywide response to sexual assault that is appropriate, coordinated, and comprehensive. They tend not to be involved in direct response, but rather endeavor to improve overall services, interventions, and prevention efforts. Communitywide coordinating council is a broad term for such a group, but possibilities are endless for what a jurisdiction may call such a group. This group may be a subcommittee of an entity that more generally promotes coordinated response to violence in the community.

Coordinated community response: This term refers to immediate and longer term community response to sexual assault that is coordinated among involved responders. The idea is that while each responder provides services and/or interventions according to agency-specific policies, they also work with responders from other agencies and disciplines to ensure that they coordinate responses. The desired result is a collective response to victims and offenders that is appropriate, streamlined, and as comprehensive as possible. Coordinated community response to sexual assault is a concept that developed out of a need to reduce the historically fragmented approach to these cases and the negative impact of fragmentation on victim well-being, offender accountability, and prevention of future assault. These community responses may be known as sexual assault response teams or sexual assault response and resource teams (SARTs or SARRTs).

Culture: This term refers to a body of learned beliefs, traditions, and guides for behaving and interpreting behavior that may be shared among members of a particular group. Aspects of a culture include its values, beliefs, customs, communication styles, behaviors, practices, and institutions.²² In this document, a cultural group refers not only to an ethnic, racial, or religious group, but also to other groups with distinct cultures such as senior citizen; Deaf and hard-of-hearing communities; populations with differing sexual orientations, gender identities, or gender expressions; immigrants; refugees; the homeless; military personnel and their dependents; adolescents; prison inmates; and victims of sex trafficking or victims of commercial sexual exploitation. Individuals often belong to multiple cultural groups.

An immediate response to victims should sensitively and appropriately address their related cultural needs and concerns. It is important that responders acknowledge that victims from certain cultures in a community may be underserved, unserved, or misserved by the systems responsible for response and should work to improve response to these populations.

Disability: A person with a disability is an individual who has a physical or mental impairment that substantially limits one or more of that individual's major life activities, who has a record of such impairment, or is regarded as having such impairment.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also may include the operation of major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity in order to be considered a disability. Determining whether an impairment substantially limits a major life activity is done without regard to the ameliorative effects of mitigating measures. Mitigating measures include medication, medical supplies, equipment, appliances, prosthetics, hearing aids and cochlear implants, mobility devices, oxygen therapy equipment, use of assistive technology, and learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

²² The first two sentences in this paragraph are drawn from A. Blue, *The Provision of Culturally Competent Health Care*, from the Web site of the Medical University of South Carolina College of Medicine (http://academicdepartments.musc.edu/fm_ruralclerkship/curriculum/culture.htm).

An individual is “regarded as” a person with a disability if that individual is discriminated against because of an actual or perceived physical or mental impairment, whether or not the impairment limits a major life activity.

Domestic violence: This term broadly refers to any abusive and coercive behavior used to control an intimate partner (a spouse, boyfriend/girlfriend, or former spouse or boyfriend/girlfriend) and/or a family member.²³ Some examples of tactics employed by abusers to control victims are use of coercion, threats, and intimidation; emotional, physical, and sexual abuse; economic manipulation; use of privilege; use of children and pets; isolation of victims; minimization and denial of violence; and blaming victims for violence.²⁴ An episode of domestic violence often includes multiple actions, and the violence typically escalates over time. In this protocol, it is important to be aware that sexual assault can be a significant part of domestic violence. Response to sexual assault occurring within a domestic violence context requires understanding of the overlapping dynamics of sexual assault and domestic violence, the complex needs of victims, the potential dangerousness of offenders, the resources available for victims, and adherence to jurisdictional policies on response to domestic violence.

Exam site: Emergency health care facilities, such as those in hospitals, traditionally have been the setting for provision of medical forensic services to sexual assault patients. However, nonemergency health care programs, such as hospital-based or community-based examiner programs, community clinics, mobile health clinics, tribal health clinics, local health departments, military hospitals or clinics, and college and university health centers, may also offer full or partial sexual assault medical forensic services. Sexual assault forensic examiners also may conduct exams at additional health care and non-health care sites. The facility conducting the exam may be referred to in this protocol as the “exam site,” in recognition of the fact that not all sites performing the exam are health care facilities. Clinical staff providing care at exam sites are broadly referred to in this document as “health care providers,” “health care staff,” “health care personnel,” and “health care clinicians.” In some communities, forensic exams may be conducted by lay health care providers, community health aides, or others who have been trained to perform forensic exams.

Examiner: The term refers to the health care provider conducting the sexual assault medical forensic examination. The examiner is also referred to in this document as the “sexual assault forensic examiner,” “sexual assault examiner,” and “forensic examiner.” Many communities refer to their sexual assault examiners by more specific acronyms based upon the discipline of practitioners and/or specialized education and clinical experiences.

First responder: A first responder is a professional who initially responds to a disclosure of a sexual assault (there is often more than one first responder). These professionals typically must follow agency-specific policies for responding to victims. Those who traditionally have been responsible for immediate response to adult and adolescent sexual assaults include victim advocates, 911 dispatchers, law enforcement representatives, and health care providers. A wide range of other responders also may be involved, such as emergency medical technicians, public safety officials, protective service workers, prosecutors and victim/witness staff, private physicians, staff from local health care facilities, mental health providers, social service workers, corrections and probation staff, religious and spiritual counselors/advisors/leaders, school personnel, employers, qualified interpreters, and providers from organizations that address needs of specific populations (e.g., persons with disabilities, racial and cultural groups, senior citizens, the poor and homeless, runaways and adolescents in foster care, and domestic violence victims). Families and friends of victims also can play an important role in the initial response, because victims may first disclose the assault to them, ask for their help in seeking professional assistance, and want their ongoing support. However, they are not considered first responders in this document, because they are not responding to these disclosures in an official capacity.

Forensic scientist: The forensic scientist is responsible for analyzing evidence in sexual assault cases. This evidence typically includes DNA and other biological evidence, toxicology samples, latent prints, and trace evidence. Some forensic scientists specialize in the analysis of specific types of evidence. In this protocol, forensic scientists working in jurisdictional crime laboratories are often referred to as “crime lab/laboratory

²³ Drawn from M.A. Dutton, “The Dynamics of Domestic Violence: Understanding the Response from Battered Women,” *Florida Bar Journal* 68(9), January 24, 1994.

²⁴ Drawn from the Power and Control Wheel developed by the Domestic Violence Intervention Project of Minnesota.

personnel” and “crime lab/laboratory scientists.” Forensic scientists analyzing drug and alcohol samples are also referred to as “toxicologists.” Forensic scientists in many communities may respond to crime scenes to collect evidence and to process the scene.

Jurisdiction: This term is used in two ways in the protocol. One is to broadly describe a community that has power to govern or legislate for itself. For example, a jurisdiction may be a local area, a state, a territory, or tribe. A jurisdiction may also be referred to in the protocol as a “community.” The term also describes the authority to interpret and apply laws and is used in this context mainly when identifying who has “jurisdiction” over a particular case.

Language assistance services (LAS): Language assistance services are oral language services for interpretation and written language services, translation of written materials into languages other than English for limited English proficient (LEP) individuals.

Law enforcement representative: Different types of law enforcement agencies exist at the local, state, territory, tribal, and federal levels (e.g., state, county, tribal, or local police or sheriff, sworn police on college campuses, the FBI, the Bureau of Indian Affairs (BIA), and military police). Any of these agencies could potentially be involved in responding to sexual assault cases. Also, in areas without a local law enforcement agency, public safety officials may assist in immediate response to sexual assault victims. Some agencies may have staff with specialized education and experience in sexual assault investigations, which may be dedicated to investigating sexual assault cases and/or may be part of a special unit for investigating sexual assaults. In this protocol, personnel from law enforcement agencies are referred to as “law enforcement officers” or “law enforcement representatives,” unless more specificity is required.

Limited English Proficient (LEP): Refers to individuals who do not speak English as their primary language and have a limited ability read, speak, write, or understand English. LEP individuals may be entitled to language assistance services to ensure they have meaningful access to a benefit, program, or service that receives federal financial assistance.

Prosecutor: Different types of prosecution offices exist at the local, tribal, state, territory, and federal level (e.g., tribal prosecutor’s office, county prosecutor’s office, district attorney’s office, state attorney’s office, United States Attorney’s office, and military judicial branches). Any of these offices could be involved in responding to sexual assault cases. In addition, some offices may have personnel with specialized education and experience in sexual assault prosecutions, who may be dedicated to prosecuting sexual assault cases and/or may be part of a special unit for prosecuting sexual assaults. In this protocol, attorneys from prosecution offices will be referred to as “prosecutors” unless more specificity is required.

Sexual assault: Generally speaking, sexual assault is the sexual contact of one person with another without appropriate legal consent. This definition includes, but is not limited to, a wide range of behavior classified by state, territory, federal, and tribal law as rape, sexual assault, sexual misconduct, and sexual battery. Refer to applicable statutes for precise definitions in a specific jurisdiction.²⁵

Sexual assault medical forensic examination: The sexual assault medical forensic exam is an examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients. The examination includes gathering information from the patient for the medical forensic history; an examination; coordinating treatment of injuries, documentation of biological and physical findings, and collection of evidence from the patient; documentation of findings; information, treatment, and referrals for STIs, pregnancy, suicidal ideation, alcohol and substance abuse, and other nonacute medical concerns; and follow-up as needed to provide additional healing, treatment, or collection of evidence. This exam is referred to as the “forensic medical examination” under the Violence Against Women Act (VAWA).

Sexual assault response team (SART) also called a sexual assault response and resource team (SARRT): A SART/SARRT is a multidisciplinary team that provides specialized immediate response to victims of recent

²⁵ Drawn from the American College of Emergency Physicians’ *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, Overview, p. 7.

sexual assault. The team typically includes health care personnel, law enforcement representatives, victim advocates, prosecutors (usually available on-call to consult with first responders, although some may be more actively involved at this stage), and forensic lab personnel (typically available to consult with examiners, law enforcement, or prosecutors, but not actively involved at this stage). However, SART/SARRT components vary by community. The term “SARRT” (written with two “R”s) stands for “Sexual Assault Response and Resource Team.” This term is used for communities that involve a wider array of agencies and disciplines in their collaborative effort. A SARRT (with two “R”s) will thus involve all of the first responders who are typically included in a SART (with one “R”), but it may also include professionals who coordinate services for victims beyond the immediate response (e.g., representatives from mental health, public health, substance abuse treatment, and other social services). Many of these SARRTs meet monthly and often engage in systems review to ensure that the best victim-centered services are being provided in their communities.

Suspected sex offender: A suspected sex offender is an individual suspected of committing a sexual assault. In this document, the suspected sex offender is typically referred to as a “suspect.” When litigation is discussed, the suspected sex offender may be referred to as a “defendant.” When talking more broadly about sex offenders, they may be referred to as “sex offenders,” “assailants,” or “perpetrators.”

Victim: A sexual assault victim is someone who has been sexually assaulted. In this document, a victim can be a female or male; a person whose gender identity may not conform to his or her sex, or may be someone who doesn’t identify as either male or female; either adult or adolescent. There may be instances where individuals, such as unconscious persons or persons with cognitive disabilities, do not actually disclose that they have been assaulted, but others suspect that this may be this case and may be lawfully able to seek help for them. The term “survivor” is used in this document when referring to victims who are involved in long-term healing or have healed from sexual assault. It is important to note that because this document addresses a multidisciplinary response, the term “victim” is not used in a strictly criminal justice context. The use of “victim” simply acknowledges that persons who disclose they have been sexually assaulted should have access to certain services and interventions designed to help them be safe, recover, and seek justice. The term “patient” is also used when discussing the role of medical providers.

Victim service provider/advocate: A victim service provider/sexual assault victim advocate (also referred to as “victim advocate” and “advocate”) may offer victims and their significant others a range of services during, and following, the exam process. These services may include support, crisis intervention, information and referrals, interpretation or translation, and advocacy to ensure those victims’ interests are represented, their wishes respected, and their rights upheld. In addition, advocates and other victim service providers may provide follow-up services, such as support groups, counseling, accompaniment to related appointments, and legal advocacy (civil, criminal, and immigration) to help meet the needs of victims, their families, and friends.

A number of agencies may offer some or all of the services described above, including community-based sexual assault victim advocacy programs,²⁶ criminal justice system victim-witness offices, patient advocate programs at health care facilities, campus or military victim service programs, tribal social services, adult protective services, and others. Where they exist, community-based sexual assault victim advocacy programs are typically best positioned to provide these specific services. Community-based advocacy programs may use paid and/or volunteer advocates to provide services 24 hours a day, every day of the year. It is important to know that information victims share with government-based service providers usually becomes part of the criminal justice record, while community-based advocates typically can provide some level of confidential communication for victims. In addition, community-based advocates commonly receive education specific to the medical forensic exam process and sexual assault issues in general.

Victim-centered: A “victim-centered” approach as used in this protocol recognizes that sexual assault victims are central participants in the medical forensic exam process, and they deserve timely, compassionate, respectful, and appropriate care. Victims have the right to be fully informed in order to make their own decisions about participation in all components of the exam process. Responders need to do all that is

²⁶ In some areas, the community-based sexual assault victim advocacy program is a component of an umbrella organization serving additional populations (e.g., a dual sexual assault/domestic violence advocacy agency, a center for women, or a mental health agency). In others, the community-based sexual assault victim advocacy program is a stand-alone organization.

possible to explain possible options, the consequences of choosing one option over another, and available resources, as well as support victims in their choices. Medical personnel may refer to this as “patient-centered care.”

Vulnerable adults: This term is used in this document to refer to adult individuals with impaired and/or reduced mental capacity who have difficulty or cannot comprehend events that occurred or will occur (e.g., the assault itself or initial response by professionals), questions they will be asked during the exam, or the exam process itself. Exam sites should have internal policies based on jurisdictional statutes governing consent for treatment for and evidence collection from such patients.

A. Overarching Issues

This section presents issues that impact all or most of the sexual assault medical forensic exam process. The following chapters are included:

- Coordinated Team Approach
- Victim-Centered Care
- Informed Consent
- Confidentiality
- Reporting to Law Enforcement
- Payment for the Examination Under VAWA

1. Coordinated Team Approach

Recommendations at a glance for jurisdictions to facilitate a coordinated team approach:

- Understand that the purpose of the exam is to address patients' health care needs and collect evidence when appropriate for potential use within the criminal justice system.
- Identify key responders and their roles.
- Develop quality assurance measures to ensure effective response during the exam process.

Communities should ensure that victims, regardless of their backgrounds or circumstances, have access to medical, legal, and advocacy services. Use of a coordinated, multidisciplinary approach in conducting the medical forensic examination can afford victims access to comprehensive immediate care, help minimize trauma they may be experiencing, and encourage the use of community resources. Such a response can also enhance public safety by facilitating investigation and prosecution, thereby increasing the likelihood that offenders will be held accountable for their behavior and further sexual assaults will be prevented. Raising public awareness about the existence and benefits of a coordinated response to sexual assault may lead more victims to disclose the assault and seek the help they need.²⁷

Understand that the purpose of the exam is to address patients' health care needs and collect evidence when appropriate for potential use within the criminal justice system. The medical/forensic examination in its entirety addresses the medical and evidentiary needs of the consenting patient:

- Conducting prompt examinations.
- Providing support, crisis intervention, and advocacy.
- Obtaining a history of the assault.
- Performing a complete assessment.
- Documenting exam findings.
- Evaluating and treating injuries.
- Properly collecting, handling, and preserving potential evidence.
- Providing information, treatment, and referrals for STIs and pregnancy.
- Providing follow-up care for medical and emotional needs as well as further forensic evaluation.
- Providing language assistance services for limited English proficient, Deaf and hard-of-hearing individuals, and those with sensory or communication disabilities.

It is also possible that examiners may provide the following as a routine part of their post-examination process depending upon the criminal justice system response:

- Interpreting and analyzing examination findings.
- Presenting findings and providing factual and/or expert opinion related to the medical forensic examination.

Coordination among involved disciplines is strongly recommended to simultaneously address the needs of both victims and the justice system. Ensuring that victims' needs are met often can increase their level of comfort and involvement with the legal system.

Identify key responders and their roles. Two types of teams are recommended to facilitate a coordinated community response to sexual assault. Some form of a sexual assault response team (SART/SARRT) is useful to coordinate immediate interventions and services, including victim support, medical care, evidence collection and documentation, and the initial criminal investigation. A communitywide coordinating group (often called a "council") can help promote efforts to improve comprehensive response to sexual violence,

²⁷ This paragraph is drawn partially from American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 7.

including prevention education and outreach,²⁸ training and technical assistance, improvement of victim services, protocol development, public policy advocacy, dissemination of materials, and evaluation of the effectiveness of these efforts.²⁹ A communitywide coordinating council may also oversee activities of a SART/SARRT. Military bases, school campuses, and tribes may develop coordinating councils or SARTs or SARRTs of their own to allow for a more specialized response tailored to the needs of their populations. Coordinating councils may also exist to encourage consistent responses across a state, territory, tribal land or region.

SART/SARRT membership. A SART/SARRT is composed of professionals involved in immediate response to disclosures of sexual assault. A core SART/SARRT commonly includes health care providers, law enforcement representatives, and victim advocates. Prosecutors and forensic scientists also are often involved, but more as consultants than first responders. Civil attorneys who represent victims are sometimes involved as well. Broad roles for SART/SARRT members include (listed in alphabetical order):³⁰

- **Advocates** may be involved in initial victim contact (via 24-hour hotline or face-to-face meetings), offer victim advocacy, support, crisis intervention, information, translation or interpretation, and referrals before, during, and after the exam process, and facilitate transportation for the victim to and from the exam site. They often provide comprehensive, longer term services designed to aid victims in addressing any needs related to the assault, including but not limited to counseling and legal (civil, criminal, and immigration) and medical systems advocacy.
- **Civil attorneys** protect the interests of sexual assault victims, address concerns that affect immediate everyday life and long-term wellbeing of victims, and represent victims in civil legal matters. Civil legal matters may include: privacy, safety, immigration, education, housing, employment, and financial issues. Because civil attorneys represent the individual victim, and not the prosecutor, they play a very different role from that of the prosecutor.
- **Forensic scientists** analyze forensic evidence and provide results of the analysis to investigators and/or prosecutors. They may respond to crime scenes to assist in the collection and processing of evidence. They also testify at trial regarding the results of their analysis.
- **Health care providers** assess patients for acute medical needs and provide stabilization, treatment, and/or consultation. Ideally, sexual assault forensic examiners perform the medical forensic exam, gather information for the medical forensic history, collect and document forensic evidence, and document pertinent physical findings from patients. They offer information, treatment, and referrals for sexually transmitted infections (STIs), pregnancy, and other nonacute medical concerns. They may also testify in court if needed. They coordinate with advocates to ensure that patients are offered crisis intervention, support, and advocacy during and after the exam process and encourage use of other victim services. They may follow up with patients for medical and forensic purposes. Other health care personnel that may be involved include, but are not limited to, emergency medical technicians, staff at hospital emergency departments, gynecologists, surgeons, private physicians, and/or local, tribal, campus, or military health services personnel.
- **Law enforcement representatives** (e.g., 911 dispatchers, patrol officers, officers who process crime scene evidence, investigators, and federal law enforcement officers) respond to initial complaints, work to enhance victims' safety, arrange for victims' transportation to and from the exam site as needed, interview victims, coordinate collection and delivery of evidence to designated labs or law enforcement property facilities, and investigate cases (e.g., interviewing suspects and witnesses, requesting crime lab analysis, reviewing medical and lab reports, preparing and executing search warrants, writing reports, and presenting the case to a prosecutor).
- **Prosecutors** determine if there is sufficient evidence for prosecution and, if so, prosecute the case. They should be available to consult with first responders as needed. A few jurisdictions more actively

²⁸ Although victim advocacy programs and coordinating councils often lead local prevention efforts, SARTs play a role in prevention by helping victims plan for their safety and well-being and connecting them with resources that may reduce the likelihood of their future revictimization (e.g., emergency shelters and longer term housing programs, protective orders, programs offering free cell phones that automatically dial 911 when activated, or businesses that can help change locks and install alarm systems). Initial evidence collection and investigative efforts can play a pivotal role in holding offenders accountable and preventing them from reoffending.

²⁹ American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 19.

³⁰ Bulleted section partially adapted from Pennsylvania's *SART Guidelines*, 2002, created by the Pennsylvania Coalition Against Rape.

involve prosecutors, paging them after initial contact and having them respond to the exam site so that they can become familiar with the case and help guide the investigation.³¹

- **Victims' rights attorneys** ensure victims' rights are upheld during the criminal justice process. Examples in the sexual assault cases include independent motions to quash subpoenas filed in the criminal case (e.g., subpoenas for counseling, medical, educational, and employment records), independent rape shield arguments, motions to close courtrooms or limit media access, and motions for alternative means of testifying and/or support during testifying.

Each responder should be able to explain to victims the roles of other team members. Depending on the case and jurisdictional policies, other professionals or agencies - from perhaps multiple jurisdictions - may also be involved in immediate interventions and service provision. They need information about the SART/SARRT and its procedures to guide their responses and facilitate coordination of activities with the SART/SARRT. SART/SARRT members also need information about those professionals and agencies, their roles in sexual assault response, and how to contact and interact with them.

Team efforts are enhanced when SART/SARRT members reflect the communities being served. At the least, SART/SARRT members should strive to understand the needs and concerns of specific populations living in the area served. SART/SARRTs should reach out to agencies that serve these populations so that team members can promptly access their services if needed.

See *Appendix B* for more information on the creation of SARTs/SARRTs.

Membership of a coordinating council. A coordinating council typically comprises a wide array of professionals and citizens who develop the community's response to sexual assault. Organizations with an interest in or a responsibility for sexual assault victims should be considered for membership.³² For example, members might include³³ victim advocates; legal services providers (civil, criminal, and immigration); survivors of sexual assault and their families and friends; health care workers; public health and safety officials; law enforcement personnel; prosecutors; victim/witness staff; judicial personnel;³⁴ corrections and probation staff; sex offender treatment providers; forensic lab personnel; staff from mental health agencies; personnel serving persons with disabilities; substance abuse treatment staff, staff from residential living settings such as nursing homes, assisted living programs, and group homes; educators from all levels; legislators and government policymakers; exam site administrators; religious and spiritual leaders; and the media and business community. Representation from all levels of government that potentially have jurisdiction over these cases in the area served should be involved. Equally important are members who can address the needs of diverse populations in the community (e.g., racial and cultural groups, senior citizens, persons with disabilities, immigrants, the poor and homeless, runaways and adolescents in foster care, domestic violence victims, college students, military personnel and dependents, and populations with differing sexual orientations and gender identities or expressions). Agencies that provide qualified interpreters in sexual assault cases should also be invited to participate.

Attempting to involve all agencies and individuals listed above is an enormous task and could prove to be a barrier to council formation and initial council efforts. Therefore, communities should make their own decisions about which stakeholders are critical to initial efforts and form a core membership, and then

³¹ In addition to seeking prosecution of offenders, victims who attend institutions of higher education may have the option of filing disciplinary charges. When that happens, members of the judiciary board review the case to decide if the institutional code of conduct has been violated and, if so, to determine sanctions. Tribes may also have their own codes related to sexual assault and/or processes through which victims can seek remedies, beyond what is available through state or federal prosecution.

³² American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 19.

³³ List adapted from the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 19.

³⁴ Judges' conduct in and out of the courtroom is governed by a code of judicial conduct that requires that they do nothing that would give the appearance of partiality. Depending on local interpretation of the code, the participation of judicial personnel on a council should not negate their ability to be impartial in court. In the unlikely instance that the council is involved with individual cases, judges can excuse themselves from those activities.

identify which agencies and individuals would be useful to have at the table at some point but are not essential to getting started.³⁵

Develop quality assurance measures to ensure effective response during the exam process. Involved agencies should have mechanisms to ensure that the quality of discipline-specific response and coordinated response is optimal. Some tools to ensure consistent high-quality response by involved professionals include training, ongoing education, supervision, periodic performance evaluations, and peer reviews (e.g., medical forensic reports). Also useful in facilitating improvements to immediate response are feedback from victims and involved professionals and collection and analysis of data from the exam process (as discussed below). Review of both active and resolved cases provides many opportunities to improve the performance of individual team members and the team as a whole, although certain team members, such as community based advocates, may need to be careful about confidentiality in case discussions.

Obtain feedback on victim impact, the exam process, and criminal justice outcomes. All involved responders can benefit from victims' feedback about whether they felt response to the crime was adequate and if anything could have been done to improve response or better address their needs. It can be useful to talk with victims about their experiences during the exam process, including the location of the exam, and explore how the process might be changed to better minimize trauma. Victim feedback can be obtained in several ways: by requesting completion of an evaluation form (not immediately after the exam), conducting a follow-up phone survey, and inviting participation in focus group discussions. It is important to solicit feedback from diverse populations in the community (e.g., racial and cultural groups, senior citizens, persons with disabilities, persons with limited English proficiency, immigrants, the poor and homeless, runaways and adolescents in foster care, domestic violence victims, college students, military personnel and dependents, and populations with differing sexual orientations and gender identities). Ask victims prior to medical discharge if they will allow such subsequent contacts and the best method of contacting them. Responders should be careful to ask victims for a safe manner to contact them, particularly in situations involving sexual assault by intimate partners. Advocates can help design a victim feedback system that is sensitive, does not harm victims, and has mechanisms to quickly link victims with appropriate victim services if needed. Families and friends of victims may also be able to provide useful feedback.

Obtaining feedback from and facilitating dialogue among the first responders (law enforcement, advocate, medical personnel) to the sexual assault and the individual who conducted the exam is also critical. Some of this information could be routinely solicited and discussed at SART/SARRT meetings and jurisdictional sexual assault coordinating council meetings (to assess what works and what needs improvement). Also, periodic evaluation of the exam process by examiners, medical supervisors/examiner program directors, advocates, law enforcement representatives, and prosecutors can help ensure that victims' needs are addressed, problems are resolved, cutting-edge practices and technologies are utilized as much as possible, and training needs are identified. In terms of getting feedback on how the exam process impacts criminal justice outcomes, examiners can benefit from access to crime lab reports on evidence collected and feedback from crime lab personnel about improving their evidence collection techniques. Prosecutors can provide examiners and law enforcement representatives with information about the usefulness of evidence collected in case prosecution. Advocates can encourage discussion on how the exam process can affect victims' interest in and willingness to be involved in the criminal justice system. Law enforcement representatives and other first responders can discuss with examiners and crime lab personnel optimal methods to preserve evidence from victims prior to their arrival at the exam site. Again, review of both active and resolved cases by the team as a whole is a rich opportunity for improvement. These are but a few examples of how first responders could use feedback on criminal justice outcomes to improve the exam process.

Consider collecting and analyzing data from the exam process to better understand the nature of assaults in the community and evaluate effectiveness of responses. (Information that identifies victims should not be

³⁵ The protocol does not further explore issues related to more comprehensive coordinated response to sexual assault. However, one useful resource for communities interested in the development of a multidisciplinary response is the National Center for Victims of Crime's *Looking Back, Moving Forward: A Guidebook for Communities Responding to Sexual Assault*.

included in collected data. Attention must be given to protecting victims' identity in communities where residents tend to know one another or word of a crime travels quickly). Over time, such data may help to:³⁶

- Track the participation of involved responders, agencies, and facilities.
- Evaluate the strengths and weaknesses of agency and coordinated responses.
- Assess the effectiveness of response in different types of cases (e.g., stranger assaults versus nonstranger assaults).
- Improve the quality of the examination.
- Evaluate the impact of the collected evidence on criminal justice outcomes.
- Track and evaluate victim service outcomes.

Some jurisdictions have developed centralized databases to collect and analyze information across disciplines. **However, such a venture requires significant resources, coordination, and thought regarding how to maintain victims' confidentiality.** Coordination can be particularly challenging in communities where cross-jurisdictional issues arise frequently (e.g., in tribal lands). A centralized database may be more easily accomplished if it is built into multidisciplinary coordination planning. For example, involved agencies can together determine how to utilize existing resources, seek new funding, maintain victims' privacy, and systematically obtain data. Jurisdictions considering such databases should take into consideration the fact that pooling empirical data (such as patient age, Zip Code, or use of a weapon) is likely to be reliable while use of pooled interpretive data (such as blunt cervical trauma or findings of strangulations) is risky and may be unreliable because of uncontrollable variables in examiner training and experience.

³⁶ Bulleted section partially adapted from the *County of San Diego Sexual Assault Response Team Systems Review Committee Report: Five-Year Review, 2005*, San Diego County, California.

<http://www.sdcounty.ca.gov/hhsa/programs/phs/documents/EMS-SARTReportJuly2005.pdf>.

2. Victim-Centered Care

Recommendations at a glance for health care providers and other responders to facilitate victim-centered care during the exam process:

- Give sexual assault patients priority as emergency cases.
- Provide the necessary means to ensure patient privacy.
- Adapt the exam process as needed to address the unique needs and circumstances of each patient.
- Develop culturally responsive care and be aware of issues commonly faced by victims from specific populations.
- Recognize the importance of victim services within the exam process.
- Accommodate patients' requests to have a relative, friend, or other personal support person (e.g., religious -and spiritual counselor/advisor/healer) present during the exam, unless considered harmful by responders.
- Accommodate patients' requests for responders of a specific gender throughout the exam as much as possible.
- Prior to starting the exam and conducting each procedure, explain to patients in a language the patients understand what is entailed and its purpose.
- Assess and respect patients' priorities.
- Integrate medical and evidentiary procedures where possible.
- Address patients' safety during the exam.
- Provide information that is easy for patients to understand, in the patient's language, and that can be reviewed at their convenience.
- Address physical comfort needs of patients prior to discharge.

It is critical to respond to individuals disclosing sexual assault in a timely, appropriate, sensitive, and respectful way.³⁷ Every action taken by responders during the exam process should be useful in facilitating patient care and healing and/or the investigation (if the case was reported).

Give sexual assault patients priority as emergency cases. This includes a prompt medical screening exam. Recognize that every minute patients spend waiting to be examined may cause loss of evidence and undue trauma. Individuals disclosing a recent sexual assault should be quickly transported to the exam site, promptly evaluated, treated for serious injuries, and offered a medical forensic exam. (For more discussion on this topic, see *C.2. Triage and Intake*.) Have plans for what to do, if the examiner is not available right away. For example, is there a quiet, private place the patient can wait? Is there a phone available so the patient can talk to an advocate or a friend or family member while waiting? Jurisdictions should consider policies and training for facility staff and administration regarding what to do while sexual assault patients are waiting.

Provide the necessary means to ensure patient privacy. Exercise discretion to avoid the embarrassment for individuals of being identified in a public setting as a sexual assault victim. Some health care facilities use code plans to avoid inappropriate references by staff to sexual assault cases. Also, do not leave sexual assault patients in the main waiting area at the exam site. Instead, give them as much privacy as possible (e.g., a private treatment room and waiting area) and be cognizant of their sense of safety (e.g., do not examine suspects in same location at the same time). Make sure that the first responding health care providers attend to patients' initial medical needs and arrange for an on-call advocate to offer onsite support, crisis intervention, and advocacy. It may be useful to give patients the option of speaking with an advocate via a 24-hour crisis hotline (if one exists) until an advocate arrives. Health care providers should provide patients with access to a phone to contact family members and/or support persons as desired, and should promptly contact law enforcement, if not already involved, if patients want to report the assault.

³⁷ The chapter was partially built on information from the *North Carolina Protocol for Assisting Sexual Assault Victims*, 2000.

Health care providers should explain, in a language the patients understand, the scope of confidentiality during the exam process and during communication with advocates. (For information on this topic, see *A.4. Confidentiality*.)

Adapt the exam process as needed to address the unique needs and circumstances of each patient.

Patients' experiences during the crime and the exam process, as well as their post-assault needs, may be affected by multiple factors, such as:

- Age.
- Gender and/or perceived gender identity/gender expression.
- Physical health history and current status.
- Mental health history and current status.
- Disability.
- Language needs for limited English proficient patients, Deaf and hard-of-hearing individuals, and those with sensory or communication disabilities.
- Ethnic and cultural beliefs and practices.
- Religious and spiritual beliefs and practices.
- Economic status, including homelessness.
- Immigration and refugee status.
- Sexual orientation.
- Military status.
- History of previous victimization.
- Past experience with the criminal justice system.
- Whether the assault involved drugs and/or alcohol.
- Prior relationship with the suspect, if any.
- Whether they were assaulted by an assailant who was in an authority position over them.
- Whether the assault was part of a broader continuum of violence and/or oppression (e.g., intimate partner and family violence, gang violence, hate crimes, war crimes, commercial sexual exploitation, sex and/or labor trafficking).
- Where the assault occurred.
- Whether they sustained physical injuries from the assault and the severity of the injuries.
- Whether they were engaged in illegal activities at the time of the assault (e.g., voluntary use of illegal drugs or underage drinking) or have outstanding criminal charges.
- Whether they were involved in activities prior to the assault that traditionally generate victim blaming or self-blaming (e.g., drinking alcohol prior to the assault or agreeing to go to the assailant's home).
- Whether birth control was used during the assault (e.g., victims may already have been on a form of birth control or the assailant may have used a condom).
- Capacity to cope with trauma and the level of support available from families and friends.
- The importance they place on the needs of their extended families and friends in the aftermath of the assault.
- Whether they have dependents who require care during the exam, were traumatized by the assault, or who may be affected by decisions patients make during the exam process.
- Community/cultural attitudes about sexual assault, its victims, and offenders.
- Frequency of sexual assault and other violence in the community and historical responsiveness of the local justice system, health care systems, and community service agencies.

Clearly, the level of trauma experienced by patients can also influence their initial reactions to an assault and to post-assault needs. While some may suffer physical injuries, contract an STI, or become pregnant as a result of an assault, many others do not. The experience of psychological trauma will be unique to each patient and may be more difficult to recognize than physical trauma. People have their own method of coping with sudden stress. When severely traumatized, they can appear to be calm, indifferent, submissive, jocular, angry, emotionally distraught, or even uncooperative or hostile towards those who are trying to help.³⁸

³⁸ Paragraph adapted from Iowa's *Sexual Assault: A Protocol for Forensic and Medical Examination*, 1998, pp. 1–4.

Examiners should ensure they do not make credibility determinations based on myths or misconceptions about victim behavior.

In addition, patients' fears and concerns can affect their initial reactions to the assault, their post-assault needs, and decisions before, during, and after the exam process. For example, female and transgender patients may be worried about getting pregnant. If they are already pregnant or have just given birth, they may be concerned about how the assault will affect their children. Patients may be concerned about being infected with HIV or another STI. They may not want anyone to know about the assault, or may be afraid that family members and friends will reject or blame them. They may fear bringing shame to their families or be concerned that family members will seek revenge against the assailant. They may fear perceived consequences of reporting to law enforcement. They may be concerned how their cultural background could affect the way they are treated by responders. They may wonder if the assailant will harm or harass them or their loved ones if they tell anyone about the assault. They may worry about losing their home, children, ability to remain in the United States, job, and other sources of income as a result of disclosure, particularly if an intimate partner assaulted them.³⁹ They may be concerned about costs related to the exam and subsequent care of injuries.⁴⁰

It is important to avoid making assumptions about patients, offenders, and the assault itself. Forms used during the exam process and discussions with patients should be framed in a way that does not assume they are of a specific background or gender identity and gender expression. Always ask questions and actively look and listen to understand patients' circumstances and tailor the exam process to address their needs and concerns. Whatever the response, it should be respectful to patients and adhere to jurisdictional policies.

Recognize that patients control the extent of personal information they share. While it is useful for responders to get a full picture of patients' circumstances, it is up to patients to decide whether and to what extent to share personal information. During the exam process, responders may ask patients to divulge some data, such as age or whether they think the assault was alcohol- or drug-facilitated. Some information, such as language needs, may be obvious. There is no reason for responders to question patients about certain data, such as sexual orientation and gender identity, immigration status, or religious or spiritual beliefs, beyond certain information that medical providers may need for appropriate care.

Develop culturally responsive care and be aware of issues commonly faced by patients from specific populations. Develop culturally competent and sensitive care by building awareness about and sensitivity to the ways that culture can impact a person's experience in the immediate aftermath of sexual assault and across their lifespan. Be aware and responsive to the ways in which cultural identities (e.g., race, ethnicity, gender, religion, ability/disability, language (limited English proficiency), immigration status, socioeconomic status, sexual orientation, gender identity or expression, age) may influence a person's experience during the exam process as well. Education for responders on issues facing a specific population may serve to enhance care, services, and interventions provided during the exam process. Responders should identify different populations that exist in their jurisdiction and determine what information they should have readily available to help them serve patients from these populations, including what languages are spoken by the populations and how to access interpreters for each language needed. Building understanding of the perspectives of a specific population may help increase the likelihood that the actions and demeanor of responders will mitigate victim trauma. However, do not assume that patients will hold certain beliefs or have certain needs and concerns merely because they belong to a specific population. And, as pointed out earlier, recognize that patients' experiences are affected by a plethora of other personal and external factors.

Develop policies and plans. Involved agencies and SART/SARRTs should develop policies and plans to meet the needs of specific patient populations (e.g., to obtain necessary interpreter services and translated documents for limited English proficient patients, qualified interpreters for Deaf and hard-of-hearing patients and individuals with sensory or communication disabilities, and identify legal referrals for immigrant victims of sexual assault, domestic violence, dating violence, and stalking.) When creating these plans, consider what barriers exist for patients from different populations to receiving a high-quality exam and what can be done to

³⁹ Minors may fear being removed from their homes if suspects live with them. Persons living in residential settings, such as group homes or nursing facilities, may fear being removed from their homes if they report an assault that occurred in that setting.

⁴⁰ Paragraph partially adapted from the *Ohio Protocol for Sexual Assault Forensic and Medical Examination*, 2002, p. 2.

remove these barriers. Also, consider what equipment and supplies might be needed to assist persons from specific populations (e.g., a hydraulic lift exam table may be useful with victims who have a physical disability or non-gendered body maps for transgender patients). Relevant responders need to have access to and know how to use such equipment or supplies.

Partner with those who serve specific populations. Involved responders should seek expertise from and collaborate with organizations and leaders that serve specific populations. Not only may they be willing to provide information and training on working with victims from the population they serve, but they also may be a resource before, during, and after the exam process. If responders may be involved in the immediate response to victims, they should be trained on the dynamics of sexual victimization and procedures for getting help for victims and work with the multidisciplinary response team to clarify their roles and procedures for response.

Explore the needs of specific populations. To gain a basic understanding of potential issues and concerns facing different groups of sexual assault victims, this section explores several specific populations.⁴¹ Clearly, this exploration is not inclusive of all populations of victims, but a more comprehensive discussion on this topic is beyond the scope of this document.

—Victims from various cultural groups

- Understand that culture can influence beliefs about sexual assault, its victims, and offenders. It can affect health care beliefs and practices related to the assault and medical treatment outcomes. It can also influence beliefs and practices related to emotional healing from an assault. In addition, it can impact beliefs and practices regarding justice in the aftermath of a sexual assault, the response of the criminal justice system, and the willingness of victims to be involved in the system.⁴²
- Understand that some victims may be apprehensive about interacting with responders from ethnic and racial backgrounds different from their own. They may fear or distrust responders or assume they will be met with insensitive comments or unfair treatment. They may benefit from responders of the same background or at least who understand their culture. Conversely, in smaller ethnic and racial communities, victims may be more likely to know the responder and doubt the responder's ability to maintain confidentiality.
- Be aware that cultural beliefs may preclude a member of the opposite sex from being present when victims disrobe. Also, it may be uncomfortable for victims from some cultures to speak about the assault with members of the opposite sex.
- Understand that victims may not report or discuss the assault because the stigma associated with it is so overwhelmingly negative. In some cultures, for example, the loss of virginity prior to marriage is devastating and may render victims unacceptable for an honorable marriage. Even discussing an assault or sexual terms may be linked with intense embarrassment and shame in some cultures.
- Be aware that beliefs about women, men, sexuality, sexual orientation, gender identity or expression, race, ethnicity, and religion may vary greatly among victims of different cultural backgrounds. Also, understand that what helps one victim deal with a traumatic situation like sexual assault may not be the same for another victim.
- Help victims obtain culturally specific assistance and/or provide referrals where they exist.⁴³

—Victims with limited English proficiency⁴⁴

⁴¹ This section was adapted partially from Connecticut's *Technical Guidelines for Health Care Response to Victims of Sexual Assault*, 1998, pp. 12–14, and from Iowa's *Sexual Assault: A Protocol for Forensic and Medical Examination*, 1998, pp. 1–4.

⁴² Bullet drawn from A. Blue, *The Provision of Culturally Competent Health Care*, from the Web site of the Medical University of South Carolina College of Medicine (http://academicdepartments.musc.edu/fm_ruralclerkship/curriculum/culture.htm).

⁴³ For example, to raise their level of hope and comfort during the exam, some patients may benefit from talking about culturally specific models of healing (where they exist) and their application to recovery from sexual assault. To facilitate such a discussion, they may wish to speak with a religious or spiritual healer from their culture.

⁴⁴ The Joint Commission on Accreditation of Healthcare Organizations (Joint Commission) *New & Revised Standards & EPs for Patient-Centered Communication, Accreditation Program: Hospital*, HR.01.02.01, PC.02.01.21, RC.02.01.01, RI.01.01.01, RI.01.01.03, effective January 1, 2011, http://medicine.osu.edu/orgs/ahec/Documents/Post_PatientCenteredCareStandardsEPs_20100609.pdf (PDF); Joint

- Be patient and understanding toward victims' language skills and barriers, which may worsen with the crisis of sexual assault.⁴⁵
- Develop policies and train responders to be able to identify a victim's limited English proficiency and primary language spoken and written.
- Make every attempt to provide same language service through the use of demonstrably bilingual examiners or by providing monolingual examiners with support from professional interpretation services and translated materials for victims who are not proficient in English,⁴⁶ are LEP or who may prefer to communicate in a non-English language. Use qualified interpreters when possible and not victims' families or friends.⁴⁷ Take the victim's country of origin, acculturation level, and dialect into account when responding or arranging interpretation.⁴⁸ Remember to speak directly to victims when interpreters are used. Consider the victim's need for modesty and privacy when determining where interpreters should be located in the exam room.
- Train interpreters about issues related to sexual assault and the exam process⁴⁹ whenever they are needed to facilitate communication in these cases. Ensure that the examiners are trained in the proper utilization and ethical requirements of using an interpreter.
- Make sure that interpreters understand that they may need to testify.⁵⁰
- Understand that immigrant victims may fear that assisting law enforcement may identify them to immigration authorities for deportation.
- All sexual assault victims should be provided information regarding U-Visa relief, in the event that this information would be helpful. Even if this information is not helpful to them directly, the information is often passed on to others by word of mouth and can benefit others in the future.
- Work with law enforcement partners to develop and publicize protocols precluding detention or other immigration enforcement against victims who come forward to report a sexual assault.
- Work with law enforcement to develop and publicize U-Visa certification protocols.
- While it is not appropriate to ask a victim's immigration status, anticipate that an immigrant victim will not self-identify as undocumented for fear of deportation. Such information about their rights should be offered in a non-judgmental manner to all victims and in coordination with a referral to an immigration service provider expert in working with immigrant victim populations.

—Victims with disabilities

- Understand that victims with disabilities may have physical, sensory, cognitive, developmental, or mental health disabilities, or a combination of disabilities. Make every effort to recognize issues that arise for victims with disabilities (both in general and in relation to their specific disability) and provide reasonable accommodations when working with them.
- Be aware that the risk of criminal victimization (including sexual assault) for people with disabilities is much higher than for people without disabilities. People with disabilities are often victimized

Commission, *Advancing Effective Communication, Cultural Competence, and Patient- and Family-Centered Care*, Appendix B, August 2010, <http://www.jointcommission.org/assets/1/6/ARoadmapforHospitalsfinalversion727.pdf>.

⁴⁵ Carolyn Ham, Reducing Language Barriers to Combating Domestic Violence: The Requirements of Title VI, Battered Women's Justice Project, October 2004, http://new.vawnet.org/summary.php?doc_id=1621&find_type=web_desc_GC.

⁴⁶ Health care providers generally are covered by language access requirements under Title VI which requires them to take reasonable steps to provide language-appropriate health care, including the use of qualified bilingual staff, interpreters, and translators.

⁴⁷ Use of such informal and biased interpreters may result in unreliable communication, violate the patient's privacy, undermine the patient's claim of privilege, and jeopardize the use of the victim's statements in court. In cases of intimate partner sexual assault, it is particularly important not to use family members who are not likely to adopt a neutral stance or maintain the confidentiality necessary.

⁴⁸ For example, a Cuban interpreter may encounter language and trust obstacles when trying to communicate with a victim from rural Mexico. (L. Zarate, Suggestions for Upgrading the Cultural Competency Skills of SARTs, Arte Sana Web site, <http://www.arte-sana.com>, 2003.)

⁴⁹ Professional interpreters are expected to be familiar with confidentiality requirements and cultural issues.

⁵⁰ Interpreters would not be expected to act as witnesses as to what was said in the examination room if they are present solely to facilitate direct communication between the patient and examiner.

repeatedly by the same offender.⁵¹ Caretakers, family members, or friends may be responsible for the sexual assault. In such cases, offenders may bring victims to the exam site, and jurisdictional and facility policies should be in place to provide guidance on how staff should screen for and handle situations that are threatening to patients or facility personnel.

- Respect victims' wishes to have or not to have caretakers, family members, or friends present during the exam. Although these individuals may be accustomed to speaking on behalf of persons with disabilities, it is critical that they not influence the statements of victims during the exam process. If aid is required (e.g., from a language interpreter or mental health professional), those providing assistance should not be associated with victims.
- Follow exam facility and jurisdictional policy for assessing vulnerable adults' ability to consent to the exam and evidence collection and involving protective services. Again, note that guardians could be offenders. (For a more detailed discussion on seeking informed consent of patients, including consent by victims from specific populations, see *A.3. Informed Consent*.)
- Speak directly to victims with disabilities, even when interpreters, intermediaries, or guardians are present.
- Assess a victim's level of ability and need for assistance during the exam process. Explain exam procedures to victims and ask what help they require, if any (e.g., people with physical disabilities may need assistance to get on and off the exam table or to assume positions necessary for the exam, or may need an alternative to the standard table). But, do not assume they will need special aid. Ask for permission before proceeding to help them (or touch them, handle a mobility or communication device, or touch a service animal).⁵²
- Note that not all individuals who are Deaf or hard-of-hearing understand sign language or can read lips. Not all blind persons can read Braille. Communication equipment that may be beneficial to victims with sensory disabilities include TTY machines, word boards, speech synthesizers, anatomically correct dolls, materials in alternative formats, and access to interpreter services. Responders should familiarize themselves with the basics of communicating with an individual using such devices.⁵³ Let the individual specify the preferred method of communication. Be aware that victims with sensory disabilities may prefer communicating through an intermediary who is familiar with their patterns of speech.
- Recognize that individuals may have some degree of cognitive disability: mental retardation, traumatic brain injury, neurodegenerative conditions such as Alzheimer's disease, or stroke. Speak to victims in a clear and calm voice and ask very specific and concrete questions. Be exact when explaining what will happen during the exam process and why. Be aware that victims with cognitive disabilities may be easily distracted and have difficulty focusing. To reduce distractions, conduct the exam in an area that is void of bright lights and loud noises. It may also be helpful if examiners and others present in the exam room refrain from wearing uniforms with ornamental designs and jewelry.
- Keep in mind that victims with disabilities may be reluctant to report the crime or consent to the exam for a variety of reasons, including fear of not being believed, fear of getting in trouble, and fear of losing their independence. For example, they may have to enter a long-term care facility if their caretakers assaulted them or may need extended hospitalization to treat and allow injuries to heal. The perpetrator may also be their caregiver and the only person they rely on for daily living assistance.
- Recognize that it may be the first time victims with disabilities have an internal exam. The procedure should be explained in detail in language they can understand.⁵⁴ They may have limited knowledge of reproductive health issues and not be able to describe what happened to them. They may not know how they feel about the incident or even identify that a crime was committed against them.
- Some victims with disabilities may want to talk about their perceptions of the role their disability might have played in making them vulnerable to an assault. Listen to their concerns and what the

⁵¹ The above two sentences are drawn from the Office for Victims of Crime, *First Response to Victims of Crime Who Have a Disability*, 2002, p. 1.

⁵² Examples of service animals include guide dogs and hearing-assistance dogs, and therapy dogs.

⁵³ Note that individuals may have their own assistive devices, but words needed to communicate may have to be programmed.

⁵⁴ Drawn from A. Conrad, *SANE/SAFE Organizing Manual*, 1998, p. 7, developed for the New York State Coalition Against Sexual Assault.

experience was like for them.⁵⁵ Assure them that it was not their fault they were sexually assaulted. If needed, encourage discussion in a counseling/advocacy setting on this issue as well as on what might help them feel safer in the future.

- Recognize that the exam may take longer to perform with victims with disabilities. Avoid rushing through the exam—such action not only may distress victims, it can lead to missed evidence and information.

—Male victims⁵⁶

- Help male victims understand that male sexual assault is not uncommon and that the assault was not their fault. Many male victims focus on the sexual aspect of the assault and overlook other elements such as coercion, power differences, and emotional abuse. Broadening their understanding of sexual assault may help reduce their self-blame.
- Because some male victims may fear public disclosure of the assault and the stigma associated with male sexual victimization, emphasis may need to be placed on the scope of confidentiality of patient information during the exam process.
- Offer male victims assistance in considering how friends and family members will react to the fact that they were sexually assaulted (e.g., by a male offender or a female offender).
- Male victims may be less likely than females to seek and receive support from family members and friends, as well as from advocacy and counseling services. Their ability to seek support may vary according to the level of stigmatization they feel, the circumstances of the assault, the sensitivity of care they initially receive, and the appropriateness of referrals provided.
- Encourage advocacy programs and the mental health community to build their capacity to serve male sexual assault victims and increase their accessibility to this population. Requests by male victims to have an advocate of a particular gender should be respected and honored if possible.⁵⁷

—Adolescent victims⁵⁸

- Adolescents may be brought to the exam site by their parents or guardians. The presence of parents or guardians creates an additional challenge for those involved in the exam process because they are often traumatized by their child's victimization.
- Understand that parents or guardians may blame victims for the assault if the victim disobeyed them or engaged in behaviors perceived as increasing risk for victimization.
- Health care providers must assess the physical development of adolescent victims and take their age into consideration when determining appropriate methods of examination and evidence collection.⁵⁹ Involved professionals should be well versed in jurisdictional policies related to response to minor victims.
- Be aware of jurisdictional laws governing minors' ability to consent to forensic exams and medical treatment. Follow exam facility and jurisdictional policy in obtaining appropriate consent. (For a more detailed discussion on seeking informed consent of patients, including consent by victims from specific populations, see A.3. *Informed Consent*.)
- Recognize that the sexual assault medical forensic exam may be the first time an adolescent female victim has an internal exam. There may be a need to go into detail when explaining what to expect.⁶⁰

⁵⁵ Drawn from L. Ledray, *SANE Development and Operation Guide*, 2000, pp. 82–85.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

⁵⁶ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p. 79.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

⁵⁷ A national resource for male patients is Male Survivor: The National Organization Against Male Sexual Victimization. Contact information: PMB 103, 5505 Connecticut Avenue, NW, Washington, DC 20015–2601, 800–738–4181, <http://www.malesurvivor.org>.

⁵⁸ Adapted partially from the *West Virginia Protocol for Responding to Victims of Sexual Assault*, 2011, pp. 26–27.

<http://www.fris.org/Resources/PDFs/Books/WVProtocol.pdf>.

⁵⁹ For example, the size of the speculum used with adolescent female victims and exam positions of victims may vary.

⁶⁰ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p. 7.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

- Adolescence is often a time of experimentation. Reassure these victims that regardless of their behavior (e.g., using alcohol and drugs, engaging in illegal activities, or hitchhiking), no one has the right to sexually assault them, and they are not to blame for the assault.
- Ideally, attending health care providers should gather information from adolescents without parents or guardians in the room, subject to victims' consent. The concern is that parents or guardians may influence or be perceived as influencing victims' statements.
- Inform victims, particularly those who do not involve parents or guardians in the exam process, of facility billing practices (e.g., that their parents may get a bill from the medical facility for medical treatment provided or an explanation of benefits from their insurance provider).⁶¹
- Be aware of mandatory reporting laws regarding minor victims and explain to the victim any mandatory reporting obligations.

—Older victims

- Keep in mind that the emotional impact of the assault may not be felt by older victims until after the exam when they are alone in the days, weeks, and months following an attack. Older victims may feel common trauma reactions such as being physically vulnerable, reduced resiliency, and mortality. Fear, anger, and depression can be especially severe in older victims who are isolated, have little support, and live on a fixed or limited income.⁶²
- Be aware that caretakers may sexually assault older adults. Older adults may be dependent on these sexual offenders for emotional or financial support or housing. Offenders may bring victims to the exam site. Some offenders may be charming to staff while others may be threatening or menacing. Jurisdictional and facility policies should be in place to provide guidance on how staff should screen for and handle situations that are threatening to patients or facility personnel.
- Note that older victims may be more physically fragile than younger victims and thus may be at risk for tissue or skeletal damage and exacerbation of existing illnesses and vulnerabilities.⁶³
- Hearing impairment and other physical conditions attendant to advancing age, coupled with the initial trauma reaction to the assault, may render some older victims unable to make their needs known, which could result in prolonged or inappropriate treatment.⁶⁴
- Do not mistake disabilities (such as hearing loss or aphasia) or acute stress reaction following assault for senility. Use of appropriate communication remedies, for example, a personal listening device, may enable an older adult with a severe hearing loss to communicate effectively. Also, be aware that older adults typically process information more slowly than younger adults and take longer to put their thoughts into words. This is a normal age-related change and should not be viewed as evidence of lack of mental capacity. Health care professionals treating elders need to speak slowly and clearly and give elders ample time to process information provided and formulate responses. If questions about the victim's capacity arise, contact trained experts to conduct an assessment.
- If a forensic medical exam has been requested by a law enforcement officer, guardian, or other authority, it is still important to obtain the victim's consent and cooperation to forensic evidence-gathering procedures. Those making the request may argue that evidence collection may be especially important because the victim may be unable to provide a statement or testify. However, when victims lack capacity and are unable to provide consent and cooperation, they should not be

⁶¹ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p. 98.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

⁶² Ibid.

⁶³ Older women are at an increased risk for vaginal tears and injury when they have been vaginally assaulted. Decreased hormonal levels following menopause result in a reduction in vaginal lubrication and cause the vaginal wall to become thinner and more friable. Because of these physiological changes, a Pedersen speculum, which is longer and thinner than the Graves speculum, should be used during the pelvic exam for evidence collection. Special care should also be taken to assess for intravaginal injury. In some older women, examiners will need to simply insert the swabs and avoid the trauma of inserting a speculum. If there are external tears in the introitus, internal injuries must also be considered. The recovery process for older victims also tends to be longer than for younger victims. (Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p. 86-87.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.)

⁶⁴ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p. 87.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

forcibly examined or subjected to forensic procedures that are not necessary for their own health and safety.

- Health care personnel should follow facility policy for assessing a vulnerable adult's ability to consent to the exam and evidence collection, as well as involving adult protective services.
- Some older victims may want to talk about their perceptions of the role their age and physical condition might have played in making them vulnerable to an assault. Others may be traumatized by being harmed sexually by a family member or trusted caregiver. Listen to their concerns and what the experience was like for them.⁶⁵ Assure them that it was not their fault they were sexually assaulted. If needed, encourage further discussion on this issue in a counseling/advocacy setting.
- Some older victims may be reluctant to report the crime or seek treatment because they fear losing their independence. Some older sexual assault victims may need a significant amount of time to recover from injuries that are the result of the abuse or attack. When a change in a living environment, such as placement in a residential facility, is truly needed, older victims who have not been adjudicated as lacking mental capacity and requiring guardians have the legal right to make their own decisions regarding choice of residence. Health care providers must avoid colluding with relatives who want to force older adults into unwanted lifestyle changes subsequent to assault.
- Older adults who have been sexually assaulted in care facilities often experience intense feelings of vulnerability in those facilities following sexual assault and desperately want to be relocated. Elders who rely upon others for care are likely to need the assistance of relatives and involved professionals in being safely relocated.
- Encourage use of follow-up medical, legal, and nonlegal assistance. Older victims may be reluctant to seek these services or proceed with prosecution. If barriers to accessing services or ongoing health care exist, such as lack of transportation, work with local service providers to identify potential remedies.

—Victims in the military⁶⁶

- The military offers victims the option of restricted reporting or unrestricted reporting.⁶⁷ Restricted reporting allows a sexual assault victim to confidentially disclose the details of his or her assault to specified individuals and receive medical treatment and counseling without triggering the official investigative process or command notification. Restricted Reporting can be voided if the medical facility contacts law enforcement or other professionals other than advocates, chaplains, and military sexual assault response coordinators.
- Exam sites that provide exams for military installations are encouraged to draft Memoranda of Understanding to address such issues as confidentiality and storage of evidence.

—American Indian and Alaska Native victims

- Keep in mind that American Indian and Alaska Native victims may have unique cultural or language needs, whether they are assaulted in Indian Country or an Alaska Native village or in an urban area.
- Recognize that Indian tribes may have their own laws and regulations, as well as their own police, prosecutors, advocates, courts, and service providers to address sexual assault. Responders should be familiar with procedures for coordinating services and interventions for victims from these

⁶⁵ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, pp. 82-85.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

⁶⁶ The Office for Victims of Crime (OVC) has developed a resource to assist address sexual assault in the military. *Strengthening Military-Civilian Community Partnerships to Respond to Sexual Assault* is a training curriculum and tool kit for community-based civilian rape crisis centers and state sexual assault coalitions to use in their work with the military installations in their regions. Funding for this project was provided by OVC and the Office on Violence Against Women (OVW), and was developed by the Pennsylvania Coalition Against Rape (PCAR) and the National Sexual Violence Resource Center (NSVRC) in coordination with the Department of Defense's Sexual Assault Prevention and Response Office. Through OVC's Training and Technical Assistance Center (OVC TTAC) the curriculum and tool kit will be available for communities to use in their regions to train on enhancing community response, and effectively responding to the needs of sexual assault victims in the military.

⁶⁷ For more information on reporting in the military, please see <http://www.sapr.mil/>.

communities and should work with community groups to develop plans for providing exams to members of Indian tribes. These plans should address evidence preservation and provide examination payment and reimbursement information. Responders within tribal communities should share resources and information to enable them to develop their own protocols and programs that address the community's unique needs.

- Promote partnerships among tribal and relevant federal and state agencies so they better coordinate responses and resources, learn from past mistakes, and strive towards a shared vision of aiding and empowering victims.
- Be aware that tribal jurisdictions may have their own SAFE protocol in place that addresses the tribe's unique needs and incorporates its cultural traditions, practices, and language.
- As in many cultures, American Indian/Alaska Native women are of central and primary importance to the family and the community. Be mindful that sexual violence against a Native woman may be seen as an assault on both the individual and her community.
- Be sensitive to victims' cultural beliefs and practices. The best practice is to always ask victims rather than assume what they need to be safe, address their health concerns, be supported in inner healing, and feel a sense of justice.
- Be aware of the tribe's history. Responders should have an understanding of the impact of history on American Indian/Alaska Native people as it may influence victims' reactions and needs. Adequate self-education combined with training by tribal members can prepare non-Native responders to be sensitive to the historical context in which victimization occurs and to avoid assumptions about victims' cultural practices.
- Recognize that there are multiple ways for victims to seek justice—through criminal justice interventions, tribal justice systems, and use of more traditional practices of the tribe related to holding perpetrators accountable, and/or other victim-identified strategies.
- Include American Indian/Alaska Native populations in Limited English Proficiency protocols for victims of sexual assault.

—Lesbian, gay, bisexual, or transgender (LGBT) victims

- Intake forms and other documents that ask about gender or sex should allow patients to write in a response, or include transgender and intersex options. Make sure questions appropriately distinguish between sexual orientation (the gender(s) someone is attracted to), gender identity (the internal sense of being woman, man, or gender non-conforming), and their sex.
- Always refer to victims by their preferred name and pronoun, even when speaking to others. If unsure of what to call the person or what pronoun to use, ask.
- Treat the knowledge that the person is LGBT as protected medical information subject to all confidentiality and privacy rules. Be aware that companions of LGBT victims may not know their gender identity or sexual orientation.

Additional suggestions specific to victims who are transgender or gender non-conforming:

- It is critical to not show surprise, shock, dismay, or concern when you are either told or inadvertently discover that a person is transgender. Be especially careful about your body language – gasping, sighing, a sharp intake of breath, or widening eyes can all be very upsetting to someone who may worry that you are making a judgment or assessment of their body.
- Understand that transgender people have typically been subject to others' curiosity, prejudice, and violence. Keep in mind that transgender victims may be reluctant to report the crime or consent to the exam for fear of being exposed to inappropriate questions or abuse. If the victim does consent to an exam, be especially careful to explain what you want to do and why before each step, and respect their right to decline any part of the exam.
- Be aware that transgender individuals may have increased shame or dissociation from their body. Some use nonstandard labels for body parts, and others are unable to discuss sex-related body

- parts at all. Reflect the victim's language when possible and use alternative means of communication (such as anatomically correct dolls or paper and pen for the victim to write or draw) if necessary
- Vaginas that have been exposed to testosterone or created surgically are more fragile than vaginas of most non-transgender women and may sustain more damage in an assault. There may be additional layers of psychological trauma for patients with a male identity or a constructed vagina when they have been vaginally assaulted.
 - Transgender male individuals who still have ovaries and a uterus can become pregnant even when they were using testosterone and/or had not been menstruating.
 - Transgender people may engage in self-harm as a coping mechanism. However, cutting and genital mutilations are also frequently part of anti-transgender hate crimes. Be nonjudgmental and careful when documenting such injuries.
 - Some transgender victims may want to talk about their perceptions of the role their gender identity might have played in making them vulnerable to an assault. Because of their value in possible prosecutions under hate crime laws, document any anti-transgender statements the victim says were made during the assault. Otherwise, listen to the victim's concerns and what the experience was like for them. Assure them that it was not their fault they were sexually assaulted. If needed, encourage discussion in a counseling/advocacy setting on this issue as well as on what might help them feel safer in the future.
 - Ensure that all referrals given to a transgender victim have been trained on or have significant experience with the special needs of transgender survivors of sexual assault.
 - Include opportunities for LGBT individuals to influence the development of sensitive responses for victims of sexual assault.

Recognize the importance of victim services within the exam process. In many jurisdictions, sexual assault victim advocacy programs and other victim service programs offer a range of services before, during, and after the exam process (see below for a description of typical services). Ideally, advocates should begin interacting with victims in a language the victims understand prior to the exam, as soon after disclosure of the assault as possible. Victims who come to exam sites in the immediate aftermath of an assault are typically coping with trauma, anticipating the exam, and considering the implications of reporting. Most responders that victims come in contact with are focused on objective tasks. Law enforcement officials gather information and collect crime scene evidence to facilitate the investigation. Health care personnel assess medical needs, offer treatment, and collect evidence from victims. Victims must make many related decisions that may seem overwhelming. Advocates⁶⁸ can offer a tangible and personal connection to a long-term source of support and advocacy. Community-based advocates, in particular, have the sole purpose of supporting victims' needs and wishes. Typically, these advocates are able to talk with victims with some degree of confidentiality, depending on jurisdictional statutes, while statements victims make to examiners become part of the medical forensic report.⁶⁹ When community-based advocates support victims, examiners can more easily maintain an objective stance.⁷⁰ In addition, civil attorneys may be able to help victims assess legal needs and options, including privacy, safety, immigration, housing, education, and employment issues.

Be aware of the extent of services. Services offered by advocates during the exam process may include:⁷¹

- Accompanying the victims through each component (advocates may accompany victims from the initial contact and the actual exam through to discharge and follow-up appointments).
- Serving as an information resource for victims (e.g., to answer questions; explain the importance of prompt law enforcement involvement if the decision is made to report; explain the value of medical and evidence collection procedures; explain legal aspects of the exam; help them understand their

⁶⁸ To prepare them to competently provide sexual assault victim services, community-based advocates are typically trained according to the policies of the sexual assault advocacy agency where they are employed/volunteer and receive supervision related to their interactions with victims. In addition, many jurisdictions have specific requirements that community-based advocates must meet in order to fit within jurisdictional confidentiality or privilege laws. Advocates should meet these requirements. System-based advocates may be required to have specific credentials based on system and jurisdictional policies and laws.

⁶⁹ K. Littel, *SANE Programs: Improving the Community Response to Sexual Assault Victims*, 2001, p. 6.

⁷⁰ Ibid. See also IAFN position statement Dated Nov 19, 2008: Collaboration with Advocates <http://iafn.org/associations/8556/files/IAFN%20Position%20Statement-Advocate%20Collaboration%20Approved.pdf>.

⁷¹ This bulleted section was drawn partially from Iowa's *Sexual Assault: A Protocol for Forensic and Medical Examination*, 1998, p. 7, and the 1989 *Volunteer Manual* of Virginians Aligned Against Sexual Assault (VAASA).

treatment options for STIs, HIV, and pregnancy; serve as a resource and follow-up point of contact for any future inquiries such as payment method for the exams; and provide referrals).

- Assisting in coordination of victim transportation to and from the exam site.
- Providing victims with crisis intervention⁷² and support to help cope with the trauma of the assault⁷³ and begin the healing process.
- Actively listening to victims to assist in sorting through and identifying their feelings.
- Letting victims know their reactions to the assault are normal and dispelling misconceptions regarding sexual assault.
- Advocating for victims' self-articulated needs to be identified and their choices to be respected, as well as advocating for appropriate and coordinated response by all involved professionals;
- Supporting victims in voicing their concerns to relevant responders.
- Responding in a culturally and linguistically sensitive and appropriate manner to victims from different backgrounds and circumstances and advocating for the elimination of barriers to communication.
- Providing replacement clothing when clothing is retained for evidence, as well as toiletries.
- Aiding victims in identifying individuals who could support them as they heal (e.g., family members, friends, counselors, employers, religious or spiritual counselors/advisors, and/or teachers).
- Helping victims' families and friends cope with their reactions to the assault, providing information, and increasing their understanding of the type of support victims may need from them.
- Assisting victims in planning for their safety and well-being.

Postexam, advocates can continue to advocate for victims' rights and wishes; offer victims ongoing support, counseling,⁷⁴ information, and referrals for community services; assist with applications for victim compensation programs;⁷⁵ and encourage victims to obtain follow-up testing and treatment and take medications as directed. They can also accompany victims to follow-up appointments, including those for related medical care and criminal and civil justice-related interviews and proceedings. They can work closely with the responders involved to ensure that postexam services and interventions are coordinated in a complementary manner and are appropriately based on victims' needs and wishes.

Contact the victim service/advocacy program immediately. Utilize a system in which exam facility personnel, upon initial contact with a sexual assault patient, call the victim service/advocacy program and ask for an advocate to be sent to the exam site (unless an advocate has already been called).⁷⁶ Prior to introducing the advocate to a patient, exam facility personnel should explain briefly, in a language the patient understands, the victim services offered and ask whether the victim wishes to speak with the onsite advocate. Note that some jurisdictions require that patients be asked whether they want to talk with an advocate before the advocate is contacted.⁷⁷ If possible, victims should be allowed to meet with advocates in a private place prior to the exam. Ideally, a patient should be assisted by the same advocate during the entire exam process.⁷⁸

⁷² Crisis intervention counseling is short term in nature, aimed at returning individuals to their precrisis state through the development of adaptive coping responses. Broadly, it entails establishing a relationship with the individual in crisis, gathering information about what is occurring, clarifying the problem, helping the individual identify options and resources so that they are able to make an informed decision as to what, if any, actions will be taken. (Adapted from the 1991 Women Helping Women *Volunteer Training Manual*, Cincinnati, Ohio.) Note: Crisis intervention is not intended to address longer term counseling and advocacy needs.

⁷³ See A. Burgess and L. Holmstrom, Rape Trauma Syndrome, *American Journal of Psychiatry*, 131: 981-986, September 1974, for a summary of the psychological, somatic, and behavioral impact of sexual assault on victims.

⁷⁴ Many advocacy agencies offer ongoing support and advocacy to victims. Some also provide professional mental health counseling, but many refer victims to community or private agencies.

⁷⁵ For more information on crime victim's compensation, please see

<http://www.ovc.gov/publications/factsheets/companassist/welcome.html>.

⁷⁶ Use community-based sexual assault victim advocates where possible. If not available, victim service providers based in the exam facility, criminal justice system, social services, or other agencies may be able to provide some advocacy services if educated to provide those services. Patients should be aware that government-based service providers typically cannot offer confidential communication.

⁷⁷ In very small communities, patients may know some or all advocates (e.g., a small, close-knit community that speaks an uncommon dialect). Some patients may feel comfortable being supported by an advocate known to them while others may not. Patients concerned about anonymity should be provided with as many options as possible. For example, ask if they would like to speak with an on-call advocate on the phone prior to making their decision about whether they want an advocate present during the exam. Another option may be for the local advocacy program to partner with an advocacy program in a neighboring jurisdiction, so they can provide one another with backup to handle situations such as this one.

⁷⁸ Continuity of advocates can be challenging when response by other professionals is delayed, the exam process is lengthy, or travel to the exam site is considerable. Volunteers may or may not be able to continue providing services after the end of their on-call shift.

Understandably, immigrant victims may be reluctant to discuss or report the victimization. It is inappropriate to ask patients about aspects of their health, body, legal status, or identity that are not related to the assault. It is, however, appropriate to ensure that all victims are provided with information regarding U-Visas, in the event that this relief would be appropriate.⁷⁹

Accommodate patients' requests to have a relative, friend, or other personal support person (e.g., religious and spiritual counselor/advisor/healer) present during the exam, unless considered harmful by responders.⁸⁰ An exception would be if responders consider the request to be potentially harmful to the patient or the exam process.⁸¹ Patients' requests to not have certain individuals present in the room should also be respected (e.g., adolescents may not want their parents present). Examiners should get explicit consent from patients to go forward with the exam with another person present. When others are present, appropriately drape patients and position additional persons. (It is also important to inform patients of confidentiality considerations regarding the presence of support persons during the medical forensic history. For a discussion of this topic, see *C.4. The Medical Forensic History.*)

Strive to limit the number of persons (beyond the patient, examiner, advocate, personal support person, and any necessary interpreters) in the exam room during the exam. The primary reason is to protect patients' privacy, but also because exam rooms often cannot accommodate more than a few individuals. Law enforcement representatives should not be present during the exam. When additional health care personnel are needed for consultation (e.g., a surgeon), patients' permission should be sought prior to their admittance. In cases in which examiners are supervising an examiner-in-training/licensed health care student, patients' consent should be obtained prior to the student's admittance to examine patients or observe the exam. It is inappropriate to ask patients to allow a group of nonlicensed medical students to view the exam. It is also inappropriate to ask patients about aspects of their health, body, legal status, or identity that are not related to the assault.

Accommodate patients' requests for responders of a specific gender throughout the exam as much as possible. For a variety of reasons, some patients may prefer to work with a male or female law enforcement official, advocate, and/or examiner.

Prior to starting the exam and conducting each procedure, explain to patients in a language the patients understand what is entailed and its purpose. In addition, it is important to explain the exam process and the purpose of the exam more generally (e.g., how the evidence may be used by the criminal justice system). A clear explanation is particularly important for individuals who may not previously have had a pelvic exam or medical care, or who have difficulty understanding what has happened and why they are being asked to undergo a medical forensic exam. Remember that some exam procedures may be uncomfortable and painful to patients, considering the nature of the trauma they have experienced. By taking the time to explain procedures and their options, patients may be able to better relax, feel more in control of what's occurring, and make decisions that meet their needs. After providing the needed information, seek patients' permission to proceed with exam procedures. (For a more detailed discussion on seeking informed consent of patients, see *A.3. Informed Consent.*)

Address and respect patients' priorities. Although medical care and evidence collection may be encouraged during the exam process, responders should provide patients with information about all of their options and assess and respect their priorities.

Integrate medical and evidentiary procedures where possible. Medical care and evidence collection procedures should be integrated to maximize efficiency and minimize trauma to patients. For example, draw blood needed for medical and evidentiary purposes at the same time. Also, coordinate information-gathering by health care and legal personnel to minimize the need for patients to repeat their statements. (For more information on coordination in information gathering, see *C.4. The Medical Forensic History.*) Consider the

⁷⁹ Legal Momentum has extensive resources available regarding U-Visas. See: <http://www.legalmomentum.org/our-work/immigrant-women-program/u-visa.html>. Additionally, immigrant women are entitled to emergency medical and post-assault healthcare. For a state-by-state breakdown of the benefits afforded see: http://www.legalmomentum.org/assets/pdfs/4_nilc_table_10.pdf.

⁸⁰ Paragraph partially drawn from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 15.

⁸¹ For example, in cases involving adolescents or vulnerable adults, caretakers should not be allowed in the exam room if they are suspected of committing the assault or of being otherwise abusive to the patient.

implications of the evolving law on hearsay exceptions when determining the level and nature of coordination. See *Appendix C* for more information on the relevant case law and how it relates to medical forensic examinations.

Address patients' safety during the exam. When patients arrive at the exam site, health care providers should assess related safety concerns. For example, a caretaker, partner, or family member who is suspected of committing the assault may have accompanied the patient to the facility. Some victims, including transgender people, may also fear assault or belittlement by health care professionals' and/or law enforcement officials' responses to their gender identity or expression and/or transgender body. Follow facility policy on response to this and other types of threatening situations. Also, exam sites should have plans in place to protect patients from exposure to potentially infectious materials during the examination. (See *B.1. Sexual Assault Forensic Examiners.*) Prior to discharge, assist victims in planning for their safety and well-being. Planning should take into account needs that may arise in different types of cases. For example, patients who know the assailants may not be concerned only about their ongoing safety but also about the safety of their families and friends. Local law enforcement may be able to assist facilities in addressing patients' safety needs. (See *C.10. Discharge and Follow-up.*)

Provide information that is easy for patients to understand, in the patient's language, and that can be reviewed at their convenience.⁸² Information should be tailored to patients' communication skill level/modality and language. This includes providing interpreter services and the translation of documents into languages other than English for limited English proficient (LEP) patients. Developing material in alternative formats may be useful, such as information that is taped, in Braille, in large print, in various languages, or uses pictures and simple language.⁸³ A victim booklet or packet that includes information about the following topics may be helpful:

- The crime itself (e.g., facts about sexual assault and related criminal statutes).
- Normal reactions to sexual assault (stressing that it is never the victim's fault), and signs and symptoms of traumatic response.
- Victims' rights.
- Victim support and advocacy services.
- Civil, criminal, and immigration legal services.
- Mental health counseling options and referrals.
- Resources for the victim's significant others.
- The examination—what happened and how evidence/findings will be used.
- Medical discharge and follow-up instructions.
- Planning for the victim's safety and well-being.
- Examination payment and reimbursement information.
- Steps and options in the criminal justice process.
- Civil and immigration remedies that may be available to sexual assault victims.
- Procedures for victims to access their medical record or applicable law enforcement reports.

Address physical comfort needs of patients prior to discharge. For example, provide them with the opportunity to wash in privacy (offering shower facilities if at all possible⁸⁴), brush their teeth, change clothes (clean and ideally new replacement clothing should be available); get food and/or a beverage, and make needed phone calls. They may also require assistance in coordinating transportation from the exam site to their home or another location.

⁸² Many local sexual assault advocacy programs and state coalitions of sexual assault programs offer publications that speak to victims' concerns in the aftermath of an assault. However, any involved agency, SART, or coordinating council could develop such literature.

⁸³ For example, one sexual assault advocacy program offers a booklet "for those who read best with few words" designed for people with developmental disabilities who have been sexually assaulted. For more information on this publication, contact the Los Angeles Commission on Assaults Against Women by phone (213-955-9090) or e-mail info@lacaaw.org.

⁸⁴ It would be useful for the exam room to have an attached bathroom with a shower.

3. Informed Consent

Recommendations at a glance for health care providers and other responders for requesting patients' consent throughout the exam process:

- Seek the informed consent of patients as appropriate throughout the exam process.
- Make sure policies exist to guide the process of seeking informed consent from specific populations.

Seek the informed consent of patients as appropriate throughout the exam process. There are two essential but separate consent processes—one for overall medical evaluation and treatment and a second for evidence collection and release. Patients should understand the full nature of their consent to each procedure, whether it is medical or evidentiary (e.g., what the procedure entails, possible side effects, limits of confidentiality, and potential impact). The only way to put patients in the position of being able to make informed decisions about whether to allow a procedure is by presenting them with all relevant information in a language they understand. Patients can decline any part or all of the examination. However, the informed consent process includes making patients aware of the impact of declining a procedure, as it may negatively affect the quality of care and the usefulness of evidence collection. It may also have a negative impact on a criminal investigation and/or prosecution both because evidence not collected may have been useful and because defense attorneys in a civil or criminal case may use the fact that the victim declined a procedure to claim that the victim is hiding something that would have been revealed by that procedure. They should understand that declining a procedure might also be used by opposing counsel to discredit the victim at trial.

Before making any disclosures, patients should be advised whether their communications are confidential and whether the confidentiality of the statements is covered by a privilege. Understanding what will happen to the information provided and the extent to which it may be protected is an important component of informed consent.

Health care providers and other responders must refrain from any judgment or coercive practice in seeking patients' consent. It is contrary to ethical and professional practices to influence their decisions.

Seek both verbal and written consent as required by policy. In addition to verbally providing information and seeking consent throughout the exam process, written consent of patients may be needed in order to carry out specific procedures. Verbal and written consent from patients who are limited English proficient may require the use of foreign language interpreters for verbal consent and for written consent to have the interpreters provide a sight translation of written documents and the translation of consent forms and other documents into non-english languages.⁸⁵ It is important that jurisdictions, agencies, and exam facilities make it very clear to responders when written consent is necessary, how it should be sought, and provide appropriate checklists and forms to facilitate obtaining written consent in a consistent manner.

Methods to inform patients verbally and seek their consent vary significantly across jurisdictions and individuals requesting consent. For example, some examiners ask patients to voice their consent to each exam procedure while others explain from the start that they need patients to tell them if they want to stop at any time. While respecting the individual communication styles of responders, the process of obtaining consent can be enhanced when they are educated on how to seek verbal consent logistically in a way that is consistent across patients and helps facilitate the exam process as specified by the jurisdiction and facility.

Verbal and written information given to patients to facilitate the consent process should be complete, clear, and concise. This information, along with consent forms, should be tailored to the communication skill level/modality and language of patients. Responders should be aware of verbal and nonverbal cues from patients and adjust their methods of seeking consent to meet patients' needs. Encourage patients to ask questions and to inform relevant responders if they need a break or information repeated or do not want a particular part of the exam process done. Make sure all signatures and dates needed are obtained on written

⁸⁵ See The Joint Commission on Accreditation of Healthcare Organizations (Joint Commission) New & Revised Standards & EPs for Patient-Centered Communication, Accreditation Program: Hospital, RI, 01.01.03, effective January 1, 2011.

consent forms and document consent or reasons for declining to consent as appropriate (either on the medical record or forensic report forms).

Seek consent for medical evaluation and treatment in a language that the patient understands. Follow facility policy for seeking patients' consent for medical evaluation and treatment. Any written medical consent forms developed for the purpose of the exam may need to be reviewed and approved by facility administration. Documentation on consent for medical evaluation and treatment becomes part of the medical record. Informed consent of patients for medical evaluation and treatment typically is needed for the following:

- General medical care.
- Pregnancy testing and care.
- Testing and prophylaxis for STIs.
- HIV prophylaxis.
- Photographs, including colposcopic images.
- Permission to contact the patient for medical purposes.
- Release of medical information.

Seek consent for evidence collection and release in a language that the patient understands. Follow jurisdictional procedure for obtaining informed consent for the exam and evidence collection. Informed consent of patients typically is needed for:

- Notification to law enforcement or other authority (depends upon reporting requirements).
- Evidence collection and release.
- Toxicology screening.
- Release of information and evidence to criminal justice system personnel, SART/SARRT members, and partnering service providers.
- Contact with patients for reasons related to their criminal sexual assault case.
- Patient notification in case of a DNA match or additional victims.

Patients should be informed that data without patient identity can be collected from the report for health and forensic purposes by health authorities or other qualified persons with a valid educational or scientific interest for demographic and/or epidemiologic studies.

Responders should coordinate efforts to seek patients' consent. On a jurisdictional level, SART/SARRTs (or involved responders if a SART/SARRT does not exist) can identify all procedures where consent is needed during the exam process. They can make sure appropriate written consent forms are developed as well as procedures for requesting verbal and written consent. They should determine which responder has the knowledge needed to provide patients with information about each procedure and consider from whom patients might feel the most comfortable receiving this information. For example, while each responder may provide discipline-specific information to patients, advocates may provide a broad overview of all components of the exam process. Checklists that clarify discipline-specific roles in obtaining consent may be useful.

Make sure policies exist to guide the process of seeking informed consent from specific populations.

In order to provide informed consent, patients should be able to weigh the risks and benefits of different treatment and evidence collection options. It is always important for examiners to assess patients' ability and legal capacity to provide informed consent.⁸⁶ Providers should be aware of jurisdictional laws governing the ability of specific populations to provide consent (e.g. minors, individuals with cognitive disabilities, etc.).

In addition, facilities should have internal policies based on applicable jurisdictional statutes governing consent for treatment of vulnerable adult patients. The medical provider will generally need to assess whether the patient has the cognitive capacity to give consent for the examination, and, if not, the provider should follow these internal policies and jurisdictional statutes. Policies should include procedures to

⁸⁶ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p.82.
<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

determine whether or not patients are their own guardians; if there is a guardian, to determine the extent of the guardianship; to obtain consent from a guardian if needed; and what to do if the guardian is not available or is suspected of abuse or neglect. Exam facilities should also have policies in place to address consent for treatment in cases in which patients are unconscious, intoxicated, or under the influence of alcohol or drugs, and are therefore temporarily incompetent to give consent.

In cases of adolescent patients, jurisdictional statutes governing consent and access to the exam should be followed. For instance, a state statute may allow minors to receive care for STIs and pregnancy, but not a medical forensic examination without parental or guardian consent. In some jurisdictions, a minor may consent to the examination but not keep the results private from a parent or legal guardian. Exceptions to parental consent requirements also exist when the parent or guardian is the suspected offender or where the parent or guardian can't be found and the collection of evidence needs to be done quickly. In such cases, the law generally specifies who may give consent in lieu of the parent or guardian, such as a police officer, representative from the jurisdiction's children's services department, or judge.⁸⁷

It should be clarified whether policies and statutes regarding consent for medical evaluation and treatment for the above populations encompass consent for the forensic component of the exam. If not, additional guidance from the jurisdiction is needed to develop the appropriate policies. Also, jurisdictional statutes regarding mandatory reporting to law enforcement or protective services in cases of vulnerable adult and minor sexual assault victims must be observed.

Examiners should develop policies and procedures for providing sexual assault care to the unconscious patient. Such care should respect the autonomy of the individual and be consistent with jurisdictional interpretations of emergency exceptions to informed consent. Policies should ideally be approved by hospital ethics committees. Similarly, examiners should have policies for patients that present with altered mental status, which could be from alcohol or drug intoxication or for other reasons. At a minimum, if serious problems are ruled out, the patient will likely need to be observed until consent and cooperation can be obtained which will delay the start of the examination.

In all cases, the medical forensic examination should never be done against the will of patients. Responders should not touch patients or otherwise perform exam procedures without their permission.

⁸⁷ Drawn partially from L. Ledray, *SANE Development and Operation Guide*, 2000, p. 97.
<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

4. Confidentiality

Recommendations at a glance for jurisdictions to maintain confidentiality:

- Be sure jurisdictional policies address the scope and limitations of confidentiality as it relates to the examination process and with whom information can be legally and ethically shared.
- Increase the understanding of relevant confidentiality issues.
- Consider the impact of the federal privacy laws regarding health information on victims of sexual assault.
- Strive to resolve intrajurisdictional conflicts.

Be sure jurisdictional policies address the scope and limitations of confidentiality as it relates to the examination process and with whom information can be legally and ethically shared. The confidentiality of records (as well as forensic evidence and photographic and video images) is intricately linked to the scope of patients' consent. Members of a SART/SARRT or other collaborating responders should inform victims of the scope of confidentiality with each individual responding to the sexual assault victim and be cautious not to exceed the limits of victim consent.

Increase the understanding of relevant confidentiality issues. Individuals responding to the sexual assault victim need education on the basics of maintaining the confidentiality of their patients (e.g., knowing what information is confidential and with whom confidential data can be shared, and being aware of their surroundings and who may be listening when discussing cases). They also should build their understanding of the scope and limitations of confidentiality of each agency and responder involved.

In addition, individuals responding to sexual assault victims should be aware of the laws in their jurisdiction pertaining to privileged communications.⁸⁸ More than half of the states have laws in place providing some level of privilege to the communications of sexual assault/rape crisis and domestic violence counselors. A few states' laws apply to victim counselors in general. In most states, counselors must complete a certain number of training hours to qualify for the privilege. However, privileges vary from state to state.

Responders should be aware that victims in the military who choose restricted reports can confidentially speak with a sexual assault victim advocate, a sexual assault response coordinator, military chaplain, or other specified military professional. Jurisdictions should be careful in their local response to protect any privileges that are available to victims. This can be done by limiting who speaks with the victim at each stage of the process, who will be present during discussions and/or interviews, and who will be the recordkeeper or notetaker.

In some jurisdictions, patients who are minors have fewer or more limited confidentiality rights than adults. For example, in some jurisdictions, minor patients have the right to grant or withhold consent to a forensic examination but not to keep the results of the exam private from their parent or legal guardian.

Involved responders should be able to explain the following to patients:

- Community-based advocates usually can provide patients with some level of confidentiality (depending upon applicable jurisdictional statutes). It is important to convey to patients the scope and limits of confidentiality of this communication. System-based advocates (such as those based in police departments, prosecutor's offices, or military installations) usually have limited or no ability to keep information confidential.

⁸⁸ Traditionally, many types of communication have been protected from disclosure in court. These include communication between husband and wife, physician and patient, attorney and client, clergy and parishioner, and psychotherapist and patient. Confidential communication generated in the course of a counseling relationship has more recently been afforded some statutory protection. In general, victim-counselor privilege laws enable counselors (such as community-based victim advocates) to maintain confidentiality of information revealed to them. This does not usually apply to system-based advocates, such as those in law enforcement departments or prosecutor's offices. In addition to preventing counselors from testifying in court, many privilege laws extend protection to their written records. (Drawn from *Privacy of Victims' Counseling Communications*, Office for Victims of Crime, Legal Series, Bulletin #8 (November 2002), pp. 1–2.)

- Absent a court order, patients' medical records are confidential—exam facilities typically have policies in place to protect these records. It is important that patients understand the scope and limits of confidentiality of these records.
- If the assault is reported to law enforcement, health care providers provide to the criminal justice system information collected during the examination that is related to forensic evidence.
- If the victim chooses to get an exam, but not make a police report, the evidence collection kit is typically held in a secure setting for a period of time as determined by jurisdictional policy. Patients' identity should not be revealed to law enforcement. Patients usually need to make an official report by the end of the designated period of time or the evidence and information will be destroyed.
- Information that patients share with law enforcement representatives, prosecutors, justice system based advocates, and adult/child protective services becomes part of the criminal justice record. This record is typically available to investigators and prosecutors handling the patient's case. It also may have to be provided to the defense pursuant to the government's discovery obligations⁸⁹ (although prosecutors may request the court to shield certain information from the defense, such as history of prior pregnancies, abortions, and STIs).⁹⁰
- Each case potentially involves individuals from different agencies responding to the sexual assault victim that may have their own confidentiality policies (e.g., school counselors and mental health providers).
- Both prosecutors and defense attorneys can call witnesses, including responders, to testify in court;
- Court documents and proceedings are generally matters of public record, with the exception of certain excluded materials (e.g., some states' statutes prohibit victim contact information from appearing on public court documents).
- Patients may at some point wish to view or obtain applicable medical records and/or law enforcement reports. They should have access to such documentation, and exam site and jurisdictional procedures for accessing this data should be conveyed to patients.
- Military members can confidentially⁹¹ report being sexually assaulted to specified officials within the military and therefore can be eligible to receive medical care, counseling, and victim advocacy services without requiring command notification or triggering the investigatory process. This is known as restricted reporting. Release of the information regarding the sexual assault to anyone other than the specified officials who may receive a restricted report will result in the loss of confidentiality for the victim and command and law enforcement will have to be notified of the sexual assault.

Consider the impact of federal privacy laws regarding health information on victims of sexual

assault. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule and its implementing regulations (found at 45 CFR Part 160 and Subparts A and E of Part 164), established national standards for the protection of certain individually identifiable health information created or held by health plans, certain health care providers, and health clearinghouses. With respect to disclosures to victim advocacy organizations, the HIPAA Privacy Rule permits hospitals and other health care providers to alert a victim advocacy organization to the presence of a victim of sexual assault at the hospital without giving any identifying information about the victim. Further, once the advocate is at the hospital, if the victim is informed in advance and agrees or does not object, or the hospital reasonably infers from the circumstances, based on professional judgment, that the victim does not object, then the Privacy Rule permits hospital staff to introduce the advocate to the victim and share information pertinent to the advocate's involvement in the victim's care. For more information on the ability of a health care provider to communicate with persons identified by an individual as involved in the individual's care, see *A Health Care Provider's Guide to the HIPAA Privacy Rule: Communicating with a Patient's Family, Friends, or Others Involved in a Patient's Care*, available at http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/provider_ffg.pdf.

⁸⁹ Discovery in a criminal case is the turning over of any evidence or information that the prosecutor is obligated by jurisdictional statute or case law to turn over to the defense. (Drawn from electronic communications with Norm Gahn, Assistant District Attorney, Office of the District Attorney for Milwaukee County, Wisconsin, during the fall of 2003.)

⁹⁰ Depending on jurisdictional law, law enforcement reports and reports of other governmental agencies may be subject to open public records laws or Freedom of Information Act laws. In such instances, jurisdictional policy would govern when such information could be released to the general public upon request. (Drawn from electronic communications with Robert Laurino, Deputy Chief Assistant Prosecutor, Essex County Prosecutor's Office, New Jersey, during the fall of 2003.)

⁹¹ Within the U.S. Department of Defense's Restricted Reporting Policy, a military member may make a restricted report to a Sexual Assault Response Coordinator (SARC), victim advocate, or health care provider.

For more information about the HIPAA Privacy Rule generally, including the conditions under which other disclosures are permitted, visit the Department of Health and Human Services Office for Civil Rights (OCR) Web Site at <http://www.hhs.gov/ocr/privacy/> for an array of helpful guidance documents and Frequently Asked Questions.

HIPAA is not the only federal law that governs victims' privacy rights. Agencies that receive funding under the Violence Against Women Act (VAWA) must also comply with VAWA's confidentiality provisions. These provisions require that a victim's personally identifying information may not be released without a victim's written, time-limited, informed consent or a court or statutory mandate.

Strive to resolve intrajurisdictional conflicts. For example, maintaining confidentiality is often difficult in isolated or small communities where people know one another or word of a crime travels quickly (e.g., school campuses and tribal, military, religious, or immigrant communities). Special precautions must be taken in these situations to preserve confidentiality. Every effort should be made to avoid conflicts of interest (e.g., the investigator is the cousin of the suspect or the health care provider, or the advocate or interpreter is an acquaintance of the patient). Give patients as many options as possible to avoid these dilemmas (e.g., allow them to work with a different investigator or be examined at another site or by another examiner, if possible).

5. Reporting to Law Enforcement

Recommendations at a glance for jurisdictions and individual responding to the sexual assault victims to facilitate victim-sensitive reporting practices:

- Except in situations covered by mandatory reporting laws, patients, not health care workers, make the decision to report a sexual assault to law enforcement
- Inform patients about reporting consequences.
- As a result of VAWA 2005, many jurisdictions have implemented alternatives to standard reporting procedures.
- Promote a victim-centered reporting process.

Many sexual assault victims who come to health care facilities or other exam sites for the medical forensic exam choose to report the assault to law enforcement. Reporting provides the criminal justice system with the opportunity to offer immediate protection to the victim, collect evidence from all crime scenes, investigate the case, prosecute it if there is sufficient evidence, and hold the offender accountable for crimes committed. Given the danger that sex offenders pose to the community, reporting can serve as a first step in efforts to stop them from reoffending. Equally important, reporting gives the justice system the chance to encourage victims to seek assistance to address their needs, identify patterns of sexual violence in the jurisdiction, and educate the public about such patterns. Service providers should discuss all reporting options with victims and the pros and cons of each, including the fact that delayed reporting may be detrimental to the prosecution of an offender. Victims need to know that even if they are not ready to report at the time of the exam, the best way to preserve their option to report later is to have the exam performed. Information should be provided in a language victims understand.

Some victims, however, are unable to make a decision about whether they want to report or be involved in the criminal justice system in the immediate aftermath of an assault. Pressuring these victims to report may discourage their future involvement. Yet, they can benefit from support and advocacy, treatment, and information that focuses on their well-being. Recognizing that traumatic injuries heal and evidence on their bodies is lost as time passes and that they may report at a later date, victims can also be encouraged to have the medical forensic exam conducted. Victims who are recipients of compassionate and appropriate care at the time of the exam are more likely to cooperate with law enforcement and prosecution in the future.

Except in situations covered by mandatory reporting laws, patients, not health care workers, make the decision to report a sexual assault to law enforcement. Health care workers in some jurisdictions are bound by law to report some or all forms of sexual assault, regardless of patients' wishes.⁹² In the remaining jurisdictions, no report should be made without the consent of patients. (Exceptions typically include cases involving vulnerable adults and minors victimized by caretakers or other authority figures). All involved health care providers should be aware of the reporting requirements in the jurisdiction in which they work.

In jurisdictions in which mandatory reporting by health care personnel is required, patients should be informed of the legal obligations of health care personnel, what triggers a mandatory report, that a report is being made, and the contents of the report. Patients should understand that even if health care personnel make a mandatory report, they are not obligated to talk with law enforcement officials⁹³

⁹² Some jurisdictions mandate reporting for some or all violent crimes, requiring health care workers to notify law enforcement in cases involving a gunshot or knife wound, strangulation/choking, or other serious bodily injury. They vary, however, in whether they require acts of sexual violence without serious physical injuries to be reported. Health care personnel should be aware that these reporting laws may come into conflict with military policy allowing for restricted reporting for victims in the military.

⁹³ Some victims may fear possible consequences of reporting (e.g., retaliation by offenders; rejection by family members and friends; being discriminated against if they are males). Victims may have these and other fears because they are from populations with differing sexual orientations or gender identities, or they are from racially or otherwise oppressed groups; they are inmates; or they fear being deported or refused citizenship (in the case of recent immigrants and refugees). Some recent immigrants or refugees may fear law enforcement because of past experiences of oppression by authorities in their countries of origin. In addition, many victims are not willing to deal with the humiliation, loss of privacy, and negativity they perceive would accompany reporting, an investigation, and prosecution. If an intimate partner or a family member committed the assault, victims may also be concerned about the consequences of

States are required, as a condition of eligibility for STOP Violence Against Women Formula Grant funds, to allow victims to receive examinations and to have the examinations paid for regardless of the level of participation of victims in the criminal justice process. Documentation and evidence collected could be invaluable to the investigation and prosecution if patients should report at a later date, which often occurs. Patients also have the right to receive medical care for assault-related injuries and concerns, regardless of their decision to report and/or have evidence collected, although the state is not required to pay for medical care.

Jurisdictions need to consider the challenges of storing evidence in cases where victims go through the medical forensic exam but opt not to participate with the criminal justice process. In some communities, it is a challenge to find adequate space to hold evidence in cases where a report has not been made. For more information on this topic, see *B.6. Evidence Integrity*.

In addition, under VAWA 2005 as a condition of STOP Formula Grant funding, states must also certify that law enforcement officers, prosecutors, and other government officials do not ask or require victims of sex offenses to submit to polygraph exams or other truth telling devices as a condition for proceeding with the investigation or prosecution of the offense.

Inform patients about reporting consequences. Prior to making a decision about reporting, patients need information about issues related to reporting. For example, they should be informed of the following:

- The process of reporting the sexual assault to law enforcement and the information that will typically be requested from the victim.
- Procedures dealing with reporting in the jurisdictional protocol for immediate response to sexual assault.
- Whether health care personnel are mandated by law to report the assault.
- The fact that the report will trigger an investigation. Depending upon the results of the investigation, the case may be referred to the prosecutor, and the prosecutor may file charges.
- The purposes of the exam and how documented injuries as well as evidence gathered could be used during investigation and prosecution.
- Types of evidence (beyond that found on patients) that may be gathered during an investigation.⁹⁴
- The fact that delays in reporting, especially extended ones, can result in loss of evidence and may negatively affect the ability of the criminal justice system to investigate and prosecute a case.⁹⁵
- Practices regarding prosecution of sexual assault victims for unrelated criminal charges.
- The right to accept or decline exam procedures and the possible consequences of declining.
- The right to copies of any communication or report issued to law enforcement and procedures for accessing such data.
- Policies related to payment for the exam, evidence collection, and medical care, whether or not a report is made.
- Policies on collecting/holding evidence in cases where patients are undecided about reporting, and, if evidence can be collected with no report, the amount of time they have to make a reporting decision.

prosecution on their families (e.g., loss of income, employment, profession, attorney fees, and childcare costs) and being blamed for “tearing the families apart.” Incest victims may be deterred from reporting because offender registries might indirectly identify them.

⁹⁴ For example, other evidence may be found on the suspect’s bodies and clothing, at the locations of actual assaults, and locations victims went to immediately after the assaults.

⁹⁵ Prompt reporting can facilitate a thorough investigation. Collecting evidence from patients is but one piece of investigative information gathering. Other investigative activities may include, but are not limited to, identifying and collecting evidence from all crime scenes; identifying, apprehending, and interviewing suspects; interviewing witnesses (both eyewitnesses and persons to whom victims initially disclose); obtaining search warrants as needed (e.g., to search for drugs that might have been used to facilitate an assault or for evidence used during an assault such as clothing, ropes, or condoms). Investigative activities depend on the specifics of each case.

In response to VAWA 2005, many jurisdictions have implemented alternatives to standard reporting procedures.⁹⁶ Many communities have implemented alternatives to traditional reporting procedures, such as anonymous or blind reporting. These procedures are used when victims do not want to immediately report or are undecided about reporting with their own name and contact information (but are willing to report anonymously).⁹⁷ Government entities that mandate reporting for sexual assaults, in particular, have implemented an option of third-party anonymous reporting for mandated reports, which allow a third-party, such as the medical personnel, to make the report without including identifying information about the victim.⁹⁸ Although the practice of anonymous reporting is not widespread it allows victims and/or third-party reporters to share critical information about the assault with law enforcement without sacrificing privacy. It also enables investigators to gain information about sex crimes that would otherwise go unreported.

To develop an anonymous/blind reporting system, law enforcement agencies can:

- Establish and uphold a policy of victim confidentiality.
- Allow victims to disclose as little or as much information as they wish.
- Accept the information whenever victims might offer it—a delay in disclosure is not an indicator of the validity of the statement.
- Develop procedures and forms to facilitate anonymous information from third parties (e.g., examiners).
- Clarify options with victims for future contact—where, how, and under what circumstances they may be contacted by the law enforcement agency or by another agency.
- Maintain these reports in separate files from official complaints to avoid inappropriate use.

Informed consent from victims for notification should be sought during the initial report, as well as appropriate times, reasons, and methods to recontact them.⁹⁹ For example, a victim may want to be contacted if another victim who was likely assaulted by the same suspect comes forward.

Promote a victim-centered reporting process. Some approaches for communities to consider:

- Explore the myriad reasons why victims are reluctant to report and how the actions or attitudes of agencies may help perpetuate these fears. Help agencies consider how to address reluctance and fears (e.g., immigrant victims who fear deportation and immigration enforcement may benefit from immediate access to legal services or information about their rights as potential U-Visa holders). Information regarding U-Visas should be universally provided to all victims. The resource, if not appropriate for the victim being seen, may be passed along to others through word of mouth.¹⁰⁰
- Evaluate local trends regarding reporting and victims' involvement in the criminal justice system. Based on feedback, develop and implement a plan to improve multidisciplinary response to sexual assault.
- Improve and increase professional training for first responders (e.g., training for law enforcement investigators on effective interviewing techniques for sexual assault victims, training for health care personnel on the clear use of language in documentation, training for prosecutors on strategies for

⁹⁶The first two paragraphs in this section are drawn from S. Garcia and M. Henderson, *Blind Reporting of Sexual Violence*, FBI Law Enforcement Bulletin, June 1999, pp. 12–16.

⁹⁷ For example, the Chapel Hill, North Carolina, Police Department's blind reporting system for sexual assault enables victims to disclose as much or as little information as they want. A detective records the information but does not initiate an investigation unless victims decide to file a formal complaint. The blind reporting system has been credited with contributing to a steady increase in sexual assault reporting. The number of male victims who reported during that time also rose. (K. Littel, M. Malefyt, and A. Walker, *Assessing the Justice System Response to Violence Against Women: A Tool for Law Enforcement, Prosecution, and the Courts to Use in Developing Effective Response*, 1998, pp. 18–9.)

⁹⁸ For example, all health care providers in Massachusetts who attend to, treat, or examine a sexual assault patient are required to submit a third-party anonymous report (with no identifying information) to law enforcement in the community where the assault occurred as well as to the state police. This report is required even if patients report the assault themselves. (Commonwealth of Massachusetts *SANE Protocol*, 2002, pp. 8–9.)

⁹⁹ All those involved in immediate response, including victims, need to understand the nature of DNA evidence and how CODIS can be used to match offenders with DNA in the database. They also need to know the status of CODIS in their jurisdiction (states have varying laws regarding which crimes qualify for inclusion in the database).

¹⁰⁰ Legal Momentum has extensive resources available regarding U-Visas. See <http://www.legalmomentum.org/our-work/immigrant-women-program/u-visa.html>. Additionally, immigrant women are entitled to emergency medical and post-assault healthcare. For a state-by-state breakdown of the benefits afforded, see http://www.legalmomentum.org/assets/pdfs/4_nilc_table_10.pdf.

overcoming a consent defense, and training for first responders on effective use of interpreters when responding to sexual assault cases).

- Encourage reporting of criminal justice statistics that accurately reflect the full range of sexual assaults that are reported in a jurisdiction.
- Initiate community education, outreach, and services targeting groups that may be reluctant to seek assistance after an assault.
- Expand community collaboration to include immigrant victim advocates who can work with the local coordinating council and SART/SARRT to inform immigrant victims of their rights as soon as possible post-assault.
- Offer viable options for reimbursement of exam costs for which victims are responsible, such as costs that are purely medical in nature.¹⁰¹
- Ensure that victims who opt not to participate in the criminal justice process have access to the same comprehensive medical forensic examination as those who do.
- Encourage the development of a coordinating council and/or SART/SARRT to facilitate a more coordinated, victim-centered, comprehensive community response to sexual violence.
- Support the formation of specialized examiner programs, investigative and prosecution units, and sexual assault victim advocacy programs to handle these cases. Specialization can potentially increase the knowledge base and commitment of those responding to sexual assault victims, increase adherence to jurisdictional protocols for immediate response to sexual assault, encourage a victim-centered response, and positively advertise services offered.
- Develop jurisdiction-wide public information initiatives on mandatory reporting—mandatory reporters need to know applicable statutes regarding reporting sexual assault cases that involve older vulnerable adults, persons with disabilities, and minors. A toll-free hotline number exclusively dedicated to abuse reports may also help simplify reporting and ensure a written report of each case and referrals to appropriate agencies. Such a hotline could be operated at a state, tribal, regional, or local level. To encourage both reporting and follow-through, protective agencies that investigate these cases should work collaboratively with local law enforcement agencies to ensure that each case is dealt with in the best possible manner and that further harm does not occur.¹⁰²
- In institutional settings such as prisons, jails, immigrant detention centers, nursing homes and assisted living programs, inpatient treatment centers, and group homes, ensure that victims can report assaults to outside agencies and are offered protection from retaliation for reporting.
- In each case, strive to create an environment in which victims are supported and respected throughout the criminal justice process and beyond.¹⁰³
- After steps have been taken to identify and remove barriers to reporting sexual assaults, educate the public about the potential benefits of reporting, how to go about reporting, what happens once a report is filed, and jurisdictional legal advocacy services available (if any) for sexual assault victims. Build upon already existing public awareness efforts of local advocacy programs.

¹⁰¹ It would be ideal if victims did not have to cover any costs for the exam and related medical care. However, jurisdictions and exam facilities vary in the costs that victims are required to cover. In some jurisdictions, victims are responsible for the costs of treatment for injuries and possible pregnancy, STIs, and HIV infection. Some exam facilities are flexible—they may allow victims to pay as they are financially able or may be willing to waive some or all charges.

¹⁰² Bullet drawn from A. Vachss, *Redefining Rape Response: When the Victim is Elderly or Has a Disability*, 2004, pp. 6 and 18.
<http://www.nj.gov/lps/dcj/agguide/standards/standardssartsane.pdf>

¹⁰³ Bullet adapted from the New Jersey Office of the Attorney General's *Standards for Providing Services to Survivors of Sexual Assault*, 1998, pp. 6 and 18.

6. Payment for the Examination Under VAWA

Recommendations at a glance for jurisdictions to facilitate payment for the sexual assault medical forensic exam:

- Understand the VAWA provisions related to exam payment.
- Notify victims of exam facility and jurisdictional policies regarding payment for medical care and the medical forensic exam.

Understand the VAWA provisions related to exam payment.¹⁰⁴ Under the Violence Against Women Act (VAWA) and subsequent legislation, grantees of the STOP Violence Against Women Formula Grant Program must meet certain requirements concerning payment for the forensic medical exam in order to receive funds. The STOP Program is a formula grant program which provides funds to all states, Territories, and the District of Columbia.¹⁰⁵

Each of these entities certifies each year that it is in compliance with the requirements of VAWA.¹⁰⁶ Specifically, the state, territory, or the District of Columbia must certify that it or another governmental entity "incurs the full out-of-pocket cost of forensic medical exams" for victims of sexual assault. If one part of a state or territory, such as a county or city, is forcing victims to incur these costs, then the state or territory will not be able to certify and will be ineligible for the grant funds. In addition, under the Violence Against Women Act of 2005, states must also certify that they do not require victims to participate with the criminal justice process in order to be provided with an exam.¹⁰⁷

States are permitted to use STOP Program funds to pay for the exams if they meet two conditions.¹⁰⁸ First, the exam must be performed by a "trained examiner for victims of sexual assault." Second, the state may not require victims of sexual assault to seek reimbursement from their insurance carriers.

In cases of victims associated with the U.S. military services, sexual assault forensic examinations may be covered under Tricare for service members.

By regulation, "full out-of-pocket cost" means "any expense that may be charged to a victim in connection with a medical forensic examination for the purpose of gathering evidence of a sexual assault."¹⁰⁹ Examples of such expenses may include the full cost of the exam or a fee established by the facility conducting the exam, or a copayment or deductible in jurisdictions that require victims to submit the charges to insurance. Often, medical services that are not related to evidence gathering will not be covered by this requirement.

Notify victims of exam facility and jurisdictional policies regarding payment for medical care and the medical forensic exam. Victims must be aware of exam facility and jurisdictional policies regarding payment for other medical care related to the sexual assault. Many jurisdictions will not pay for medical care provided as part of the medical forensic examination, such as the costs of treatment for injuries or treatment for STIs, or may require victims to apply separately for crime victim compensation to be reimbursed for such

¹⁰⁴ As a result of the Violence Against Women Reauthorization Act of 2013, states can no longer pay for exams by reimbursing the victim, instead they need to either provide the exams free of charge to the victim or arrange for victim to obtain the exams free of charge to the victims.

¹⁰⁵ Its purpose is to assist these jurisdictions in developing and strengthening law enforcement and prosecution strategies to combat violence against women, as well as in developing and strengthening victim services in cases involving violence against women.

¹⁰⁶ For American Indian/Alaska Native victims, the costs of the exam will be born by either the state or in some cases the federal government. Although tribes are not directly eligible for STOP Formula Grants, they are eligible for subgrants from the states, as well as other Office on Violence Against Women grant programs that can address sexual assault.

¹⁰⁷ Under 42 U.S.C. § 10607, a federal investigating agency that conducts a sexual assault investigation shall pay for the cost of a forensic exam "which an investigating officer determines was necessary or useful for evidentiary purposes." However, in most cases where the victim does not choose to report the assault to law enforcement or to participate with the criminal justice process, a state that receives STOP funds will still be responsible for payment because at that stage there will be no federal investigation. The state's responsibility for payment applies regardless of whether the crime occurred in Indian Country or within the special maritime and territorial jurisdiction of the United States.

¹⁰⁸ 42 U.S.C. 3796gg-4(c).

¹⁰⁹ 28 C.F.R. § 90.14(a).

expenses. Individuals responding to the sexual assault victim need to be informed regarding payment policies and procedures for all aspects of the medical forensic examination, so that they can accurately inform victims.¹¹⁰ For example, responders can help them apply for crime victims' compensation (if available) or arrange a payment plan with the exam facility.¹¹¹ When victims are billed by the exam facility for costs that are their responsibility, procedures to protect their privacy should be incorporated into the billing process. Personnel in facility billing departments should be educated regarding coding and billing practices in these cases, as determined by facility and/or jurisdictional policy.

Reporting to law enforcement. States, territories, and the District of Columbia must pay for sexual assault medical forensic exams without requiring victims to report the assault to law enforcement. Some victims are unable to make a decision about whether they want to report to law enforcement in the immediate aftermath of the assault. Recognizing that injuries heal and that evidence is lost as time progresses, victims should be encouraged to have the physical findings documented and evidence collected right away, and then have time to decide about reporting the crime.

See <http://www.ovw.usdoj.gov/faq-forensic-examinations.html> and <http://www.ovw.usdoj.gov/docs/stop-formula-faq.pdf> for more information on the STOP Formula Grant Program medical forensic exam payment requirement.

¹¹⁰ Victims in federal cases should first apply to the state or territory crime victim compensation program for reimbursement of costs that are their responsibility. If they are unable to obtain reimbursement via this channel, they should work with victim-witness specialists in the federal agency investigating or prosecuting the case to identify other possible sources of funding or reimbursement. For more information about crime victim compensation, please see <http://www.ovc.gov/publications/factsheets/companassist/welcome.html>.

¹¹¹ Exam facilities are sometimes willing to waive some related medical care costs that are not covered by government entities.

B. Operational Issues

This section discusses components essential to conducting the sexual assault forensic examination: the health care providers conducting the exam, the facilities where exams are performed, the equipment and supplies needed during the exam, and the sexual assault evidence collection kit. It also discusses timing considerations in collecting evidence and evidence integrity during and after the exam.

The following chapters are included:

1. Sexual Assault Forensic Examiners
2. Facilities
3. Equipment and Supplies
4. Sexual Assault Evidence Collection Kit
5. Timing Considerations for Collecting Evidence
6. Evidence Integrity

1. Sexual Assault Forensic Examiners

Recommendations at a glance to build capacity of examiners to conduct these exams:

- Encourage the development of specific knowledge, skills, and victim-centered approaches in examiners.
- Encourage advanced education and supervised clinical practice of examiners, as well as certification for all examiners.
- Provide access to experts on anti-sexual assault initiatives who can participate in sexual assault examiner training, mentoring, proctoring, case review, photograph review, and quality assurance.

It is critical that health care providers conducting the sexual assault medical forensic exam are committed to providing compassionate and competent health care, collecting evidence in a thorough and appropriate manner, and testifying in court if needed. Their commitment should be grounded in an understanding that sexual assault is a serious crime that can have profound acute and chronic consequences for those victimized. Providers should recognize the role of advanced education and clinical experience in building competency to perform the exam.

A growing trend across the United States is the use of sexual assault nurse examiners (SANEs) to conduct the exam. SANEs are registered nurses who receive specialized education and fulfill clinical requirements to perform these exams. Some nurses have been certified as SANEs—Adult and Adolescent (SANE—A) through the International Association of Forensic Nurses (IAFN).¹¹² Others are specially educated and fulfill clinical requirements as forensic nurse examiners (FNEs), enabling them to collect forensic evidence for a variety of crimes. The terms “sexual assault forensic examiner” (SAFE) and “sexual assault examiner” (SAE) are often used more broadly to denote a health care provider (e.g., a physician, physician assistant, nurse, or nurse practitioner) who has been specially educated and completed clinical requirements to perform this exam.

All communities should strive to ensure that victims of a recent sexual assault have access to specially educated and clinically prepared examiners to perform the medical forensic exam. As much as possible, examiners should be permanent rather than on temporary assignment in a jurisdiction. It can be challenging for examiners who are temporary (e.g., at an Indian Health Service facility) to understand needs of victims from the community or to be familiar with jurisdictional policies and procedures. If they move to another job assignment, arranging for them to testify in court can be complicated.¹¹³

Encourage the development of specific knowledge, skills, and victim-centered approaches in examiners. Conducting a sexual assault medical forensic examination is a complex and time-consuming procedure. It is useful for examiners to have specific knowledge and skills that can guide them as they perform these exams.¹¹⁴ For example, it is beneficial for them to know about the following:

- The dynamics and impact of sexual victimization.
- Jurisdictional laws related to sexual offenses.
- Coordinated multidisciplinary response, roles of each responding agency, and procedures for communicating with each agency during immediate response.
- The importance of examiner neutrality and objectivity during the examination.

¹¹² Eligibility criteria for IAFN SANE Adult/Adolescent certification includes: registered license as an R.N. in the United States or its Territories, or a license as a first-level general nurse in the jurisdiction of current practice; a minimum of 2 years of practice as an R.N. in the United States or as a first-level general nurse in the country of licensure; successful completion of an adult/adolescent SANE education program that includes either (a) a minimum of 40 continuing education contact hours of classroom instruction, or (b) 3 semester hours (or the equivalent) of academic credit in an accredited school of nursing, and sufficient supervised clinical practice until determined competent in SANE practice. An appropriate clinical authority, as outlined in the adult section of the IAFN *SANE Education Guidelines* (2008) must validate current SANE competency. (Drawn from the *IAFN Web Site Certification Area* at <http://www.iafn.org>.)

¹¹³ Most hospitals or medical clinics that physicians or advanced practice nurses are employed by or affiliated with require them to apply for facility privileges. Those requesting privileges usually must agree to provide forwarding addresses when they leave. Also, medical licenses can be tracked to the state or territory where the health care provider is working.

¹¹⁴ The next two bulleted sections are adapted from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, pp. 25–26, produced by the California Governor’s Office of Criminal Justice Planning. Also see the National Training Standards..

- The broad spectrum of potential evidence and physical findings in these cases.
- The importance of the medical forensic history and other documentation.
- Proper evidence collection and preservation procedures.
- Preexisting needs and circumstances of patients that may affect how the exam is conducted.
- Treatment options and procedures for common concerns such as pregnancy, STIs, and HIV infection.
- Equipment, supplies, and medication typically used during the exam.
- Precautions to prevent exposure to potentially infectious materials.¹¹⁵
- Indications for follow-up health care and documentation of injuries.
- Applicable laws and protocols regarding performance of medical forensic exams and standardized forms used to document findings.
- Patients' needs for support, crisis intervention, advocacy, information, and referrals during the exam process, local resources for addressing these needs, and procedures for accessing resources.
- The importance of establishing vehicles to ensure the quality of the exam and related documentation.
- Examiner court testimony (what it involves and how examiners can prepare for it).
- Applicable research findings, technological advances, and promising practices.

It is critical for examiners to be able to:

- Preserve their neutrality and objectivity in each case.
- Assess patients' clinical condition (physical and psychological assessment¹¹⁶) and provide appropriate treatment and medical referrals (e.g., to a surgeon).
- Adapt exam procedures to address patients' needs and circumstances as much as possible.
- Take measures during the exam process to reduce the likelihood of patients' retraumatization.
- Take precautions according to facility policy to prevent exposure to potentially infectious materials.
- Contact advocates (where available) upon initial contact with patients so they can offer patients support, crisis intervention, advocacy, information, and community referrals before, during, and after the exam.¹¹⁷
- Explain the obligation and scope of mandatory reporting to the patient, if mandatory reporting is required.
- Gather information sensitively from patients for a medical forensic history and use the history as a guide when performing an exam.
- Explain to patients what items need to be collected for evidence and for what purposes.
- Involve law enforcement representatives promptly if patients want to report and work with them to optimize the collection of evidence from patients, suspects, and crime scenes.
- Identify and describe pertinent genital and anorectal anatomical structures and external landmarks.

¹¹⁵ See the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) for its Bloodborne Pathogens Standard (CFR 1910.1030). It may be accessed at <http://www.osha.gov> or by calling 800-321-OSHA. According to this standard, bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. Among other things, the standard requires employers who have employees at risk for occupational exposure to bloodborne pathogens and other potentially infectious materials to develop plans to eliminate or minimize employee exposure. It also advises universal precautions that should be observed to prevent contact with blood or other potentially infectious materials (this approach treats all human blood and certain human body fluids as if they are known to be infectious). In addition, the standard requires employers to ensure that all employees at risk participate in a training program to inform them of risks, related facility policies, and necessary precautions. Employers must also establish and maintain a record for each employee with occupational exposure.

¹¹⁶ Examiners typically assess patients' psychological functioning to determine whether there is a risk for suicide and whether patients are oriented to person, place, and time. They may request a mental health evaluation for patients, if necessary.

¹¹⁷ It is helpful if jurisdictions clarify the specific roles of advocates and examiners during the exam process. In the absence of advocates or other victim service providers, examiners may be responsible for providing crisis intervention and support to patients. In situations where examiners are both collectors of evidence and crisis counselors, it is important to understand how these dual roles affect the perception of their ability to testify in an unbiased manner.

- Identify and document injuries and interpret physical findings; this documentation should include a diagram of the finding on an appropriate anatomic drawing, a written description of the finding (including any indication of tenderness or induration), and forensic imaging of any visible finding.
- Use enhancement techniques for detection and documentation of findings.
- Collect and preserve evidence for analysis by the crime laboratory.
- Collect and preserve toxicology samples in suspected alcohol- or drug-facilitated sexual assault cases.
- Maintain and document the chain of custody for evidence.
- Maintain the integrity of the evidence to ensure that optimal lab results are obtained.
- Evaluate the possibility of STIs and HIV infection and provide prophylactics and/or treatment.
- Assess pregnancy risk and discuss treatment options with the patient.
- Recognize evidence-based conclusions and limitations in the analysis of findings.
- Complete standard forms for documenting the medical forensic results of the exam.
- Discuss evidentiary findings with investigators, prosecutors, and defense attorneys as requested (according to jurisdictional policy).
- Testify in court if needed.

Encourage advanced education and supervised clinical practice for health care personnel conducting the exam, as well as certification for all examiners. Such a standard must speak to specific education and supervision needs of involved disciplines. For example, nonphysician examiners may require medical supervision and backup, in addition to completing necessary training and clinical requirements. Certification through the IAFN is currently available only to nurses trained as SANEs. When designing classroom education for examiners, make sure the examiners understand the importance of a multidisciplinary response during the exam process. Consider involving trainers from health care, advocacy, law enforcement, prosecution, judiciary, and crime laboratories.

Standardized curricula on sexual assault exams in medical school, nursing and nurse practitioner programs, and physician assistant programs are recommended. Consideration must be given to how to systematically secure, supervise, and retain examiners in/for poor, rural, or remote areas, institutional settings,¹¹⁸ military bases, college campuses, tribal lands, migrant farm worker communities, and other areas needing increased victim outreach. Examiners need to know how to respond in a respectful manner to various populations within their community (e.g., local tribal victim service providers may be able to provide training on cultural beliefs and practices that might be relevant in sexual assault cases).

In addition, other health care providers who come into contact with patients who disclose a recent assault need information on procedures for obtaining immediate patient assistance and caring for patients prior to their arrival at the exam site.

Provide access to experts on anti-sexual assault/violence initiatives who can participate in sexual assault examiner training, mentoring, proctoring, case review, photograph review, and quality assurance. Access to such experts can help increase examiner competence and the consistency of high quality forensic examinations. Telemedicine may help provide this expertise, especially to rural and underserved areas.

¹¹⁸ Examples of institutional settings include prisons, jails, immigration detention centers, juvenile detention centers, nursing homes, assisted living and rehabilitation programs, and inpatient treatment centers.

2. Facilities

Recommendations at a glance to build the capacity of health care facilities to respond to sexual assault cases:

- Recognize the obligation of health care facilities to serve sexual assault patients in a culturally and linguistically appropriate manner.
- Ensure that exams are conducted at sites served by examiners with advanced education and clinical experience, if possible.
- Explore possibilities for optimal site locations.
- Communities may wish to consider developing basic requirements for designated exam sites.
- If a transfer from one health care facility to a designated exam site is necessary, use a protocol that minimizes time delays and loss of evidence and addresses patients' needs.

Recognize the obligation of health care facilities to serve sexual assault patients in a culturally and linguistically appropriate manner.¹¹⁹ It is essential that all sexual assault patients who present to health care facilities be thoroughly evaluated. Treating injuries alone is not sufficient in these cases. Staff who examine these patients must be educated and clinically prepared to collect evidence and document findings while maintaining the chain of custody. They should be able to coordinate crisis intervention and support for patients, as well as provide STI evaluation and care, pregnancy assessment, and discuss treatment options. They must be aware of and follow jurisdictional reporting policies, and be able to provide court testimony if necessary.

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)¹²⁰ requires emergency and ambulatory care facilities to have established policies for identifying and assessing possible victims of sexual assault. It also requires staff to be trained on these policies. As part of the assessment process, JCAHO requires these facilities to define their responsibilities related to the collection and preservation of evidentiary materials.¹²¹ Sexual assault examiner programs are helping many health care facilities to carry out these requirements. Facilities should also familiarize themselves with the federal Emergency Medical Treatment and Active Labor Act (EMTALA), which has provisions pertaining to the ability of hospitals to turn away patients with emergency medical conditions.¹²²

Ensure that exams are conducted at sites served by examiners with advanced education and clinical experience, if possible. Some jurisdictions designate specific facilities as exam locations because they employ or have ready access to specially educated and clinically prepared examiners, as well as the necessary space, equipment, supplies, and policies to facilitate the exam process. Jurisdictions may rely on examiner programs to serve multiple exam sites within a specific area.¹²³ Communities can benefit from designated exam facilities and examiner programs that use specially educated and clinically prepared examiners to conduct the exam because they:

- Increase the quality of care for patients and attention to their needs.
- Increase the likelihood of a state-of-the-art examination.

¹¹⁹ This and the next paragraph were drawn from L. Ledray, *Evidence Collection and Care of the Sexual Assault Survivor: The SANE-SART Response*, 2001, p. 1.

¹²⁰ JCAHO standards for accreditation address a health care organization's level of performance in specific areas—not just what the organization is capable of doing, but what it actually does. The standards set forth maximum achievable performance expectations for activities that affect the quality of care. These standards are developed in consultation with health care experts, providers, measurement experts, purchasers, and consumers, and usually are updated every 2 years. (Drawn from http://www.jointcommission.org/standards_information/standards.aspx).

¹²¹ The JCAHO requirements are discussed at <http://www.mincava.umn.edu/documents/commissioned/2forensicevidence/2forensicevidence.html>.

¹²² 42 U.S.C. § 1395dd. See <http://www.emtala.com> for more information about EMTALA.

¹²³ A mobile examiner program may be based in a health care facility—in addition to providing services at that facility, it also may contract with other exam sites to provide services as requested. Such a program may also be independent, with administrative offices only, and solely contract with exam sites to provide examiner services.

- Enhance a coordinated team approach.
- Encourage quality control (e.g., through use of competent and dedicated examiners, established procedures for evidence collection, and standards for medical care).

Explore possibilities for optimal site locations. SART/SARRTs (or involved agencies) should determine where exams should be conducted. Some factors to consider when identifying sites include safety and security for patients and staff, physical and psychological comfort for patients, capacity to accommodate victims with disabilities,¹²⁴ availability of examiners with advanced education and clinical experience, access to a pharmacy for medication, access to medical support services for care of injuries, access to lab services, and access to the supplies and equipment needed to complete an exam.¹²⁵ Decisions about site location should reflect the needs of victims (e.g., for accessible care close to their home and local referrals), what is most efficient for the multidisciplinary response team, and the need to maintain the neutrality and objectivity of examiners (e.g. if the site location is at a rape crisis center, it may be seen as biased against the offender). Designated facilities may be in hospitals, health clinics, mobile health units, or other alternative sites, including family justice centers¹²⁶ or nonprofit sexual assault victim services programs.¹²⁷ The majority of medical forensic exams are conducted in hospital emergency departments. This location typically offers some level of security, is open 24 hours a day, and provides access to a wide array of medical and support services. Clinical staff often have the experience and expertise to perform the exam and collaborate with appropriate disciplines. Some jurisdictions have or are developing specialized hospital or community-based examiner programs.¹²⁸

SART/SARRTs may need to decide whether a tribal, local, regional, or state/territorial system of designated facilities best serves community needs. Some issues that might impact this decision include community demographics and geography; the need for and availability of specialized services; availability of local health care facilities; local capacity to secure competent examiners and necessary space, equipment, and supplies; willingness of involved disciplines to coordinate with a local facility or examiner program; distance to/from tribal, regional, or state/territorial facilities; and service capacity of tribal, regional or state/territorial facilities. Communities are encouraged to first consider using local designated exam sites. However, some may ultimately opt for tribal-, regional- or state/territorial-level facilities. For example, a small state, tribe, or sparsely populated region may establish one or more designated facilities to serve all of its localities.

Exam facilities and examiners that serve at the local level may benefit from networking with examiners in other facilities or areas for support for peer review of medical forensic reports, quality assurance, and information sharing (e.g., on training opportunities, practices, and referrals for patients).

Communities may wish to consider developing basic requirements for designated exam sites.

Examples of such requirements include:¹²⁹

- The site will be within a reasonable distance from any point in the area it serves (“reasonable” is locally defined).
- The site will promptly alert a SART/SARRT member, if one exists, when sexual assault patients arrive.
- Urgent or emergent physical injuries (or other acute medical needs) will be treated immediately.

¹²⁴ Title II and Title III of the Americans with Disabilities Act explains requirements for facilities in accommodating persons with disabilities (which may vary depending on the type of facility). Title II prohibits discrimination against persons with disabilities in all programs, activities, and services of public entities. Title III requires places of public accommodation to make reasonable modification in their policies, practices, and procedures in order to accommodate individuals with disabilities. See <http://www.ada.gov/> for related information and resources.

¹²⁵ Drawn from L. Ledray, *SANE Development and Operation Guide*, 2000, pp.35–36.

¹²⁶ Particularly on tribal land that is devoid of or a significant distance from a hospital, and the tribe is serviced by an Indian Health Service (IHS) facility; consideration should be given to securing and maintaining examiners and necessary space, equipment, and supplies to conduct these exams. Ideally, all IHS facilities should have examiners and a minimum standard for examiner training.

¹²⁷ For more information on the President’s Family Justice Center Initiative, see <http://www.ovv.usdoj.gov>.

¹²⁸ The pros and cons of developing hospital versus community-based examiner programs are discussed in more detail in L. Ledray’s *SANE Development and Operation Guide*, 2000, pp.35–9; L. Ledray’s *Sexual Assault: Clinical Issues*, SANE Program Pros and Cons, *Journal of Emergency Nursing*, 23(2), p.183; and in K. Littel’s *SANE Programs: Improving the Community Response to Sexual Assault Victims*, pp.10–11.

¹²⁹ Adapted from Pennsylvania’s *SART Guidelines*, 2002, p.21.

- Responding examiners will be competent in their knowledge and skills.
- The site will ensure that admissions staff have the necessary resources and knowledge to best accommodate the patient until the examiner or victim advocate arrives.
- The site will arrange for interpretation as needed in patients' preferred languages and/or obtain devices that facilitate communication for individuals with sensory or communication disabilities.
- Patients will be provided with a comprehensive medical forensic exam and resources to address their immediate emotional and psychological needs.
- The site will provide a private, secure, and quiet waiting area for patients and for personal support persons accompanying them.
- The site will provide a private and secure setting for the investigative interview.
- The site will provide a private exam room and other measures to assure patients' privacy.
- The site will have a bathroom (preferably with shower facilities) available for patients' use following completion of the exam.
- The site or examiner program that serves the site will have/provide proper equipment and supplies to facilitate a comprehensive exam ("proper equipment and supplies" are locally defined).
- The site or examiner program that serves the site will have a mechanism to ensure that evidence collection kits are available and up to date.
- Patients will be offered medications for possible exposure to sexually transmitted infections.
- Patients will be assessed for pregnancy risk, informed about treatment options, and offered treatment.
- Patients will be offered information about how exams are paid for in their jurisdiction and reimbursement sources (if they exist) for related expenses that are their responsibility.
- Site billing departments will adhere to proper coding and billing practices for sexual assault cases, as determined by the facility and informed by jurisdictional policy.

If designated facilities or sites served by examiner programs are selected, their success depends on getting information about them to victims and agencies that provide immediate response or refer victims for treatment and evidence collection. At a minimum, the list of designated exam sites should be provided to all local hospitals, law enforcement agencies, emergency medical services, sexual assault victim advocacy programs, and protective services. Promoting community public awareness about these sites is also important given that victims may first disclose an assault to family members, friends, teachers, faith-based leaders, employers, coworkers, and others. In addition, success will depend on interagency cooperation in explaining facility options to victims and transporting them to designated exam sites (with their permission). Law enforcement representatives and advocates may need guidance on how to recommend an exam location to victims without mandating that they go to a specific site.

If a transfer from one health care facility to a designated exam site is necessary, use a protocol that minimizes time delays and loss of evidence and addresses patients' needs.¹³⁰ Avoid transferring sexual assault patients whenever possible. If transfer is necessary, explore options to ensure that the patient's comfort is prioritized. Every transfer can destroy evidence and cause patients further stress. However, if a sexually assaulted individual arrives at a health care facility that, for some reason, is not able to provide a medical forensic exam, interagency transfer procedures must be in place to transfer that individual to the nearest designated exam site. Evidence should be preserved when examining, treating, or transferring patients and providers should take care to preserve the chain of custody of such evidence. If there are acute medical or psychological injuries that must be treated immediately, treatment should be provided at the initial receiving facility. It may be helpful to offer patients support and advocacy from advocates at both the receiving facility and exam site. A copy of all records, including any X-rays taken, should be transported with patients to the exam facility. (However, it may not be necessary to send all medical records if patients' medical needs are met before they are transferred to a nonmedical exam site for evidence collection.) All health care facilities receiving federal funds, including Medicare and Medicaid payments, are required to screen patients medically before transferring them to another exam site.¹³¹

¹³⁰ This section was drawn from the *North Dakota Sexual Assault Evidence Collection Protocol*, 2005, p. 12, and the *Texas Evidence Collection Protocol*, 1998, p. 14.

¹³¹ Emergency Medical Treatment and Active Labor Act, 42 U.S.C. 1395dd.

Patients have a right to decline a transfer. They should be aware, however, of the impact of refusing transfer, as it may negatively affect the quality of care, the usefulness of evidence collection, and, ultimately, any criminal investigation and/or prosecution. They should understand that declining a transfer might also be used to discredit them in court. Providers should carefully discuss with patients the benefits of the transfer, the possible benefits of refusing the transfer and the drawbacks of both options, so that patients can make an informed decision. Providers should avoid pressuring patients to accept a transfer.

3. Equipment and Supplies

Recommendations at a glance to ensure proper equipment and supplies are available for exams:

- Consider what equipment and supplies are necessary to conduct a medical forensic exam.
- Address cost barriers to obtaining necessary equipment and supplies.

Examiners should know how to use all equipment and supplies (including medications) properly during the exam. It is important that examiners and other individuals involved in sexual assault cases stay abreast of the latest research on the use of equipment and supplies used in caring for sexual assault patients and/or collecting evidence from them.

Consider what equipment and supplies are necessary to conduct a medical forensic exam. Plan to have the following equipment and supplies readily available for the exam, according to jurisdictional policies:¹³²

- A copy of the most current exam protocol used by the jurisdiction.
- Standard exam room equipment and supplies for a physical assessment and pelvic exam. Access for patients with physical disabilities should be taken into account.¹³³
- Comfort supplies for patients, even if minimal. Suggested items: clean and ideally new replacement clothing, toiletries, food and drink, and a phone or at least easy access to a phone in as private a location as possible. It is also important during the exam process to help patients obtain items they request related to their spiritual healing.¹³⁴ It may be useful for facilities to have items on hand that are commonly requested in that jurisdiction (e.g., things that are used for local tribal traditional healing practices) and policies for their use in the facility.¹³⁵
- Sexual assault evidence collection kits and related supplies. (See *B.4. Sexual Assault Evidence Collection Kit* for information on minimal kit contents.) Related supplies might include tweezers, tape, nail clippers and scrapers, scissors, collection paper, saline solution or distilled water, extra swabs, sterile containers, envelopes, paper bags, and pens/pencils.
- A method or device to dry evidence. Drying evidence is critical to preventing the growth of mold and bacteria that can destroy an evidentiary sample. With any drying method or device used, ensure minimal contamination of evidence, and maintain the chain of custody. The kit's design can also aid in the drying process (e.g., by providing clear instructions and supplies to allow drying to occur).
- A camera and related supplies (using the most up-to-date technology possible) for forensic photography during initial and follow-up examinations. Related supplies might include digital media, batteries and/or charger, a flash, a color bar, and a scale ruler for size reference. (Also see *C.5. Photography*.)
- Testing and treatment supplies needed to evaluate and care for patients medically (follow exam facility policies). Also, testing supplies may be needed that are not included in the evidence collection kit. For example, supplies for toxicology testing are often not in the kit.
- An alternate light source (using the most up-to-date technology possible) can aid in examining patients' bodies, hair, and clothing. It can be used to scan for evidence, such as dried or moist

¹³² All the equipment and supplies discussed will not be needed in every exam. What is appropriate in each case will depend on the circumstances of the assault and medical and forensic attention called for, patients' needs, and patients' consent to utilize equipment and supplies. Jurisdictional and/or facility policies will also influence what equipment and supplies are used.

¹³³ For example, it would be ideal to have an exam table with a hydraulic lift for persons with mobility impairments. If this exam table is not available, health care personnel must be aware of how to assist patients with physical disabilities onto standard exam tables. If it is determined that a patient can only be examined on an exam table with a hydraulic lift, procedures should be in place to get the patient to a site with such a table with as little loss of evidence as possible.

¹³⁴ Along with these items, patients may want the opportunity to speak with a trusted religious or spiritual leader, such as a medicine man/woman, a rabbi, a priest, or a pastor, before, during, or after the exam.

¹³⁵ Involved responders/facilities should be aware of local traditional healing practices and support patients if they wish to use such practices at some point before, during, or after the exam. Keep in mind that each tribe has its own traditional practices to promote healing, but not all Native people follow traditional spiritual paths. Rather, spiritual values and belief systems among Native people are as widely diverse as they are among the general population.

secretions, fluorescent fibers not visible in ambient light, and subtle injury.¹³⁶ While the exam can be done without a light source, it is a relatively inexpensive piece of equipment that is commonly used during exams.¹³⁷ (Also see *C.6. Exam and Evidence Collection Procedures*.)

- An anoscope may be used in cases involving potential anorectal penetration or anal/rectal trauma.¹³⁸ This instrument may be used to assist in visualizing an anal injury, obtaining reliable rectal swabs (if there is a concern about contamination), and identifying and collecting trace evidence. (Also see *C.6. Exam and Evidence Collection Procedures*.)
- Written materials for patients. (For details on this topic, see *A.2. Victim-Centered Care*.)

In addition:

- A colposcope with photographic capability may be used. Although some injuries can be detected visually by examiners without the colposcope, the colposcope is an important asset in the identification of microscopic trauma. Photographic equipment, both still and video, can be attached for forensic documentation. (Also see *C.6. Exam and Evidence Collection Procedures*.)
- A microscope. In some jurisdictions, examiners are required to prepare a wet mount slide and immediately examine vaginal/cervical secretions for motile and nonmotile sperm.¹³⁹ In these cases, an optically staining microscope is used to highlight cellular material and facilitate the search for sperm.¹⁴⁰ (Also see *C.6. Exam and Evidence Collection Procedures*.)
- Toluidine blue dye. In some jurisdictions, the dye is used to assist in highlighting observed genital and perianal injuries. (Also see *C.6. Exam and Evidence Collection Procedures*.)

(See *C. The Examination Process* for more discussion on use of equipment and supplies during the exam.)

Note that some jurisdictions, particularly those in rural and remote areas, are beginning to utilize advanced technology (equipment and methods) such as real-time video consultation, store and forward video consultation, and interactive video consultation to support examiners conducting exams. Using this type of technology, examiners can eliminate the barriers of geography and consult with offsite medical “experts.” (This use of such technology in medicine is sometimes called telemedicine.) Equipment needed to facilitate use of telemedicine may include, but is not limited to, computers, software programs, and the Internet.¹⁴¹ Jurisdictions that use such technology should consider ways to protect victim confidentiality.

Address cost barriers to obtaining necessary equipment and supplies. Obtaining equipment and supplies that can increase the quality and quantity of evidence collected can have a significant impact on case outcomes. However, the costs of equipment and training on equipment use can be prohibitive for some jurisdictions and examiner programs. Some ideas to address cost barriers:

- Seek used or donated equipment or alternative, less-expensive equipment where it exists.

¹³⁶ Drawn from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 37.

¹³⁷ A Wood’s Lamp is perhaps the most commonly used type of light source in sexual assault exams. Examiners should be aware of what the light sources they use will detect and their limitations. For example, many examiners find the Wood’s Lamp useful in helping to detect secretions, stains, and fibers on patients. However, one research study questioned its utility as a screening device for the detection of semen. (K. Santucci, D. Nelson, K. McQuillen, S. Duffy, and J. Linakis, “Wood’s Lamp Utility in the Identification of Semen,” *Pediatrics*, 104(6), 1999.) Continued research is needed (and being conducted) on the utility of this and other light sources in evidence collection. Ongoing refinement of these instruments is encouraged.

¹³⁸ The examiner should use discretion in determining whether a case warrants the use of the anoscope for medical and/or forensic purposes, as well as obtain patients’ informed consent for anoscopy. Particularly if a patient has been anorectally penetrated, that patient may be uncomfortable with the use of the anoscope and could possibly even feel revictimized by it. The discomfort this procedure may cause the patient should be weighed against its potential medical or forensic benefits.

¹³⁹ Wet-mount evaluation of vaginal secretions for infection (e.g., yeast infection and STIs) may be conducted if medically or forensically indicated, whether or not wet-mount evaluation for sperm is done. Hospital lab personnel rather than examiners usually analyze these samples.

¹⁴⁰ The most commonly used optically staining instrument by hospital labs is the phase contrast microscope. In jurisdictions that require examiners to do wet-mount evaluations for sperm, an optically staining microscope should be readily available to them at all times. Ideally, due to chain-of-custody issues and the fact that the slide will dry in 5 to 10 minutes, examiners should not have to leave the exam room to evaluate the slide.

¹⁴¹ Keep in mind that telemedicine in sexual assault cases is in its infancy—further research and debate is needed to address concerns related to logistics of use, patients’ consent, confidentiality, and impact; legal implications; affordability; and accessibility.

- Apply for grant or foundation funding for equipment where eligible.¹⁴²
- Ask for help from community groups in raising funds for one-time equipment or ongoing supply costs;
- Consider sharing costs and equipment with other departments in an exam facility or among other near-by local health care facilities.
- Consider the benefits of a mobile examiner program where costs of equipment, examiner education and clinical preparation, and on-call costs may be shared by multiple exam sites.
- Since the information gathered in the exam is used to investigate and prosecute the offense, ask for assistance from local law enforcement and prosecutor's offices in obtaining equipment and supplies used specifically for forensic evidence collection.

¹⁴² Funding under the STOP Violence Against Women Formula Grant Program and the Grants to Indian Tribal Governments Program may be used to cover costs of some equipment. For more information, see <http://www.ovw.usdoj.gov>.

4. Sexual Assault Evidence Collection Kit

Recommendations at a glance when developing/customizing kits:

- Use kits that meet or exceed minimum guidelines for contents.
- Work to standardize sexual assault evidence collection kits within a jurisdiction and across a state or territory, or for federal cases.

Use kits that meet or exceed minimum guidelines for contents. Many jurisdictions have developed their own sexual assault evidence collection kits (for evidence from victims) or have purchased premade kits through commercial vendors. Kits may vary from one another in types of samples collected, collection techniques, materials used for collection, and terms used to describe categories of evidence. Despite variations, however, it is critical that every kit meets or exceeds the following minimum guidelines for contents.¹⁴³

- A kit container. It is suggested that this container have a label with blanks for identifying information and documenting the chain of custody. Most items gathered during evidence collection are placed into the container, after being dried, packaged, labeled, and sealed according to jurisdictional policy. Bags are typically provided for more bulky items that will not fit in the container (e.g., clothing). Some jurisdictions provide large paper bags to hold the container and additional evidence bags.
- An instruction sheet or checklist that guides examiners in collecting evidence and maintaining the chain of custody.
- Forms that facilitate evidence collection and analysis, including patients' authorization for collection and release of evidence and information to the law enforcement agency; the medical forensic history; and anatomical diagrams.
- Materials for collecting and preserving the following evidence, according to jurisdictional policy:¹⁴⁴
 - Patients' clothing and underwear and foreign material dislodged from clothing.
 - Foreign materials on patients' bodies, including blood, dried secretions, fibers, loose hairs, vegetation, soil/debris, fingernail scrapings and/or cuttings, matted hair cuttings, material dislodged from mouth,¹⁴⁵ and swabs of suspected semen, saliva, and/or areas highlighted by alternate light sources.¹⁴⁶
 - Hair if required in the jurisdiction.¹⁴⁷
 - Vaginal/cervical swabs.
 - Penile swabs.
 - Anal/perianal swabs.
 - Oral swabs.
 - Body swabs.¹⁴⁸

¹⁴³ The following resources were helpful in developing this list: the *Sexual Assault Evidence Collection Kit, VEC100*, by Sirchie Finger Print Laboratories, the *Texas Customized Sexual Assault Evidence Collect Kit* by Tri-Tech, Inc., the Commonwealth of Virginia's *Physical Evidence Recovery Kit*, the state of California's *Medical Forensic Report: Adult/Adolescent Sexual Assault Examination, Less than 72 Hours (OCJP 923)*, the *Ohio Department of Health's Sexual Assault/Abuse Evidence Collection Kit* (as found in their protocol), *Detailed Instructions*; *Connecticut's Sexual Assault Evidence Collection Kit* (as found in their protocol), and the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, pp. 101–107.

¹⁴⁴ Some samples that historically have been collected are no longer recommended in many jurisdictions, unless the medical forensic history and physical exam indicate otherwise (e.g., collection of a saliva sample for "secretor status").

¹⁴⁵ Flossing for evidence is not routinely done across jurisdictions. Any related safety risks to patients (e.g., potential increased risk of HIV exposure if there is semen in the mouth and flossing causes gums to bleed) must be considered and flossing for evidence can potentially expose the patient to that risk.

¹⁴⁶ It is acknowledged that approaches to categorizing evidence vary. For example, one kit may collect external genital swabs when gathering foreign materials, while in another kit, collection of genital swabs may be a separate category of evidence.

¹⁴⁷ Some jurisdictions collect pubic and head hair combings, others collect only pubic combings. Some also collect pubic and/or head hair reference samples. Materials should be included in the kit to collect and preserve hair evidence required by jurisdictional policy. Jurisdictions should evaluate the necessity of routinely collecting hair samples based on discussions of how often such evidence is actually useful or used in the jurisdiction.

¹⁴⁸ Material may be present on any body surfaces from contact with blood or body fluids. The swabs available as a standard in each kit varies by jurisdiction.

- Known blood, saliva sample, or buccal swab for DNA analysis and comparison.

(See *C.6. Exam and Evidence Collection Procedures* for specifics about evidence collection techniques.)

All forms included in the kit should be designed to facilitate optimal forensic evidence collection, analysis, and examiner testimony. Extra copies of forms should be available to examiners for cases when the kit is not used, but documentation of the medical forensic history is completed.

Materials and forms for collecting toxicology samples should be available to examiners (and to responding law enforcement officers and emergency medical technicians, according to jurisdictional policy).

Work to standardize sexual assault evidence collection kits within a jurisdiction and across a state or territory, or for federal cases.¹⁴⁹ A designated agency in the jurisdiction should be responsible for oversight of kit development and distribution.¹⁵⁰ It should:

- Ensure that facilities that conduct sexual assault medical forensic exams are involved in kit development and supplied with kits.¹⁵¹
- Work with relevant agencies (e.g., crime labs, law enforcement agencies, exam facilities and examiner programs, advocacy programs, and prosecutors' offices) to keep abreast of related changes in technology, scientific advances, and cutting-edge practice.
- Review periodically (e.g., every 2 to 3 years) kit efficiency and usefulness.
- Make adjustments to the kit as necessary.
- Establish mechanisms to ensure that kits at exam facilities are kept up to date (e.g., if a new evidence collection procedure is added, facilities need to know what additional supplies should be readily available).

(See *B.6. Evidence Integrity* for handling and storage of kits.)

¹⁴⁹ It may be useful to consider developing a standardized kit across all communities, states, and territories, and for federal cases. Further analysis is needed to assess the benefits and disadvantages of such a kit and the feasibility of development and implementation. Some challenges could include building consensus across communities regarding best practices and obtaining buy-in from involved agencies.

¹⁵⁰ It is important to consider costs to the state/territory/tribe/federal agencies and local community, and ability of local communities to cover costs. In some states, one state agency (e.g., the crime laboratory) assumes the costs. In others, the costs are passed onto local criminal justice agencies.

¹⁵¹ As a backup to having kits readily available at exam sites or with examiner programs, jurisdictions may also want to discuss the feasibility of storing a few kits at local law enforcement agencies or in law enforcement patrol cars. Before storing kits in patrol cars, however, make sure that the temperatures the kit will be exposed to will not affect kit contents.

5. Timing Considerations for Collecting Evidence

Recommendations at a glance for health care providers and other individuals responding to sexual assault victims to optimize evidence collection:

- Recognize the importance of gathering information for the medical forensic history, examining patients, and documenting exam findings, separate from collecting evidence.
- Examine patients promptly to minimize loss of evidence and identify medical needs and concerns.
- Make decisions about whether to collect evidence and what to collect on a case-by-case basis, guided by knowledge that outside time limits for obtaining evidence vary due to factors such as the location of the evidence or type of sample collected.
- Examiners and law enforcement representatives should seek education and resources to aid them in making well-informed decisions about evidence collection.

Recognize the importance of gathering information for the medical forensic history, examining patients, and documenting exam findings, separate from collecting evidence. Examiners should obtain the medical forensic history as appropriate, examine patients, and document findings when patients are willing, whether or not evidence is gathered for the sexual assault evidence collection kit. The history and documentation of exam findings can help in determining if and where there may be evidence to collect and in addressing patients' medical needs. In addition, they can be invaluable in and of themselves to an investigation and prosecution if a report is made. It is also important to document patients' demeanor during the exam process using specific, concrete terms (e.g., crying, shaking) and their statements made related to the assault because if the case is reported, this information could be admitted as evidence at trial. When documenting patient statements, it is important to write down the exact wording of the statement.

Examine patients promptly to minimize the loss of evidence and identify medical needs and concerns. Evidence can be lost from the body and clothing through a number of mechanisms. For example, degradation of some seminal fluid components can occur within body orifices, semen can drain from the vagina or wash from the mouth, sperm can lose motility, bodily fluids can get washed away, and dried secretions and foreign materials can fall from the body and clothing.¹⁵² Prompt examination also helps to quickly identify patients' medical needs and concerns.

Due to the stability of DNA and sensitivity of tests, advancing DNA technologies also continue to extend time limits. These technologies are even enabling forensic scientists to analyze stored evidence from crimes that occurred years before.¹⁵³ Such breakthroughs demonstrate the importance of collecting all possible evidence.

Make decisions about timeliness issues for evidence collection on a case-by-case basis, guided by the knowledge that outside time limits for obtaining evidence vary due to factors such as the location of the evidence or type of sample collected. Examiners and law enforcement representatives, in particular, should be aware of the standard cutoff time for evidence collection in their jurisdictions, which is typically indicated in instructions in evidence collection kits. But it is important to remember that evidence collection beyond the cutoff point is conceivable and may be warranted in particular cases. In any case where the utility of evidence collection is in question, encourage dialogue between law enforcement representatives (if involved), examiners, and forensic scientists regarding potential benefits or limitations.

¹⁵² Paragraph drawn from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 29.

¹⁵³ When the evidence was initially collected after the assault, it was not of adequate quality to allow crime lab analysis using existing technologies. See . T.S. Corey, A.R. Wetherton, P.J. Foncek, and D. Katz, Investigation of Time Interval for Recovery of Semen and Spermatozoa from Female Internal Genitalia, from the Office of the Chief Medical Examiner, the Department of Pathology and Laboratory Medicine, University of Louisville School of Medicine, and the Kentucky State Police Forensic Science Laboratory. See also K. A. Mayntz-Press, L.M. Sims, A. Hall, and J. Ballantyne, "Y-STR Profiling in Extended Interval (≥ 3 days) Postcoital Cervicovaginal Samples", *Journal of Forensic Sciences*, V. 53, Issue 2, pp. 342–348, March, 2008.

Individuals responding to sexual assault victims should avoid basing decisions about whether to collect evidence on how they think patients' characteristics or circumstances will affect the investigation and prosecution. For example, the fact that an adolescent may have lied to her parents about where she was going the night of the assault should in no way influence the decision of the examiner and/or the law enforcement representative to collect evidence.

Examiners and law enforcement representatives should seek education and resources to aid them in making well-informed decisions about evidence collection. Examiners and law enforcement representatives require training and resources to allow them to make informed decisions about whether to collect evidence and what to collect in each case. They also need local policies and kit instructions that encourage them to make informed decisions in each case, rather than applying a limiting general standard to all.¹⁵⁴ First responders also need instructions on collecting a urine sample if there is any suspicion of alcohol- or drug-facilitated sexual assault and victims cannot wait to urinate until their arrival at the exam site.

¹⁵⁴ For many communities, moving away from the 72-hour cutoff time represents a major shift in policy. Training and policies should discourage decision making about evidence collection that is based on extraneous factors, such as reluctance of a criminal justice agency to pay for sexual assault evidence collection in general.

6. Evidence Integrity

Recommendations at a glance to maintain evidence integrity:

- Follow jurisdictional policies for drying, packaging, labeling, and sealing evidence.
- Make sure transfer policies maximize evidence preservation.
- Make sure storage policies maximize evidence preservation.
- Document the handling, transfer, and storage of evidence.

Follow jurisdictional policies for drying,¹⁵⁵ packaging, labeling, and sealing evidence. Examiners should be educated regarding these policies. It is critical to air-dry wet evidence at room temperature in a clean, sterile environment and quick manner that prevents contamination.¹⁵⁶ A drying box or other device may be used to facilitate the drying process. Jurisdictions should have policies for handling evidence that cannot be dried thoroughly at the exam site (e.g., wet clothing, tampons, sanitary napkins, tissues, diaphragms, and condoms), as well as for liquid evidence such as urine and drawn blood samples. When packaging dry evidence, use paper containers rather than plastic, because plastic containers retain moisture and promote degradation of biological evidence. Following proper drying and packaging procedures is vital to prevent the growth of mold and bacteria that can destroy an evidentiary sample.

Keep in mind that evidentiary materials include exam documentation. Follow jurisdictional policies for documenting exam findings and the medical forensic history and for packaging, labeling, and sealing such documentation. Properly recording and preserving this information is critical for its admissibility during a trial.

Make sure transfer policies maximize evidence preservation. Minimize transit time between collection of evidence and storage of kits. To avoid potential degradation of evidence, it is important to transport kits containing liquid samples and other wet evidence in a timely fashion. Only a law enforcement official or duly authorized agent should transfer evidence from the exam site to the appropriate crime laboratory or other designated storage site (e.g., a law enforcement property facility). Jurisdictional procedures for evidence management and distribution must be in place and followed. Those involved in evidence management and distribution should be educated on the specifics of these procedures and their responsibilities.

Make sure storage policies maximize evidence preservation. Secure storage sites should be designated and storage requirements should be consistent across a jurisdiction. Storage requirements depend on what types of specimens are being collected and on jurisdictional policy. For example, kits without drawn blood or other wet evidence generally do not need to be refrigerated. Follow jurisdictional policy for refrigeration of drawn blood samples and other wet evidence. The use of dried blood samples on blood collection cards is encouraged because they do not require refrigerated storage.¹⁵⁷ Urine should be refrigerated or frozen when stored.¹⁵⁸ Those involved in storing biological evidence should be knowledgeable regarding optimal storage conditions as well as the hazards for handling and storing evidence such as blood and urine. Evidence should be retained for as long as possible, as storage space permits. Some jurisdictions require storage of evidence for the full statute of limitations of the offense.

Make sure jurisdictional policies are in place to address evidence storage in cases where patients are undecided about reporting. Finding adequate storage space for these kits is a challenge for many facilities and agencies (e.g., community-based or hospital examiner programs may lack the capacity for secure long-term storage of kits at their facilities). Local responders, particularly examiners, law enforcement representatives, and crime lab staff, should discuss and address these and related challenges and develop

¹⁵⁵ Dry evidence unless indicated otherwise (e.g., freezing).

¹⁵⁶ With the ever-increasing sensitivity of DNA analysis, there is a greater chance that accidental contamination and dilution by foreign DNA can be detected. Every precaution should be taken to reduce outside contamination and dilution of evidence.

¹⁵⁷ The National Institute of Standards and Technology is conducting a 10-year project on DNA storage. Thus far, it confirms that refrigeration of dried DNA is generally unnecessary.

¹⁵⁸ Liquid blood and urine are generally required for toxicology purposes. These samples require refrigeration, preferably in a locked refrigerator. If a locked refrigerator is not immediately available, these samples can be kept at room temperature for no longer than 24 hours.

procedures that allow for the secure storage of these kits without revealing patients' identity. Storing the evidence as long as necessary is the ideal (e.g., until the patient decides whether to report or until the jurisdiction's statute of limitations for retaining evidence expires). However, due to lack of storage space, kits in some jurisdictions are stored for a limited period of time (e.g., 1, 5, or 10 years) and then destroyed if no report is made. Many jurisdictions have elected to store kits for the duration of the statute of limitations for the offense. If a limited-time policy is implemented, it is important that patients are informed regarding the amount of time they have to decide to report and procedures for reporting. It is also critical that the period of time given to patients to decide allows them the chance to consider their decision thoroughly; a short time such as a week or a month may not be sufficient to make such a decision.

Document the handling, transfer, and storage of evidence. Examiners must maintain control of evidence during the exam, while evidence is being dried, and until it is in the kit container and sealed (and then follow jurisdictional procedures for storing evidence securely or handing it over to a duly authorized agent for transfer to a storage site). Documentation should continue with each transfer of the evidence to law enforcement, the crime laboratory, and others involved in the investigative process.¹⁵⁹ Patients, advocates, family members, and other support persons should not handle the evidence. Documentation of the chain-of-custody information is vital to ensuring that there has been no loss or alteration of evidence prior to trial. Educate all those involved in handling, transferring, and storing evidence regarding the specifics of maintaining the chain of custody. If the patient is transferred between facilities, staff at both facilities should be careful to complete this documentation.

¹⁵⁹ Adapted from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 34.

C. The Examination Process

This section focuses on the various medical and forensic components of the exam process, starting with the initial contact with victims to the court testimony by examiners on exam findings.

The following chapters are included:

1. Initial Contact
2. Triage and Intake
3. Documentation by Health Care Personnel
4. The Medical Forensic History
5. Photography
6. Exam and Evidence Collection Procedures
7. Alcohol- and Drug-Facilitated Sexual Assault
8. STI Evaluation and Care
9. Pregnancy Risk Evaluation and Care
10. Discharge and Follow-up
11. Examiner Court Appearances

1. Initial Contact

Recommendations at a glance to facilitate initial contact with victims:

- Build consensus among involved agencies regarding procedures for coordinated initial response when a recent sexual assault is disclosed or reported. Educate responders to follow procedures.
- Recognize essential elements of initial response.

Build consensus among involved agencies regarding procedures for coordinated initial response when a recent sexual assault is disclosed or reported. Educate responders to follow procedures.

First responders from these agencies (e.g., 911 dispatchers, law enforcement representatives, emergency medical services (EMS) technicians, hospital emergency department staff, sexual assault examiners, and advocates) need to be educated about and follow these procedures. Responders also need discipline-specific procedures (e.g., EMS procedures should stress the importance of preserving evidence when caring for acute injuries and treating victims with sensitivity).

In addition, other community professionals to whom victims may disclose need to know procedures for activating the SART/SARRT or obtaining immediate assistance for victims if a SART/SARRT does not exist. (For information on this topic, see *A.1. Coordinated Team Approach* and *Appendix B. Creation of SART/SARRTs*.) Also, recognize that some institutions and residential living programs have internal procedures for handling sexual assault disclosures. SART/SARRT members should work with these entities to ensure that their procedures address the needs of victims and are coordinated with jurisdictional multidisciplinary response.

Recognize essential elements of initial response. Some victims may initially present at an exam site. But most victims who receive immediate medical care for sexual assault initially contact 911, law enforcement, or an advocacy agency for help.

Law enforcement, 911, and EMS response. Steps that should be taken during initial law enforcement, 911, or EMS contact include:

- Assess victims' needs for immediate care for potentially life-threatening or serious injuries. Administer necessary first aid and request/obtain emergency medical assistance according to jurisdictional policy.
- Address safety needs of victims and others at the scene (e.g., offenders may be present), calling for assistance/backup if needed.
- Assess quickly the age, abilities, communication modality, and health condition of victims and tailor your response as appropriate (e.g., a qualified interpreter, assistive devices, or protective service worker may be needed).
- Respond to requests for victim assistance as quickly as possible.¹⁶⁰ Understand that victims need immediate assistance for many reasons: they may not be safe, may be physically injured, and/or are experiencing trauma. Be aware that time delays in response can cause loss of evidence and increased trauma.
- If injuries do not appear serious, emphasize to victims the need for medical evaluation and address related health concerns. Also, explain the purpose of the exam and what happens during the exam process, keeping in mind that the amount of information that victims want at this time varies.

¹⁶⁰ In some areas, law enforcement representatives may not respond promptly because they must travel considerable distances and through rough terrain to get to victims' locations. Some law enforcement agencies may not have enough representatives to respond to each case in a timely manner (e.g., a rural sheriff's office may only have one officer). In communities with such limitations, it is important that agencies and professionals involved in these cases advocate for increasing the capacity of law enforcement agencies to respond promptly. They also can work jointly to ensure that there is at least one responder/agency from which victims can consistently receive initial help (e.g., EMS or the advocacy program). That professional/agency should be trained in initial response and be able to access emergency medical assistance if needed and coordinate transportation to the exam facility. Information about which agency/responder to call for help must be publicized in the community.

- Inform victims about exam facility options (if options exist) and seek their consent to transport them to the facility of their choice (if they had options) for treatment and/or medical/forensic evaluation.¹⁶¹
- Encourage victims' interaction with advocates as soon as possible after disclosure of the assault, even if victims choose not to receive medical care and/or have the medical forensic exam. In a few jurisdictions, advocates may be dispatched directly to the scene to provide victim support and advocacy, if appropriate. Follow local procedures for activating an advocate.
- Ask victims if they would like family members or friends to be contacted.
- Explain options for interpretation and translation for victims who are not proficient in English or who may prefer to communicate in a non-English language.
- Take measures to preserve crime scene evidence, including evidence on the body and clothing of victims. Document victims' demeanor and statements related to the assault, according to jurisdictional policy.
- Explain to victims their reporting options. Keep in mind that the amount of information desired will vary per individual.
- Responding law enforcement officials should seek basic information from victims about the assault in order to apprehend suspects and facilitate crime scene preservation in a timely manner.

If victims agree to seek emergency care and/or have evidence collected:

- Explain to victims in a language they understand how to preserve bodily evidence until it can be collected (e.g., do not wash, change clothes, urinate, defecate, smoke, drink, eat, brush hair or teeth, or rinse mouth).
- Explain to victims in a language they understand that clothing most likely will be taken as evidence. They may wish to bring or have someone bring a clean change of clothes to the exam facility. If applicable, let victims know that replacement clothing will be available at the exam site. If they changed clothes since the assault, the clothing worn during and immediately after the assault will be needed. Follow law enforcement procedures for retrieving clothing or other items from a crime scene so that evidence is not inadvertently destroyed or contaminated.
- In suspected cases of alcohol- or drug-facilitated assault, victims' first available urine sample should be sought if they cannot wait to urinate until arrival at the exam site. (For information on procedures, see *C.7. Drug-Facilitated Sexual Assault*.) Victims might have been drugged without their knowledge. If they or their families, friends, or responders suspect alcohol- or drug-facilitated assault, a urine sample should be sought.
- Transport or arrange transportation for victims to the exam site that has the most appropriate forensic medical examination capability.¹⁶² Victims with disabilities may have equipment (e.g., wheelchairs and other assistive devices) and/or service animals that also need to be transported.¹⁶³ Keep in mind that victims may consider such equipment as extensions of themselves, so any such equipment should be treated with care.
- Follow jurisdictional policy on alerting exam facilities about the pending arrival of patients.
- Do not take suspects to the same exam facility as victims at the same time, if possible.

Advocate response. If victims have initial contact with advocates, this contact typically occurs through a phone hotline call or a face-to-face meeting. Advocates should follow agency-specific and jurisdictional policy for first response. For example, advocates should assess victims' safety and need for medical assistance and call 911 in cases of serious injuries or when there is an imminent threat to someone. Advocates should describe potential medical concerns related to sexual assault, support victims in seeking care for possible injuries, provide information about their options (e.g., health care, advocacy and counseling, interpretation and translation, evidence collection, exam site options, and reporting to law enforcement), and offer referrals.

¹⁶¹ Inform victims of the approximate amount of time it will take to travel to the facility and how long they will be at the exam site. This information can help them prepare for what to expect and make needed arrangements (e.g., childcare, getting time off from work or school, or informing family members). In some areas, it may take considerable time to get to the exam site (i.e., several hours). Involved agencies in these areas may want to consider the feasibility of having a specially trained examiner located in their community.

¹⁶² Many jurisdictions have designated exam sites. For more information on this topic, see *B.2. Facilities*.

¹⁶³ In addition, evidence may be found on assistive devices and/or service animals.

They can explain to victims how to preserve bodily evidence for evidence collection and the importance of prompt toxicology testing if alcohol- or drug-facilitated assault is suspected. In general, advocates can help victims identify and consider how to address their needs and concerns, as well as identify individuals who might support them in dealing with the aftermath of the assault. They can activate the SART/SARRT (if one exists) with victims' permission. Alternately, advocates can offer to help victims arrange transportation to the exam site, obtain nonemergency medical care, and obtain assistance from law enforcement. They can also accompany them through medical forensic procedures.

Regardless of which agencies are first responders, responders should always be sensitive to the victim's needs and level of trauma. It is common for victims of sexual violence to have showered, eaten or taken other self-protective actions that may have destroyed evidence prior to engaging any service providers. Responders should react in an understanding and non-judgmental manner to ensure they receive appropriate care.

2. Triage and Intake

Recommendations at a glance for health care providers to facilitate a triage and intake process that addresses patients' needs:

- Consider sexual assault patients a priority.
- Perform a prompt, competent medical assessment. Then respond to acute injury, the need for trauma care, and safety needs of patients before collecting evidence.
- Alert examiners of the need for their services.
- Contact victim advocates so they can offer services to patients, if not already done.
- Assess and respond to safety concerns of victims upon arrival at the exam site, such as threats to patients or staff.
- Assess patients' needs for immediate medical or mental health intervention prior to the evidentiary exam, following facility policy.

Consider sexual assault patients a priority.¹⁶⁴ (For a discussion of this topic, see *A.2. Victim-Centered Care*.)

Utilize a private location within the exam facility for patient intakes, as well as for a waiting area for patients' family members and friends and law enforcement interviews. (Also see *A.2. Victim-Centered Care*.)

Perform a prompt, competent medical assessment. Then respond to acute injury, the need for trauma care, and safety needs of patients before collecting evidence. In addition to promoting physical health, sensitive and timely medical care can help reduce the likelihood of acute psychological trauma and its aftereffects, support patients' existing and emerging coping skills, and set the tone for patients' resumption of normal functioning.

Acute medical needs take precedence over evidentiary needs. Patients should be instructed to not wash, change clothes, urinate, defecate, smoke, drink, or eat until initially evaluated by examiners, unless necessary for treating acute medical injuries. If alcohol- or drug-facilitated sexual assault is suspected, and patients need to urinate prior to the arrival of examiners, ensure that the urine sample is collected properly while maintaining the chain of custody.

The forensic examiner should be involved in all aspects of the medical forensic examination of the sexual assault patient. As soon as possible after the initial triage, management, and stabilization of acute medical problems and before treating non-acute injuries, the evidentiary exam can be conducted (with patients' permission). In circumstances in which patients are seriously injured or impaired, examiners must be prepared to work alongside other health care providers who are stabilizing and treating them. In such cases, examiners may need to perform exams in settings such as a health care facility's emergency department, an operating room, a recovery room, or an intensive care unit.

Alert examiners of the need for their services. The SART/SARRT, if one exists, can work with exam facilities to identify acceptable timeframes to conduct a medical forensic exam after a patient's arrival and medical evaluation, management, and stabilization. If examiners are not based at the site or need to be dispatched, the facility should contact them immediately after identifying a sexual assault patient.¹⁶⁵

¹⁶⁴ Historically, sexual assault patients who came to a health care facility (namely hospital emergency departments) for medical care and forensic evidence collection had to wait a long time to be examined. Often, they were not considered priority cases because they lacked visible physical injuries or their physical injuries were less serious than others coming into the facility. The psychological trauma they were experiencing often was not taken into account, nor was the fact that evidence can be destroyed or contaminated if collection is delayed. Many communities are addressing this problem by establishing examiner programs. At busy health care facilities that make life or death decisions about prioritizing patients, these programs can help ensure that sexual assault patients are offered and receive a medical forensic examination promptly.

¹⁶⁵ It is possible that examiners could also be dispatched by first responders at the crime scene or by health care staff after being alerted that a sexual assault patient will be arriving at their facility. Although activating examiners as early as possible seems like it would benefit these patients, such a procedure can potentially cause confusion. For example, after activating an examiner to go to a particular

Examiners are often required to arrive at the exam site within a certain period of time (e.g., 30 minutes) after being dispatched.

Contact victim advocates so they can offer services to patients, if not already done. (For a discussion of this topic, see *A.2. Victim-Centered Care*.)

Assess and respond to safety concerns of victims upon arrival at the exam site, such as threats to patients or staff. The facility should have procedures to assess such safety concerns at the exam site and to respond to such threats or dangerous situations. (For a discussion of this topic, see *A.2. Victim-Centered Care*.) Communicating any information may require a qualified interpreter¹⁶⁶ for victims who are LEP.¹⁶⁷

Assess patients' needs for immediate medical or mental health intervention prior to the evidentiary exam, following facility policy. Seek informed consent of patients before providing treatment. (For more information on this topic, see *A.3. Informed Consent*.) Also, inform them that they have a right to receive medical care regardless of whether the assault is reported to law enforcement. (For more information on this topic, see *A.5. Reporting to Law Enforcement*.)

exam facility, there may be significant delays in getting the patient to the site or changes en route to the facility. Sexually assaulted individuals may also change their minds about care or evidence collection.

¹⁶⁶ There is currently no certification process for health care interpreters or translators. For more information about qualifications including standards of practice for health care interpreters and translators, please see *What's in a Word: A Guide to Understanding Interpreting and Translation in Health Care*, National Health Law Program (2010).

¹⁶⁷ Title VI of the Civil Rights Act of 1964 and its implementing regulations require that entities that receive federal financial assistance provide meaningful access to their programs, services, and activities for persons with limited English proficiency.

3. Documentation by Health Care Personnel

Recommendations at a glance for completing needed documentation:

- Ensure completion of all appropriate documentation.
- Educate examiners on proper documentation.
- Ensure the accuracy and objectivity of medical forensic reports.

Ensure completion of all appropriate documentation. Examiners are responsible for documenting the details of the medical forensic exam and treatment provided in the medical record, as well as documenting required data for the evidence collection kit, according to jurisdictional policy. This evidence collection kit report usually includes patient consent forms related to evidence, the history of the assault, and information pertaining to evidence collection that will assist the crime lab in material identification for analysis.¹⁶⁸ (The medical forensic history and documentation of exam findings are discussed in more depth in later chapters in this section.) The only medical issues documented in this report are findings that potentially relate to the assault or preexisting medical factors that could influence interpretation of findings. If the case is reported, the criminal justice system will use the entire medical forensic record of the sexual assault visit, along with collected evidence, photographs and video images, and victim/witness statements, as a basis for investigation and possible prosecution. If examiners are required to testify in court, they will use the report to recall the incident.

The overall medical forensic record kept by examiners and other clinicians follows a standard approach of addressing acute complaints; gathering pertinent historical data; describing physical findings, laboratory and x-ray findings, consultation reports (if done) and evidence collection procedures; and documenting treatment (and response to treatment) and follow-up care. The complete medical forensic record of the sexual assault visit should be maintained separately from the patient's medical record to limit disclosure of unrelated information and to preserve confidentiality. The medical record is stored at the exam site. The exam site should have clear policies about who is allowed access to these records.¹⁶⁹

The medical record is not part of the evidence collection kit and it should not be submitted to the crime lab or given to law enforcement. Much of the record is not relevant to case prosecution, and releasing it infringes upon patients' privacy rights. Although all or part of the medical record may be subpoenaed, if patients do not consent to its release, it is ultimately up to the court to decide whether such information is pertinent to the case and should be released.

Educate examiners on proper documentation. It is vital that the exam documentation be thorough, precise, and accurate. It is essential that examiners receive education on the importance of proper documentation and on writing reports that are relevant to their role. As previously discussed, forensic documentation must include diagrammatic rendering, written description (including assessment for tenderness and induration), and forensic imaging of any visible finding (traumatic or evidence).

Law enforcement representatives and advocates who are involved in the response should understand the importance of examiner documentation and be able to convey that importance to patients.

Ensure the accuracy and objectivity of medical forensic reports. It is suggested that examiners within an exam site, jurisdiction, or region devise an appropriate review process tailored to their needs. Consider having a clinical director or supervisor at the exam site systematically review documentation related to the exam. (In some jurisdictions, review of nonphysician examiner's documentation by a medical director/supervisor is required.) These reviews can serve to increase the overall effectiveness of the examiner program by ensuring that reports are completed according to policy, assessing staff training needs,

¹⁶⁸ Documentation of exam findings should include patients' demeanor and statements related to the assault not already recorded on the medical forensic history. Such documentation can be admitted as evidence at trial in most states. Local prosecutors can provide more detailed information on this type of documentation.

¹⁶⁹ Mechanisms to restrict access to records related to the exam are particularly important in small communities where exam site employees may be acquaintances, friends, and family members of patients or suspects.

considering adjustments needed to paperwork, troubleshooting for potential problems, and identifying trends in presenting the issues of patients. All identifying patient information should be removed when a document is copied for a review. The clinical director or supervisor can also be involved in broader multidisciplinary quality assurance efforts related to the exam process.

4. The Medical Forensic History

Recommendations at a glance for health care providers to facilitate gathering information from patients:

- Coordinate medical forensic history taking and investigative interviewing.
- Advocates should be able to provide support and advocacy during the history, if desired by patients.
- Consider patients' needs prior to and during information gathering.
- Obtain the medical forensic history.

Coordinate medical forensic history taking and investigative interviewing. Examiners typically ask patients to provide a medical forensic history after initial medical care for acute problems and before the examination and evidence collection. This history, obtained by asking patients detailed forensic and medical questions related to the assault, is intended to guide the exam, evidence collection, and crime lab analysis of findings. In cases where the victim reports the assault, law enforcement representatives should also collect information from patients to help in the apprehension of suspects and in case investigation.¹⁷⁰

Gathering information from patients often takes place soon after they have experienced the assault. Not only can discussing the assault cause patients to feel re-violated, but their emotional and physical condition may make communication difficult. They may also be uncomfortable discussing personal matters with involved responders. Those seeking information about the assault should work collaboratively to create an information-gathering process that is as respectful to patients as possible and minimizes repetition of questions.¹⁷¹ However, jurisdictions should consider the implications of the evolving law on hearsay exceptions when determining the level and nature of coordination. See *Appendix C* for more information on the relevant case law and how it relates to medical forensic examinations.

Promote a streamlined, victim-centered information-gathering process. Jurisdictions employ several methods, including the following:

- Communication and coordination among responding officers, examiners, investigators, and prosecutors as they go about their separate information-gathering processes.
- Examiners and investigators together ask patients basic questions in a language that she or he understands. One asks questions while the others listen. They then speak to patients separately to gather any remaining information required.
- The medical forensic history and investigative interviews are conducted simultaneously to the extent feasible. The SART/SARRT should determine the information-gathering process, reflecting the best use of resources and needs and consent of patients. The team may agree that a particular person or agency will be the primary interviewer.¹⁷²

Whatever the method selected, jurisdictions should carefully plan how they will coordinate the logistics of medical forensic history taking and investigative interviewing.

Advocates should be able to provide support and advocacy during the history if desired by patients.

The presence of an advocate may help patients feel more comfortable answering questions. Advocates may also assist patients in voicing their concerns about questions being asked and clarifying their needs during this time. Advocates should be careful not to answer questions asked of patients or otherwise influence their statements.

¹⁷⁰ The website of the Violence Against Women Online Resources offers several resources on law enforcement investigation of sexual assault crimes. See <http://www.vaw.umn.edu/categories/2.8>.

¹⁷¹ Some repetition of questions is likely to occur during the exam process.

¹⁷² Caution should be exercised if combining medical forensic history taking with investigative interviewing. At the time of such information gathering, patients may not want to speak with law enforcement or be ready to go into the extensive details needed for investigative purposes. Patients may withhold information from law enforcement representatives or not want to talk with them about certain issues (e.g., their menstrual cycle or types of penetration). They might feel more comfortable talking to examiners in private about these topics. There is also a concern about questioners asking questions outside of their realm of responsibility.

Presence of family members, friends, and other personal support persons. Prior to taking the history, patients should be informed that the presence of personal support persons (other than advocates) may influence or be perceived as influencing their statements.¹⁷³ These individuals could be subpoenaed as witnesses in their case.¹⁷⁴ If, after receiving this information, patients choose to have personal support persons present during the history, these individuals should be advised not to actively participate in the process. For example, they should not answer questions for patients, comment on patients' answers, interrupt patients, or make facial expressions in response to patients' answers.¹⁷⁵

Consider patients' needs prior to and during information gathering. Pressing issues (e.g., for treatment of serious injuries, crisis intervention and support, translation and interpretation, and childcare during the exam process) should be addressed before commencing with information gathering. Be mindful of patients' capacity to answer questions during a lengthy information-gathering process, and take breaks as needed.

The facility should have procedures in place and examiners should be educated to accommodate patients' communication skill level and preferred mode of communicating. This is particularly important for patients with communication-related disabilities and limited English proficient patients. If interpreters are necessary, they should be present prior to questioning and there should be space for them in the exam room and other rooms where information is gathered. Patients with communication-related disabilities may wish to use wordboards, speech synthesizers, or other assistive communication devices to help them communicate. The use of cards with pictures (e.g., of medical procedures and human anatomy) may facilitate communication with patients with some types of cognitive disabilities or limited vocabularies.¹⁷⁶

It is important that examiners are aware of and responsive to verbal and nonverbal cues from patients. For example, patients may react negatively as they recall experiences during the assault or are reminded of previous violence committed upon them. (It is important to document this information.) What they may need most at this point is a break, the understanding of examiners, and opportunities to talk about what they are experiencing. Advocates can be particularly helpful to patients who are dealing with these emotions.

Use a private and quiet setting for information gathering. Ideally, there should be no interruptions and no time constraints for questioners or for use of the room where the information is being gathered. Although some facilities may lack space, an effort should be made to secure a private and quiet setting for this purpose. In many jurisdictions, history-taking takes place in the exam room prior to the exam.

Obtain the medical forensic history. The specific questions asked of patients by examiners for the medical forensic history vary from one jurisdiction to the next, as do forms used to record the history.¹⁷⁷ However, the following information should be sought routinely from patients:¹⁷⁸

1. Date and time of the sexual assault(s): It is essential to know the period of time that has elapsed between the assault and the physical examination/collection of evidence as well as documentation of

¹⁷³ Ideally, these individuals should not be present when giving patients this information or when patients make the decision whether they want the support person present.

¹⁷⁴ They should also be informed that the presence of these individuals during the medical forensic history could potentially reduce the degree of confidentiality advocates can offer patients (e.g., they may be called on to provide testimony regarding the interactions between patients and family members or friends present during this time). Also, in jurisdictions that have physician/patient privilege, but not a victim advocate privilege, the advocate could be required to testify. Victims should be informed of this before disclosing non-medically relevant information.

¹⁷⁵ Requests to have family, friends, and other personal support persons present during the medical forensic history should be allowed unless it is considered potentially harmful to the exam process by the SART/involved responders. For example, in cases involving adolescents, parents or guardians should not be allowed in the exam room if they are suspected of committing the assault or of being abusive to patients.

¹⁷⁶ Carolyn Ham, *Reducing Language Barriers to Combating Domestic Violence: The Requirements of Title VI*, Battered Women's Justice Project, October 2004, http://new.vawnet.org/summary.php?doc_id=1621&find_type=web_desc_GC.

Paragraph partially drawn from N. Baladerian, *Skills for Interviewing Adult Abuse Victims Who Have Developmental Disabilities*, p. 1.

¹⁷⁷ In some jurisdictions, examiners ask for investigative details during history taking. In others, examiners only ask for information related to treatment and collecting/interpreting physical and lab findings. One concern is that investigative details reported by examiners that differ from the law enforcement report may be used to undermine the credibility of patients. Patients should be told that if they are too uncomfortable or embarrassed to talk about something, they should say so rather than saying something that contradicts information that may be in the law enforcement report. (Drawn from L. Ledray, *SANE Development and Operation Guide*, 1998, p. 77.) Another concern is that asking investigative questions is outside the examiner's role.

¹⁷⁸ Drawn from California's *Medical Forensic Report: Adult/Adolescent Sexual Assault Examination, Less Than 72 Hours* (OCJP 923), the *Tulsa Sexual Assault Report Form*, and the *West Virginia Protocol for Responding to Victims of Sexual Assault*, 2008, pp. 40–42.

injuries. Evidence collection may be influenced by the time interval since the assault as well as the interpretation of both the physical exam and evidence analysis.

2. Pertinent patient medical history: The interpretation of physical findings may be affected by medical data related to menstruation, recent anal-genital injuries, surgeries, or diagnostic procedures, blood-clotting history, and other pertinent medical conditions or treatment.
3. Recent consensual sexual activity: The sensitivity of DNA analysis makes it important to gather information about recent consensual intercourse, whether it was anal, vaginal, and/or oral, and whether a condom was used. A trace amount of semen or other bodily fluid, as well as genital microtrauma, may be identified that is not associated with the crime. Once identified, it may need to be associated with a consensual partner, and then used for elimination purposes to aid in interpreting evidence.¹⁷⁹
4. Post-assault activities of patients: The quantity and quality of evidence is affected both by actions taken by patients and the passage of time. It is critical to know what, if any, activities were performed prior to the examination (e.g., have patients urinated, defecated, had consensual sexual intercourse, wiped genitals or the body, douched, removed/inserted a tampon/sanitary pad/diaphragm, used oral rinse/gargled, washed, brushed teeth, eaten or drank, smoked, used drugs, or changed clothing?).
5. Assault-related patient history: Information such as the location of nongenital injury, tenderness, pain and/or bleeding, and anal-genital injury, pain, and/or bleeding can direct evidence collection and medical care. Patients should also be questioned about strangulation since this type of injury can result in airway obstruction if swelling occurs and strangulation is a very common occurrence in sexual assault cases.
6. Suspect information (if known): Forensic scientists seek evidentiary items that may have had cross-contact or transfer among patients, suspects, and crime scenes. The gender and number of suspects may offer guidance to types and amounts of foreign materials that might be found on patients' bodies and clothing. Suspect information gathered during this history should be limited to that which will guide the exam and forensic evidence collection. Detailed questions about suspects are asked during the investigative interview.
7. Nature of the physical assault(s): Information about the physical surroundings of the assault(s) (e.g., indoors, outdoors, car, alley, room, rug, dirt, mud, or grass) and tactics employed by suspects is crucial to the detection, collection, and analysis of physical evidence. Tactics may include, but are not limited to, use of weapons (threatened and/or injuries inflicted), physical blows, grabbing, holding, pinching, biting, using physical restraints, strangulation, burns (thermal and/or chemical), threat(s) of harm, and involuntary ingestion of alcohol/drugs. Knowing whether suspects may have been injured during the assault may be useful when recovering evidence from patients (e.g., blood) or from suspects (e.g., bruising, fingernail marks, or bite marks).
8. Detection of alcohol- or drug-facilitated sexual assault: It is critical in these cases to collect information such as whether there was memory loss, lapse of consciousness, or vomiting; whether the patient was given food or drink by the suspect (if the patient knows); or whether the patient voluntarily ingested drugs or alcohol. Collecting toxicology samples within 120 hours of the suspected ingestion is recommended if there was either loss of memory or lapse of consciousness, according to jurisdictional policy.
9. Description of the sexual assault(s): An accurate but brief description is crucial to detecting, collecting, and analyzing physical evidence. The description should include any:¹⁸⁰
 - Penetration of genitalia (e.g., vulva, hymen, and/or vagina of female patient), however slight, including what was used for penetration (e.g., finger, penis, or other object);
 - Penetration of the anal opening, however slight;
 - Oral contact with genitals (of patients by suspects or of suspects by patients);
 - Other contact with genitals (of patients by suspects or of suspects by patients);
 - Oral contact with the anus (of patients by suspects or of suspects by patients);
 - Nongenital act(s) (e.g., licking, kissing, suction injury, strangulation, and biting);
 - Other act(s) including use of objects;
 - If known, whether ejaculation occurred and location(s) of ejaculation (e.g., mouth, vagina, genitals, anus/rectum, body surface, on clothing, on bedding, or other); and

¹⁷⁹ Patients should be aware that there might be a need at a later time to obtain an elimination sample from consensual partners. Jurisdictions may have policies in place for seeking such samples within a certain timeframe following the exam.

¹⁸⁰ Specific questions asked will depend on case facts (e.g., the gender of the patient and the gender of the suspect).

- Use of contraception or lubricants.¹⁸¹

These questions require specific and sometimes detailed answers. Some may be especially difficult for patients to answer. Examiners should explain that these questions are asked during every sexual assault medical forensic exam. They should also explain why each question is being asked.

¹⁸¹ Certain contraceptive preparations can interfere with accurate interpretation of preliminary chemical tests frequently used in the analysis of potential seminal stains. In addition, contraceptive foams, creams, or sponges can destroy sperm. Lubricants of any kind are trace evidence and may be compared with potential sources left at the crime scene or recovered from bodies of suspects. Knowing whether a condom was used also may be useful in explaining the absence of semen.

5. Photography

Recommendations at a glance to photograph evidence on patients:

- Consider the extent of forensic photography necessary.
- Consider the equipment.
- Be considerate of patient comfort and privacy.
- Explain forensic photography procedures to patients.
- Take initial and follow-up photographs as appropriate, according to jurisdictional policy.
- Consider policies on storage, transfer, and retention of photographs.

Consider the extent of forensic photography necessary. Taking photographs of patients' anatomy that was involved in the assault should be part of the medical forensic examination process in sexual assault cases. Such photographs can supplement the medical forensic history, evidence documentation, and physical findings.¹⁸² As to the extent of photographs necessary, communities appear to take two different approaches. Some routinely take photographs, with patients' permission, of both detected injuries and normal (apparently uninjured) anatomy involved in the assault. These jurisdictions encourage examiners to collect and document all evidence and leave the determination about the value of the evidence to litigants. Other communities limit photographs to detected injuries. However, photographs should not be used to interpret subtle and/or nonspecific findings (e.g., erythema or redness) that are not noted on exam documentation. Review of photographs cannot reliably diagnose injuries not seen by examiners.

Involved prosecutors, law enforcement officials, examiners, and advocates should further discuss the extent of photography they view as critical, examine any related case law, consider their concerns on this issue and how to be sensitive to victims, and, ultimately, determine what strategy is right for their community.

Consider the equipment. Examiners should take these photographs, due to the highly personal nature of the photography involved. Examiners are responsible for forensic photography during the exam because patients are often more comfortable and less traumatized when they take photographs.¹⁸³ Any photographs taken by nonmedical personnel should include only the head and extremities and should not document findings on the torso or genital region.

Examiners should be familiar with equipment operation and be educated on forensic photography in sexual assault cases. Photographic equipment should be used that can clearly document the level of injury. Consult with local criminal justice agencies regarding the types of equipment that should be used (e.g., prosecutors can assess which types of equipment produce results that are acceptable to the court).¹⁸⁴ Also consult with local examiners, because they are often knowledgeable regarding photographic and video equipment used in these cases and their effectiveness in capturing images during the exam.

Be considerate of patient comfort and privacy. Minimize patients' discomfort while they are being photographed and respect their need for modesty and privacy. Drape them appropriately while taking photographs.¹⁸⁵

Also, consider how to best provide support to patients during this time. Patients may want an advocate and/or a personal support person to be present. Take measures to avoid allegations of impropriety when photographing patients. For instance, if for some reason a male examiner is photographing a female patient, another woman should be present at this time.

¹⁸² The *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 56.

¹⁸³ Avoid requiring that patients go to another site (e.g., the law enforcement agency) to have initial photographs taken.

¹⁸⁴ For a discussion of the admissibility of digital photographs, please see D. Nagosky, *The Admissibility of Digital Photographs in Criminal Cases*, *FBI Law Enforcement Bulletin*, December, 2005.

¹⁸⁵ Drawn from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 56, and the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 113.

Explain forensic photography procedures to patients. Taking photographs of patients in the aftermath of an assault can be retraumatizing. To help reduce the chances of retraumatization, examiners can help patients understand the purpose of photography in forensic evidence collection, the extent to which photographs will be taken and procedures that will be used, potential uses of photographs during investigation and prosecution (especially anogenital images if taken), and the possible need to obtain additional photographs following the exam. (Also see *A.3. Informed Consent*.)

Take initial and follow-up photographs as appropriate, according to jurisdictional policy.¹⁸⁶ Strive to control every element in the photograph to produce a clear, powerful statement. Photographs should be taken prior to evidence collection.

Patient identification. Link patients' identity and the date to the photographs, according to jurisdictional policy.¹⁸⁷ For example, print the patient's name, date of exam, and the examiner's name/initials on a plain sheet of paper, or using a patient label. Photograph this sheet at the beginning and end of the roll of film for identification. Some jurisdictions also photograph the face of patients for identification purposes. Some cameras offer the option of imprinting the date and/or time on the negative, and some have the ability to enter a case number so the face or name of a patient is not on the film. Digital imaging can automatically embed the date/time and a variety of other technical data in each image. This information can be accessed when the image is downloaded onto the computer.

Mechanisms should be in place (e.g., at law enforcement agencies and exam facilities) to protect patients' privacy and confidentiality related to the photographs.

Clear and accurate photographs. Use the shutter speed and lens aperture to control exposure (automated cameras and flash units can give incorrect exposures). Use adequate lighting whether the source is natural, flood, or flash. Use of flashes and lighting in the exam room can change the color of evidence; a filter may help adjust lighting so that the photograph is truer to color (noting in records any alterations to the environment to enhance photographs). Include a color bar in the photograph to ensure accurate color reproduction.

Strive for undistorted photographs with good perspective (whenever possible, use a normal focal length lens, and keep the plane of the film or digital sensor parallel to the plane of the object to be documented. Maintain sharp focus (keep the camera steady, focus carefully, use maximum depth of field, and look at the frame of the scene).

A good-quality macro lens with a ring strobe flash offers the best quality and most flexibility for forensic photography involving sexual assault.

Scale. Use a forensic scale or ruler for size reference in photographs. In addition to those photographs that identify patients and anatomical locations being photographed, take at least two photographs of each area—one with and one without scale. Taking two photographs in this manner demonstrates that the scale was not concealing anything important. Photograph evidence in place before moving it or collecting it. Do not alter or move evidence when photographing, and make every effort to minimize background distraction in photographs while maintaining the focus of areas being photographed.

Orientation of shots. Take at least two shots at three orientations:

1. Take medium-range photographs of each separate injury, including cuts, bruises, swelling, lacerations, and abrasions. Work from one side to the other and then top to bottom, or design a workable method. Be consistent. Take "regional" shots to show injuries in the context and orientation of a body region; these photographs should include easily identifiable anatomical landmarks.
2. Take closeup images of particular injuries, using the scale. When photographing a wound, show its relationship to another part of the body. Take at least three photographs involving a wound area. Shield

¹⁸⁶ This section is drawn from the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, pp. 113–115.

¹⁸⁷ The *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 56.

uninvolved breast or genital areas when possible; highly graphic photos may be deemed inadmissible in court and make the case less credible. All injuries should be recorded with a closeup view using a macro lens or setting. Try to capture subtleties in texture and color. Document pattern injuries caused by an object. Do not use a flash function around an injured eye as it can cause retinal damage.

3. In some cases, a full body photograph may be appropriate to show scope of injury or state of clothing. However, such photos should be taken ensuring as much modesty and privacy as possible, through draping and other techniques. Photos taken solely for the purpose of identification should be done with patients fully clothed or in a gown.

Photographing skin. Closeup photographs of hands and fingernails may show traces of blood, skin, or hair. Be sure to look for damage to nails or missing nails. Photograph marks of restraint or bondage around wrists, ankles, or neck; they may be compared later with the object in question that made the marks. Photograph transfer evidence present on the body or clothing, such as dirt, gravel, or vegetation.

Bite mark evidence. Photograph bite marks, according to jurisdictional policy.¹⁸⁸

Accountability. All photographs should be clearly labeled and the chain of custody maintained. Follow jurisdictional policy for development of film, transfer, duplication or additional prints, and storage of photographs. Do not include photographs in the evidence collection kit sent to the crime lab.

Follow-up photographs. Photography should be repeated as new or different evidence on patients' bodies is found following the exam (e.g., bruising may appear days later). Create procedures that examiners, law enforcement investigators, and patients follow to ensure this evidence is documented. In addition to documenting emerging or evolving injuries, follow-up photographs provide documentation of healing or resolving injuries and clarify findings of stable, normal variants in anatomy and nonspecific findings like redness or swelling that could be confused with acute injuries.

Consider policies on storage, transfer, and retention of photographs. Photographs taken by examiners should primarily be considered as part of the patient's medical forensic record and should not be automatically turned over to law enforcement. Law enforcement should be guided by the body diagrams used in documentation in deciding what photographs to subpoena.

¹⁸⁸ When bite mark evidence is presented, it may be helpful to consult a forensic odontologist, if one is available. However, this type of evidence is controversial. It is more important to ensure swabbing of bite marks.

6. Exam and Evidence Collection Procedures

Recommendations at a glance to facilitate the exam and evidence collection:

- Recognize the evidentiary purpose of the exam.
- Strive to collect as much evidence from patients as possible, guided by the scope of informed consent, the medical forensic history, exam findings, and instructions in the evidence collection kit.
- Be aware of and document evidence and injuries that may be pertinent to the issue of whether the patient consented to the sexual contact with the suspect.
- Understand how biological evidence is tested.
- Prevent exposure to infectious materials and risk of contamination of evidence.
- Understand the implications of the presence or absence of seminal evidence.
- Modify the exam and evidence collection to address the specific needs and concerns of patients.
- Explain exam and evidence collection procedures to patients.
- Conduct the general physical and anogenital exam and document findings on body diagram forms.
- Collect evidence to submit to the crime lab for analysis, according to jurisdictional policy.
- Collect other evidence.
- Keep medical specimens separate from evidentiary specimens collected during the exam.

Recognize the evidentiary purpose of the exam. During the exam, examiners methodically document physical findings and facilitate the collection of evidence from patients' bodies and clothing. The findings in the exam and collected evidence often provide information to help reconstruct the details about the events in question in an objective and scientific manner.¹⁸⁹ Of course, health care needs and concerns of patients may be presented in the course of the exam that should be addressed prior to discharge. However, patients must understand that the exam does not provide routine medical care. For example, a pap smear will not be done during the female pelvic exam.¹⁹⁰ (This chapter focuses on evidentiary components of the exam. Other chapters in the protocol discuss more fully medical and other related needs and concerns of patients.)

Collect as much evidence from patients as possible, guided by the scope of informed consent, the medical forensic history, exam findings, and instructions in the evidence collection kit. Evidence collected during the exam mainly includes biological and trace evidence. To reconstruct the events in question, evidence collected is used in four potential ways in sexual assault cases:

- To identify the suspect;
- To document recent sexual contact;
- To document force, threat, or fear; and
- To corroborate the facts of the assault.

Be aware of and document evidence and injuries that may be pertinent to the issue of whether the patient consented to the sexual contact with the suspect. In the majority of sexual assaults, patients know the suspects. For example, according to the National Crime Victimization Survey, in 2008, 57 percent of rapes/sexual assaults involved offenders who were nonstrangers.¹⁹¹ Most nonstranger suspects and many stranger suspects (if confronted by professionals in the criminal justice system) will claim that the patient consented to the sexual contact.¹⁹² Consent claims typically stem from a lack of evidence and documentation concerning force and coercion. Thus, evidence and documentation of physical findings related to whether

¹⁸⁹ Note that while exam findings and evidence collected from patients are important in reconstructing the events in question, during a criminal investigation, law enforcement officials look for additional evidence that will create a more complete picture of the event.

¹⁹⁰ Drawn from L. Ledray, SANE Development and Operation Guide, 2000, p. 79.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>, SANE Development and Operation Guide, 1998, p. 63.

¹⁹¹ U.S. Department of Justice, Bureau of Justice Statistics, *Female Victims of Violence*, <http://www.bjs.gov/content/pub/pdf/fvv.pdf>

¹⁹² J. Archambault and D.K. Faugno, Overcoming a Consent Defense to Sexual Assault, *Journal of Emergency Nursing*, 27:204–208, April 2001.

force or coercion was used against patients (e.g., findings that reveal injuries, alcohol or drugs taken involuntarily, or signs of a struggle) are important in these types of cases. However, the absence of physical trauma does not mean that coercion/force was not used or prove that patients consented to sexual contact.¹⁹³ Also, some physical findings that suggest force are not necessarily indicative of a sexual assault. It is important to remember that if an investigation takes place, law enforcement officials will look for additional evidence that may help to overcome a claim of consent.

Understand how biological evidence is tested.¹⁹⁴ Semen, blood, vaginal secretions, saliva, vaginal epithelial cells, and other biological evidence may be identified and profiled by a crime lab. The information derived from the analysis can often help determine whether sexual contact occurred, provide information regarding the circumstances of the incident, and be compared to reference samples collected from patients and suspects for identification purposes. A primary method used by crime labs for testing biological evidence is DNA (deoxyribonucleic acid) analysis.¹⁹⁵ The most common form of DNA analysis used in crime labs for identification is called polymerase chain reaction (PCR). PCR allows the analysis of evidence samples of limited quality and quantity by making millions of copies of very small amounts of DNA. Using an advanced form of PCR testing called “short tandem repeats” (STR); the laboratory is able to generate a DNA profile, which can be compared to DNA from a suspect or a crime scene.¹⁹⁶

Distinguish patients’ DNA from suspects’ DNA. Blood or buccal (inner cheek) swabbings should be collected from patients for DNA analysis to distinguish their DNA from that of suspects. (Procedures for collecting these samples are provided later in this chapter.) If the case is reported to law enforcement, patients’ biological samples and DNA profiles should be used only for investigation of the sexual assault, and their DNA profiles should not be uploaded into CODIS.¹⁹⁷ Neither biological samples nor DNA profiles should be provided to law enforcement or prosecution for another case in which patients may be suspects, inadvertently given to health insurance carriers, or used for research purposes without patients’ consent.¹⁹⁸ Criminal justice agency policies should be in place and followed for the secure storage of biological samples and appropriate disposal of these samples and DNA profiles.

Prevent exposure to infectious materials and risk of contamination of evidence. Examiners should take precautions during the exam to prevent exposure (to both patients and health care staff) to bloodborne pathogens and other potentially infectious materials. For example, it is important to follow facility policies on washing hands, handling contaminated needles and other contaminated sharps, wearing protective equipment, and minimizing splashing, spraying, and spattering of these materials. (For more information on this topic, see *B. 1. Sexual Assault Forensic Examiners.*)

With the ever-increasing sensitivity of DNA analysis, there is a greater chance that accidental contamination can be detected. Forensic evidence, which is usually small in volume, can be contaminated and diluted by foreign DNA. Every precaution should be taken by all first responders to reduce outside contamination and dilution of evidence. For example, examiners should wear non-powdered gloves¹⁹⁹ and change them throughout the exam/evidence collection whenever cross-contamination could occur or when moving to different body surface areas. Examiners and other responders should seek guidance from their crime labs on procedures to prevent contamination.

¹⁹³ L. Ledray, *SANE Development and Operation Guide*, 2000, p. 63.

<http://www.ojp.usdoj.gov/ovc/publications/infores/sane/saneguide.pdf>.

¹⁹⁴ Section drawn from *Understanding DNA Evidence: A Guide for Victim Service Providers* by the National Commission on the Future of DNA Evidence; the *West Virginia Protocol for Responding to Victims of Sexual Assault*, 2002, pp. 31–32; and the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 40.

¹⁹⁵ DNA determines each person’s individual characteristics. An individual’s DNA is unique except in identical twins. DNA in the cell nucleus is genetic material inherited from biological parents. (Drawn from Arkansas’ *Sexual Assault: A Hospital/Community Protocol for Forensic and Medical Examination*, 2001.)

¹⁹⁶ There is a concern that if DNA evidence is found, prosecutors may not utilize other evidence, especially when labs have limited resources. But because persons known to victims commit the vast majority of sexual assaults, DNA findings must be used in conjunction with other forensic evidence recovered, particularly when issues of consent arise. Law enforcement investigators and prosecutors should receive training on maximizing the use of all forensic evidence collected.

¹⁹⁷ In the fall of 2003, legislation was introduced to implement the President’s DNA Initiative provisions that would bar the inclusion of elimination samples in CODIS. These samples include those obtained from sexual assault victims, as well as individuals with whom they had recent consensual sex prior to the exam.

¹⁹⁸ An exception is that a forensic lab may input frequency information related to the DNA profiles in its statistical database. Victims’ identity remains anonymous.

¹⁹⁹ Drawn from Connecticut’s Video Training Program, Part 1, *The Examination: Sexual Assault Evidence Collection*, 1998.

Understand the implications of the presence or absence of seminal evidence.²⁰⁰ The relevance of semen evidence in cases involving male suspects covers the spectrum, depending upon case facts. Semen is composed of cellular and liquid components known as spermatozoa (sperm) and seminal fluid. Semen evidence is valuable because it can be used to positively identify suspects.²⁰¹ However, it is critical to note that failure to recover semen is not an indication that a sexual assault did not occur. There are a number of reasons why semen might not be recovered in these cases: Assailants may have used condoms, ejaculated somewhere other than in an orifice or on patients' clothes or bodies, or not ejaculated at all. Semen may have been depleted by frequent ejaculation prior to the sample in question.²⁰² Chronic alcohol or drug abuse, chemotherapy, cancer, infection (e.g., mumps or tuberculosis), or congenital abnormalities also may suppress semen production. Other factors may contribute to the absence of detectable amounts of semen evidence. For example, significant time delays between the assault and collection of evidence may cause loss of semen evidence, semen may be washed away prior to the exam or improperly collected, and an object other than a penis may have been used for penetration.

Modify the exam and evidence collection to address the specific needs and concerns of patients. Examiners should be aware that patients' beliefs might affect whether and how certain evidence is collected. For example, patients from certain cultures or religious backgrounds may view hair or fingernails as sacred and decline collection of hair evidence. (For more information on this topic, see *A.2. Victim-Centered Care*. Accommodating mobility impairments is discussed in footnotes for this chapter. For details on accommodating communication needs and responding to verbal and nonverbal cues, see *C.4. The Medical Forensic History*.)

Explain exam and evidence collection procedures to patients. Whatever the methods used for seeking informed consent from patients for the exam and evidence collection, the full nature of procedures and options should be explained. Examiners may provide some basic information prior to starting the exam and additional information as the exam proceeds. For example, if specialized equipment is used, examiners can explain to patients, at some point prior to its use, what the equipment is, how it will be used, for what purpose, and how long the procedure will take. Encourage patients to ask questions and to inform examiners if they need a break or do not want a particular part of the exam or evidence collection done. (For more information on obtaining informed consent of patients, see *A.3. Informed Consent*.)

Conduct the general physical and anogenital exam and document the physical findings on body diagram forms.²⁰³ In addition to instructions included in the evidence collection kit, the exam should be guided by the scope of informed consent and the medical forensic history.

In the course of the exam, examiners may question patients about trauma related to the assault. These questions should be specific enough to yield clinically relevant information. For example, simply asking if patients are injured or hurt anywhere is not focused enough—they may not know where they are injured until examined and/or asked questions such as if they hurt in specific body locations.

General physical examination. Obtain patients' vital signs, note the date and time of the exam, physical appearance, general demeanor, behavior, and orientation, and condition of clothing on arrival. Record all physical findings (which include observable or palpable tissue injuries; physiologic changes; and foreign materials such as grass, sand, stains, dried or moist secretions, or positive fluorescence) on body diagram forms. Be observant for redness, abrasions, bruises, swelling, lacerations, fractures, bites, burns, and other forms of physical trauma. Potential traumatic findings should be palpated to assess for tenderness and induration. On dark-skinned individuals, it may be difficult to identify these areas and they may need to be sought out specifically.

²⁰⁰ Drawn from the *West Virginia Protocol for Responding to Victims of Sexual Assault*, 2082, pp. 32, and New Hampshire's *Sexual Assault: A Hospital Protocol for Forensic and Medical Examination*, 1998, pp. 26–27.

²⁰¹ In the absence of sperm, certain seminal fluid components may be used to identify semen.

²⁰² If assailants who had a vasectomy ejaculated, their seminal fluid would not contain sperm.

²⁰³ This section on performing the exam is primarily drawn from the American College of Emergency Physicians' (ACEP) *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, pp. 103–107. Much of the ACEP exam procedures were based on the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*.

Anogenital examination.²⁰⁴ During the female genital exam,²⁰⁵ examine the external genitalia and perineal area for injury, foreign materials, and other findings in the following areas: abdomen, thighs, perineum, labia majora, labia minora, clitoral hood and surrounding area, perurethral tissue/urethral meatus, hymen,²⁰⁶ fossa navicularis, and posterior fourchette. The use of a colposcope during the external genital exam enhances viewing microscopic trauma and may provide photographic documentation.²⁰⁷

Then examine the vagina and cervix for injury, foreign materials, and foreign bodies. Use a colposcope or other magnifying device if available. In some jurisdictions, toluidine blue dye may be used to highlight trauma, either with or without the use of a colposcope.²⁰⁸ Examine the buttocks, perianal skin, and anal folds for injury, foreign materials, and other findings. If rectal penetration is reported or suspected, an anoscope can be used as a tool to identify and evaluate trauma (it may also be used to help obtain anal swabs and trace evidence).

For male patients, examine the external and perineal area for injury, foreign materials, and other findings, including from the abdomen, buttocks, thighs, foreskin, urethral meatus, shaft, scrotum, perineum, glans, and testes. Document whether patients are circumcised.

Documentation of findings. Record findings from the general physical and anogenital exam on appropriate body diagram forms. Detailed descriptions of findings should be provided as required. During the exam, collect evidence as specified in the evidence collection kit and photograph anatomy involved in the assault according to jurisdictional policy. Follow jurisdictional policy regarding documentation, photography, and collection of bite mark evidence.²⁰⁹

Collect evidence to submit to the crime lab for analysis, according to jurisdictional policy.²¹⁰ The following evidence from patients, along with completed documentation forms, typically is submitted to the crime lab designated by the jurisdiction.²¹¹ Jurisdictions may require collection of additional or different

²⁰⁴ If patients are mobility impaired, review their history at this stage. In patients with spinal cord injury (SCI), the level of injury and any history of autonomic dysreflexia will have to be noted and given special attention. Other considerations in these patients are histories of muscle spasm and triggers for both muscle spasm and autonomic dysreflexia. Examiners should be sure to ask about things such as whether these patients have ever had a speculum exam, what this experience was like, what the most comfortable position would be for the anogenital exam, and any history of autonomic dysreflexia with a speculum exam. (Commonwealth of Massachusetts's *SANE Protocol*, 2002, p. 36.) Transgender individuals with a masculine identity and those with a constructed vagina may sustain additional physical and emotional damage when vaginally assaulted.

²⁰⁵ Some patients may not have previously had a gynecological exam and need a detailed explanation and support during this part of the exam. (Drawn from L. Zarate, 2003, *Suggestions for Upgrading the Cultural Competency Skills of SARTs*, Arte Sana Web site, 2003.)

²⁰⁶ The Tanner Scale of Secondary Sexual Development is a sexual maturity rating scale that defines a child's stage of puberty. (American Professional Society on the Abuse of Children, *Glossary of Terms and the Interpretation of Findings for Child Sexual Abuse Evidentiary Examinations*, p. 7.) These developmental stages are relevant to the interpretation of physical findings in child and adolescent cases. There is a relationship between Tanner Stages and hymenal development. Physical findings must be evaluated in the context of hymenal development for the interpretation of findings. (The *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 61.)

²⁰⁷ Colposcopes have magnifying lenses ranging from 4x to 30x power and can have 35-mm camera or video camera attachments. Colposcopes have a green filter that enhances the visualization of scars, unusual vascular patterns, and genital warts. Examiners can use the colposcope to obtain magnified images of the oral pharynx, genital, and rectal areas. Minor skin and/or mucosal trauma such as abrasions, lacerations, petechiae, focal edema, hymeneal tears, and anal fissures are more easily seen with magnification, and photographs can be taken for documentation. Attached video cameras can also record images. (Drawn from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 58).

²⁰⁸ The use of toluidine blue dye is controversial in some jurisdictions (e.g., it may be perceived by the court as changing the appearance of the tissue) and not universally used. When employed, toluidine blue dye (1-percent aqueous solution) should be applied by cotton swab before any internal or digital speculum examination. Although DNA evidence will be preserved, care should be taken to avoid letting dye enter the vaginal vault. Excess dye may be blotted away with 1-percent acetic acid solution or lubricating jelly. Toluidine blue dye cannot separate consensual from nonconsensual lesions. Patients should be advised that small traces of the dye might shed in their clothing over the 2 days following the exam. (Information on use of this dye is drawn from the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Abused Patient*, 1999, p. 117.)

²⁰⁹ In addition to documenting, swabbing, and photographing bite marks, an odontologist may need to make casts. Without a cast, teeth cannot be matched to suspects. The American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Abused Patient*, 1999, pp. 111–112, offers guidelines for bite mark documentation.

²¹⁰ Much of this section was drawn from the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Abused Patient*, 1999, pp. 103–107.

²¹¹ In some cases, it may be appropriate to submit evidence to the FBI Laboratory. It accepts cases from any duly authorized law enforcement agency. However, if the case is not a FBI case and the jurisdiction has capability to analyze DNA, then the DNA Unit of the FBI Lab will generally not accept the case. Cases that occur on Indian reservations may be submitted directly to the FBI Lab from local or tribal law enforcement agencies, the Bureau of Indian Affairs, or the FBI and will be worked on by the Indian Country Evidence Task

specimens. Trained examiners should use the medical forensic history and the physical assessment of the patient to guide the evidence collection process. Instructions supplied in the kit may be helpful as a guide for those who are not experienced in the process of evidence collection. However, it should be recognized that the kit instructions should not be read in front of the patient, which could be cause further emotional trauma in the aftermath of the assault. If any requested evidence is not collected, examiners should note reasons on documentation forms.

Collect clothing evidence. Clothing frequently contains important evidence in sexual assault cases. It provides a surface upon which traces of foreign materials, such as semen, saliva, blood, hairs, fibers, and debris from the crime scene, may be found. While foreign matter can be washed off or worn off the body, the same substances often can be found intact on clothing for a considerable length of time following an assault. Damaged or torn clothing may be significant, as damage may be evidence of force (do not cut through any existing holes, rips, or stains on clothing). If the examiner detects damage to the clothing, ask the patient if that damage was related to the assault or present prior to the events in question. Evidence on patients' clothing can be compared with evidence collected from suspects and crime scenes. Common items collected from patients include underwear, hosiery, blouses, shirts, and pants. Coats and shoes are collected less frequently because they are less likely to have evidentiary value and their loss may represent a significant financial burden for victims.²¹² Transgender individuals may be unwilling to part with prostheses and similar items for reasons of safety and/or cost.

Procedures for collecting clothing, underwear, and foreign material dislodged while undressing include the following:

- Place a clean hospital sheet on the floor as a barrier. Then place the collection paper on the barrier sheet. Be careful to prevent evidence transfer. Document all findings. Ask patients to disrobe (assisting them as requested and then draping them appropriately).²¹³ When disrobing, have patients remove shoes and then undress over the collection paper to catch any foreign material that is dislodged.²¹⁴ If someone assists, she/he should wear gloves.
- Collect clothing pertinent to the assault. First determine if patients are wearing the same clothes worn either during or immediately following the assault. If so, the clothing should be examined for any apparent foreign material, stains, or damage. When the determination has been made that items may contain possible evidence, those items should be collected. If it is determined that patients are not wearing the same clothing that they did either during or immediately after the assault, examiners should inquire as to the location of that clothing. If that clothing has not been brought to the exam site, information on clothing location should be provided to law enforcement (if involved) so that clothing can be retrieved and examined before any potential evidence is destroyed.²¹⁵ In addition to collecting underwear worn at the time of or immediately after the assault, it may also be important to collect underwear patients are wearing at the time of the exam (if relevant to the case).
- Be sensitive about how much clothing to take as evidence. For example, take patients' coats or shoes only if it is determined that there may be evidence on them. The exam site can coordinate with advocacy programs to ensure that replacement clothing is available for patients in a range of

Force. Should a jurisdictional lab not have a hair examiner but have the capability to analyze DNA, items requiring only DNA analysis should not be submitted. Items such as clothing that will be examined for both DNA and trace evidence should be submitted to the FBI Lab first. These items will be returned after processing for trace evidence and can then be sent along with DNA-only evidence to the jurisdictional lab. Do not submit items to the FBI Lab for trace evidence analysis after they have been previously examined by another lab. For more information or help submitting a case to the FBI Lab, contact your local FBI office or see the *Handbook of Forensic Services* at <http://www.fbi.gov/about-us/lab/handbook-of-forensic-services-pdf>.

²¹² Paragraph drawn from the *West Virginia Protocol for Responding to Victims of Sexual Assault*, 2008, p. 32.

<http://www.fris.org/Resources/PDFs/Books/WVProtocol.pdf>.

²¹³ If patients are concerned about disrobing in front of advocates and/or personal support persons, they can turn around, hold up a sheet to shield patients, or leave the room while patients disrobe.

²¹⁴ For patients with mobility impairments, put the foreign material collection sheet on the exam table and leave in place until the exam is completed. If patients prefer to disrobe in their wheelchairs, sheets can be tucked in around the wheelchair to catch debris. Avoid putting chairs on paper, as debris from wheels may contaminate evidence. (Commonwealth of Massachusetts *SANE Protocol*, 2002, p. 33.)

²¹⁵ Paragraph drawn from the *West Virginia Protocol for Responding to Victims of Sexual Assault*, 2008, p. 33.

<http://www.fris.org/Resources/PDFs/Books/WVProtocol.pdf>. In the course of the exam process, additional crime scene items that could be potential evidence may be identified and should be collected and preserved.

sizes. This clothing is critical in some instances (e.g., a patient may own only the clothing that is being collected).

- If female or transgender male patients are menstruating, collect tampons and sanitary napkins. Air-dry them as much as possible and then place them in a separate paper collection bag.
- Follow jurisdictional policy for handling and transporting wet evidence that cannot be dried thoroughly at the exam site (e.g., wet clothing, tampons, and sanitary napkins). Ensure that it is packaged in leak-proof containers and separated from other evidence when being transported. It is critical to alert involved law enforcement representatives and crime lab personnel about the presence of wet evidence and the need for its immediate analysis or further drying.²¹⁶
- After drying items according to jurisdictional policy, place each piece of clothing and collection paper in a separate paper bag, label, seal, and initial the seal. If additional bags are needed, use new grocery-style paper bags only. The barrier sheet is not submitted as evidence.
- Tape/seal bags closed; label, seal,²¹⁷ and initial the seal.

Collect debris.²¹⁸

- Collect obvious debris on patients' bodies (e.g., dirt, leaves, fibers, and hair) on a collection sheet—package, label, seal, and initial the seal.
- Fingernail evidence: ask patients whether they scratched the suspects' face, body, or clothing. If so, or if fibers of other materials are observed under patients' fingernails, collect fingernail clippings, scrapings, and/or swabbings, according to jurisdictional policy.²¹⁹ If fingernail scrapings are collected, package fingernail scrapings and tools used to obtain the sample, label, seal, and initial the seal. Cut broken fingernails at the remaining jagged edge for later comparison. If artificial fingernails or nail extensions are being worn by the patient, another nail should be enclosed as a known sample if one is missing. Package, label, seal, and initial the seals.
- If requested, assist patients in putting on exam gowns after clothing and debris are collected.

Collect foreign materials and swabs from the surface of the body. Carefully inspect the body, including head, hair, and scalp, for dried or moist secretions and stains (e.g., blood, seminal fluid, sweat, and saliva) and other foreign material. Use an alternate light source to assist in identifying evidence. Obtain swabs from any suspicious area that may be a dry secretion or stain, any moist secretion, any area that fluoresces with longwave ultraviolet light, and any area for which patients relate a history or suspicion of bodily fluid transfer (e.g., licking, kissing, biting, splashed semen, or suction injury). Also collect swabs from potentially high-yield areas (e.g., neck, breasts, or external genitalia) if the history is absent or incomplete.

- Use a moist swab to collect dry secretions, followed by a dry swab. Swab moist secretions with a dry swab. Separate swabs should be used for every sample area collected. Follow jurisdictional policies regarding the number of swabs required to collect each specimen.
- Swab bite marks. In some jurisdictions, an initial moist swabbing followed by a dry swabbing has been shown to result in full DNA profiles.
- Optional—smear swabs onto microscope slides, according to jurisdictional policy.
- Cut matted head, facial, or pubic hairs bearing crusted material (or flake off material if possible) and place in an envelope.
- According to jurisdictional policy, air-dry all specimens, package swabs and slides separately, label, seal, and initial the seals. Note that coding of evidence must allow the crime lab to know which swab was used to prepare which slide.
- If teeth are flossed prior to oral swab collection, package used floss (if available), label, seal, and initial the seal.

²¹⁶ Drawn from Connecticut's Video Training Program, Part 1, *The Examination: Sexual Assault Evidence Collection*, 1998.

²¹⁷ Do not use saliva to seal envelopes; rather, try using moistened gauze pads or paper towels. (Drawn from Connecticut's Video Training Program, Part 1, *The Examination: Sexual Assault Evidence Collection*, 1998.)

²¹⁸ Debris-containing evidence may be found on equipment, such as wheelchairs, scooters, canes, wheelchair pads, assistive communication devices, catheters, and service animals, used by some patients with physical impairments. Swab equipment and/or animals for evidence, if appropriate, according to jurisdictional policy. Always ask patients for permission to do so.

²¹⁹ Some jurisdictions routinely collect fingernail samples and photograph fingernail damage that may have been related to the assault.

Collect hair combings. Follow jurisdictional policy for collecting hair combings. The purpose of this procedure is to collect hair shed by suspects that may have been transferred to patients' hair. Hair combings may also reveal other foreign materials. It is important to examine head, facial, and pubic hair for secretions, foreign materials, and debris and collect as appropriate (see above for collection of debris and foreign materials). Pubic hair combings may be necessary if the assault involved the genital area of patients, according to jurisdictional policy. To collect pubic hair combings:

- Use the comb and collection paper provided for this procedure.
- Place the unfolded paper under patients' buttocks and comb hair toward paper (patients may comb).
- Fold comb with debris/hair into paper. Package paper, label, seal, and initial the seal.

Collect hair reference samples as needed.²²⁰ Follow jurisdictional policy for collection of hair reference samples.²²¹ Many jurisdictions do not routinely collect plucked head and pubic hair reference samples. Some will only collect these samples if the lab requests it at a later time. In other jurisdictions, both samples are collected routinely unless otherwise indicated or declined by patients.²²² Whatever the jurisdictional policy, patients should always be informed about the purpose of collection, procedures used to collect samples, discomfort that may be involved, and how these samples may be used during the investigation and prosecution. If hair reference samples are not collected at the initial exam, it is important to inform patients that there might be a need to collect these samples for crime lab analysis at a later date. They should be aware that hair evidence collected at a later date may not be as conclusive as if it is collected at the time of the initial exam (e.g., due to the fact that hair characteristics can change over time).

When these samples are collected, the indications, timing, and techniques vary. Jurisdictional policies should be in place and followed. Give patients the option of collecting samples themselves.

Collect oral and anogenital swabs and smears. Patients' consent, the medical forensic history, and exam findings should guide collection of oral and anogenital specimens. In general, specimens should be collected only from orifices and areas surrounding the orifices that patients report to be involved in the assault.²²³ Keep in mind that some patients may be vague about the type(s) of sexual contact that occurred. Examiners can help clarify which orifices were involved by asking appropriate questions. If there is uncertainty about involved orifices (e.g., because patients have little memory of the assault, were unconscious or incoherent, or do not understand what occurred), collection from oral, vaginal, and anal orifices (with patients' permission) may be appropriate. In some jurisdictions, policy calls for collection from all three orifices. Again, patients' consent is needed to collect these samples. Things to note when collecting these swabs and smears:

- Caution patients who use a bathroom prior to the exam that evidence may be present in pubic, genital, and anal areas and urge them not to wash or wipe away secretions until after evidence collection.
- When taking a swab, examiners should take care not to contaminate the collection with secretions or materials from other areas, such as vaginal to rectal or penile to rectal.

²²⁰ See footnote under hair combing regarding patients with limited mobility.

²²¹ Crime labs use reference samples to determine whether or not evidence specimens collected are foreign to patients. There is a lack of consensus across jurisdictions about whether to collect these samples routinely during the initial exam. Head and pubic hair reference samples from patients can provide a source of comparative information for forensic scientists, but these samples are not needed in many cases and can be retrieved from patients at a later date if necessary. If the samples are not taken at the time of the exam, however, patients may be reluctant to return later for collection. Also, hair characteristics may change over time. For patients, gathering these samples can be a painful and embarrassing procedure that follows the trauma of the assault. But, given the choice of having samples taken at the initial exam or at a later date, many opt to get it over with during the exam. Hair pulled or cut from patients is rarely used to prosecute a case. With the advent of DNA technology, the court's use of these reference samples declined. Yet, particularly in cases where DNA evidence is not available, hair reference samples could be useful evidence. SARTs (or involved responders) should ensure that their decisions about collecting hair reference samples reflect current best forensic practices, advances in technology, and the need for sensitivity to patients.

²²² Note that a patient may believe hair is sacred and thus may be reluctant or decline to have hair evidence collected.

²²³ It is important to note, however, that there is a lack of consistency across jurisdictions as to whether specimen collection from all orifices is routine or conducted on a case-by-case basis, based on the assault history and exam findings.

- Follow jurisdictional policy for collecting swabs (and the number of swabs used to collect a sample), smearing swabs on slides, and drying and packaging swabs and slides. Also, follow jurisdictional policy for timeframes in which samples should be collected unless otherwise indicated.
- Do not stain or chemically fix swabs or smears.
- When preparing slides, note that coding of evidence material must allow the crime lab to know which swab was used to prepare which slide.
- Document any foreign substance or material introduced by health care providers (e.g., lubricating jelly on a speculum or betadine prior to introduction of a catheter).

Oral sample²²⁴

- Place swabs together to collect specimen from oral cavity between gums and cheeks and under tongue. Remove dentures and swab with same swabs.
- Optional—smear swabs onto two microscopic slides.
- Air-dry swabs and slides.
- Package slides and swabs, place in envelope, label, seal, and initial the seal.

External genital sample²²⁵

- Swab external genital dry-skin areas with swabs (blind swabbing by protocol or history), at least one dry and one moistened with a drop of sterile, distilled, or deionized water, according to jurisdictional policy.
- Optional—smear swabs on two microscope slides.
- Air-dry swabs and slides.
- Package slides and swabs, place in envelope, label, seal, and initial the seal.

Vaginal/cervical sample

- Use swabs together to collect a sample from vaginal pool. It is prudent to collect swabs from both the vagina and cervix, regardless of time between assault and exam.
- Optional—smear swabs onto microscope slides.
- Air dry swabs and slides.
- Package slides and swabs, place in envelope, label (specifically indicating sampling site), seal, and initial the seal.

Wet-mount evaluation.²²⁶ Some jurisdictions require examiners to conduct wet-mount examinations of vaginal/cervical secretions for motile and nonmotile sperm in cases in which a male suspect may have ejaculated in a patient's vagina.²²⁷ Because sperm motility decreases quickly with time and removal from the vagina/cervix,²²⁸ wet-mount evaluation during the exam can provide the only opportunity to see sperm motility.²²⁹ The presence of motile sperm may help narrow the timeframe that the crime could have occurred.

²²⁴ One jurisdiction also collects a lip/lip area swab and smear and an oral rinse if there was oral contact.

²²⁵ Note that cleansing the area for catheterization and/or applying Lidocaine may dilute or contaminate the evidence. Therefore, when Lidocaine is applied to the perineal and anal areas to minimize the risk of autonomic dysreflexia, it should be done only after swabbing the external genitalia for evidence. If catheterization is required either for evidence collection or to empty the bladder for speculum examination, it should be done only after swabbing the external genitalia. (Commonwealth of Massachusetts *SANE Protocol*, 2002, p. 38.)

²²⁶ Note for clarity that this and the next paragraph discuss wet-mount evaluation for sperm. However, wet-mount evaluation of vaginal secretions for infection (e.g., yeast infection and STIs) may also be done during the exam if medically or forensically indicated. Hospital lab personnel usually analyze these samples.

²²⁷ If and when wet-mount evaluation for sperm is done, examiners should exercise discretion conducting this procedure in the presence of patients and be sensitive in explaining the implications of positive and negative wet mounts to patients (if they want to know). Examiners should remind law enforcement investigators that a lack of sperm does not mean an assault did not occur and that the crime lab will later examine prepared slides using stains and other techniques not available to examiners. Thus, if sperm is present, the lab's rate of identification will probably be higher than it was for examiners. Providing this information might help deter misinterpretation of results.

²²⁸ In most cases, sperm becomes nonmotile in the vagina within 10 to 12 hours after ejaculation. (Drawn from W. Green, M. Kaufhold, and E. Schulman, *Sexual Assault Evidentiary Exam Training for Health Care Providers*, Participant Manual, 2001, p. 39 of Module 7.) Both motile and nonmotile sperm may be found in the cervix for longer periods of time after the assault than in the vagina. Sperm may not be found after an assault for many reasons (see section in this chapter on the importance of semen evidence).

²²⁹ Drawn from W. Green, M. Kaufhold, and E. Schulman, *Sexual Assault Evidentiary Exam Training for Health Care Providers*, Participant Manual, 2001, p. 39 of Module 7.

In most jurisdictions, however, the crime lab is responsible for all analysis of evidence²³⁰ and examiners do not do the wet-mount evaluation for sperm.²³¹ Follow jurisdictional policy on whether wet-mount evaluation for sperm is needed and methods of evaluation. If it is required, examiners must be educated on use of the microscope, identification of sperm, and reporting their findings and have quality assurance mechanisms in place to assure the accuracy of their findings.

- If necessary, prepare a wet-mount slide according to jurisdictional policy. Dab one swab collected from the vaginal pool on a slide.²³² Typically, the slide is prepared by placing one drop of normal saline onto the “dab” of vaginal material just placed on the slide. Place a cover slip on the slide.
- View for presence of sperm under a microscope at 400x or by using a phase contrast or other optically staining microscope (within 10 minutes of preparing slide).²³³
- Air-dry this swab and slide (not removing the cover slip).
- Package swab and slide, place in envelope, label as “wet mount” (specifically indicating sampling site), seal, and initial the seal.

While the speculum is still in place and after all swabs and evidence have been collected, any necessary medical cultures may be taken, if medically indicated.

Penile sample

- Slightly moisten swabs with distilled water and thoroughly swab the external surface of the penile shaft and glans. Swab all outer areas of the penis and scrotum where contact is suspected. Avoid swabbing the urethral meatus.
- Gently roll the swabs over one of the microscope slides, according to jurisdictional policy.
- Air-dry swabs and slides.
- Package slides and swabs, place in envelope, label, seal, and initial the seals.

Immediately following this procedure, any necessary medical cultures should be taken.

Perineal area sample²³⁴

- If there was vaginal/anal contact, there may be leakage of semen in the perineal area. Use an alternate light source on the anal area and flake off or swab areas of dried secretions using a moist swab followed by a dry swab.
- Optional—smear swabs on microscopic slides, according to jurisdictional policy.
- Flaked dried secretions should be placed into the provided container. Air-dry swabs and slides and package them separately. Place in envelope, label, seal, and initial the seal.
- Avoid contaminating anal/rectal samples by cleansing the perianal area after external secretions and foreign materials have been collected.

Anal/rectal sample²³⁵

²³⁰ A possible exception may be toxicology analysis.

²³¹ While crime labs can reliably identify the presence of sperm on permanent stained slides, they cannot identify motile sperm due to time delays. Information about the presence or absence of sperm and motile sperm obtained at the time of the exam can impact the investigation and patients' decision making. One concern related to examiners doing wet-mount evaluations for sperm is that their findings may be different than those of crime labs (e.g., the examiner may not detect sperm, while the crime lab does).

²³² Alternate methods for obtaining materials for wet mounts: a sample may be collected from a vaginal aspirate or fluid from the lower bill of speculum after withdrawing it from vagina, or sperm are occasionally found on microscopic urinalysis. (W. Green, M. Kaufhold, and E. Schulman, *Sexual Assault Evidentiary Exam Training for Health Care Providers*, Participant Manual, 2001, p. 38 of Module 7.)

²³³ Examiners rather than hospital lab personnel should view these slides. Otherwise, delays between preparation of slides in the exam room and analysis in the hospital lab could cause a negative result (e.g., sperm present, but not motile). Also, those involved in the chain of custody of this evidence should be kept to a minimum.

²³⁴ See the next footnote for patients with spinal cord injury and/or history of autonomic dysreflexia.

²³⁵ Note that for patients with spinal cord injury and/or history of autonomic dysreflexia, collection of anal/rectal samples is performed only with the highest level of awareness of risks and with observance of precautionary steps. Possible triggers for autonomic dysreflexia are anxiety, pelvic exam (a cold speculum or the pressure of manipulating a speculum or manipulation of the cervix and pressure on the uterus), rectal exam or swabbing, impacted bowel, urinary retention, a kinked catheter, a bladder infection, and deep skin lesion. Some symptoms are highly elevated blood pressure, nasal congestion, sudden onset of headache, flushing, sweating, shortness of breath, and muscle spasm. Precautions against a possible attack requires an empty bladder or leg bag for the exam; application of lidocaine gel to perineum and/or anal area before exam; examination performed in a semi-supine position; slow insertion and minimal manipulation of a warm speculum; constant monitoring of blood pressure and “checking in” with patients; having rapid acting anti-hypertensive

- Collect swabs from the anal cavity.²³⁶ Avoid contact with external skin surfaces.
- Optional—smear swabs on microscopic slides, according to jurisdictional policy.
- Air-dry swabs and slides.
- Package swabs and slides, place in envelope, label, seal, and initial the seal.

At this time, any additional examinations or tests involving the anus should be conducted.

Known blood or saliva sample or buccal (inner cheek) swab for DNA analysis and comparison. Many samples collected during the exam contain a mixture of secretions. To interpret DNA profile results obtained from these swabs, it is essential to know the DNA profile of patients. Patients' DNA reference samples are used for this purpose. Follow jurisdictional policy regarding the type of samples accepted by the crime lab. Collection of a buccal swab or saliva sample is encouraged unless it is medically or forensically necessary to take blood. If a blood sample is collected, the most noninvasive method of collection should be used.

Buccal swabs: Decide on a case-by-case basis whether it is appropriate to collect a buccal swab reference sample for DNA typing rather than a blood sample. For example, a blood sample may not be needed or patients might not allow blood to be drawn. (Note that buccal swabs and saliva samples are not suitable for blood typing and serology.) If oral copulation is asserted or suspected, a buccal swab or saliva sample for patients' DNA reference may be contaminated. In those cases, blood is usually the better reference sample. However, examiners should consult local crime labs to ensure their collection methods reflect the lab's preferred method.

- Buccal swab: Have patients rinse their mouths with tap water and then expose the inner cheek area. Swab this area with gentle pressure. Air-dry the swab, package, place in envelope, label, seal, and initial the seal.

Dry Blood

- If drawn blood is not being collected for medical or toxicological purposes, consider dry blood collection because it is a less invasive method of blood collection and is easier to store.²³⁷
- Using a betadine swab, wipe the tip of the left or right ring finger.
- Using a sterile lancet, prick the finger.
- While holding the finger over the circles on the blood collection card, milk the finger, allowing two drops of blood to fall in a circle. Repeat procedure for any remaining circles as required by jurisdictional policy (it may not be necessary to fill all circles).
- Allow blood to air-dry according to jurisdictional policy. Fill out the patient's name on the first line. Package according to jurisdictional policy, then place in envelope, label, seal, and initial the seal.

Drawn Blood

- In order to minimize patients' discomfort, collect drawn blood needed for the reference sample at the same time blood is collected for medical or toxicological purposes.
- Blood for the reference sample may be collected in lavender-top and/or yellow-top blood drawing tubes. These colored tubes contain preservatives suitable for forensic blood typing. The color to use

medication on hand; and making health care staff aware of risks and on alert. Treatment for autonomic dysreflexia includes stopping the exam, bringing patients to sitting or semi-supine position, and involving emergency medical staff immediately who can administer a fast-acting anti-hypertensive medication. (Commonwealth of Massachusetts *SANE Protocol*, 2002, p. 40.)

²³⁶ If needed, an anoscope can be used to identify anal injuries and obtain anal swabs after perianal cleansing. These swabs should be obtained by direct visualization from the rectal mucosa visible above the tip of the anoscope. If patients are unable to tolerate a water-moistened anoscope or anal speculum, lightly coat the instrument with lidocaine jelly or use manual traction and obtain samples from the anal canal. If a lubricant (other than water or saline) or lidocaine jelly is used, document its use and the reason for it. (The *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 48.) The examiner should use discretion in determining whether a case warrants the use of the anoscope for medical and/or forensic purposes, as well as obtain patients' informed consent for anoscopy. Particularly if a patient has been anorectally penetrated, that patient may be uncomfortable with the use of the anoscope and could possibly even feel revictimized by it. The discomfort this procedure may cause the patient should be weighed against its potential medical or forensic uses.

²³⁷ Several state protocols indicate dry blood collection is an acceptable method to obtain known DNA samples.

is typically specified by the designated crime lab.²³⁸ If tubes are included in the evidence collection kit, check expiration dates and replace if expired.²³⁹ Mix according to jurisdictional policy.

- Write the patient's name, date and time of collection, and the collector's initials on the tube. Package according to jurisdictional policy, then place in envelope, label, seal, and initial the seal.

Collect other evidence. Other evidence may be collected beyond what is needed for the sexual assault evidence collection kit. This could include toxicology samples or other evidence based on the unique facts and circumstances of the case.

Miscellaneous swabs may be collected, depending upon the area of contact noted in the medical forensic history. Some jurisdictions are collecting wet to dry swabs from the surfaces surrounding orifices that were penetrated or that had touch contact during an assault (e.g. area surrounding the mouth in the case of an oral assault, or the inner thighs in a vaginal penetration).

Toxicology samples. Make the decision about whether to collect toxicology samples for forensic purposes, what to collect, and collection methods according to jurisdictional policy. Do not put toxicology samples in the sexual assault evidence collection kit, unless otherwise indicated. Identify which forensic labs the jurisdiction has selected to analyze these samples, choose a lab, and follow transfer policies. (See C.7. *Alcohol- and Drug-Facilitated Sexual Assault* for more information on collecting toxicology samples.)

Dental floss. Use of dental floss is not recommended for additional evidence collection in cases with oral penetration. Flossing can create increased opportunity for infection through microtrauma to the gums.

Keep medical specimens separate from evidentiary specimens collected during the exam. Specimens collected for medical purposes should be kept and processed at the medical facility, and specimens collected for forensic analysis should be transferred to the crime laboratory or other specified laboratories for analysis (with patients' consent). It is not necessary to maintain the chain of custody on medical specimens—instead, follow exam facility policy for documenting medical care and storing medical records. Exam sites that perform exams for military installations should consider Memoranda of Understanding to address such issues as storage of evidence.

²³⁸ The *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 52.

²³⁹ Drawn from Connecticut's Video Training Program, Part 1, *The Examination: Sexual Assault Evidence Collection*, 1998.

7. Alcohol and Drug-Facilitated Sexual Assault

Recommendations at a glance to facilitate response in suspected alcohol- and drug-facilitated sexual assault:

- Promote training and develop jurisdictional policies.
- Plan response to voluntary use of drugs and/or alcohol by patients.
- Be clear about the circumstances in which toxicology testing may be indicated. Routine testing is not recommended.
- Toxicology testing procedures should be explained to patients.
- Toxicology samples should be collected as soon as possible after a suspected drug-facilitated case is identified and informed consent is obtained, even if patients are undecided about reporting to law enforcement.
- Identify toxicology laboratories.
- Preserve evidence and maintain the chain of custody.

Promote training and develop jurisdictional policies. It is essential that examiners and other relevant health care personnel, 911 dispatchers, law enforcement representatives, emergency medical technicians, prosecutors, judges, and advocates receive training and information on alcohol and drug-facilitated sexual assault. They need to be educated on the use of drugs and alcohol to facilitate sexual assault, screening for alcohol- or drug-facilitated assault, and how to handle situations in which an alcohol- or drug-facilitated sexual assault is suspected. Both agency-specific and multidisciplinary policies should be developed to guide immediate response to a suspected alcohol- or drug-facilitated sexual assault.²⁴⁰

First responders must recognize that although Rohypnol and gamma hydroxy butyrate (GHB) are widely publicized as the “drugs of choice” in drug-facilitated sexual assault, assailants may use numerous other substances (including alcohol) to facilitate sexual assault.²⁴¹ They must understand the urgency of collecting toxicology samples, if it is medically necessary, or if an alcohol- or drug-facilitated sexual assault is suspected, as well as the importance of obtaining informed consent from patients prior to sample collection. They should also be aware that collection of toxicology samples is typically separate from the sexual assault forensic evidence collection kit, and procedures for toxicology analysis may be different from that of other evidence analysis.

Ideally, the first available urine sample should be collected in suspected alcohol- or drug-facilitated sexual assault cases. Law enforcement agencies and emergency medical services should develop procedures and staff training for collection in cases where patients must urinate before arriving at the exam site. Advocates and other professionals who may have contact with patients prior to their arrival at the exam site should also be educated to provide those who suspect that alcohol or drugs were used to facilitate the assault with information on how to collect a sample if they cannot wait to urinate until they get to the site.

Plan response to voluntary use of drugs and/or alcohol by patients. It may be revealed during the exam process or through toxicological analysis that patients voluntarily used drugs and/or alcohol shortly prior to the assault.²⁴² Voluntary drug and/or alcohol use by patients during this period should not diminish the perceived seriousness of the assault. Law enforcement officers and prosecutors should guard against disqualifying cases in which patients voluntarily used illegal drugs or used alcohol (whether legal or illegal use). Patients should understand that information related to voluntary alcohol or drug use may be used to undermine their credibility in court, but also that in some instances it might be helpful in prosecuting a case by documenting their vulnerability (see the following section on explaining procedures). Also, before pursuing

²⁴⁰ These policies should clarify that patients should not be responsible for costs related to toxicology testing. Testing done as part of forensic evidence collection is typically paid for by the involved government entity.

²⁴¹ For more information about use of Rohypnol and GHB in drug-facilitated cases, see American Prosecutors Research Institute, Violence Against Women Program, *The Prosecution of Rohypnol and GHB Related Sexual Assaults*, 1999.

²⁴² Health care personnel involved in sexual assault cases should adhere to facility policy regarding 1) asking patients about alcohol and drug use in the course of intake and treatment and 2) testing for alcohol and/or drugs if deemed medically necessary.

charges related to illegal drug or alcohol use by patients, prosecutors should give great weight to the impact that the threat of such charges may have on patients' willingness to report the sexual assault and be involved in subsequent criminal justice proceedings. Some jurisdictions have statutes protecting sexual assault victims regarding drug and alcohol testing.²⁴³

It is important to document patient voluntary use of drugs and alcohol between the time of the assault and the exam. Some patients may self-medicate to cope with post-assault trauma and require immediate medical treatment. In addition, ingestion of drugs and/or alcohol during this period may affect the quality of evidence and negatively impact patients' ability to make informed decisions about treatment and evidence collection.

SART/SARRT members should have training on alcohol and substance abuse and how it is not uncommon for victims to use drugs and alcohol to cope with past sexual assault experiences or trauma. It is important to provide referrals and resources for victims who may reveal that they have a chemical dependency.

Be clear about the circumstances in which toxicology testing may be indicated.²⁴⁴ Routine toxicology testing is not recommended. However, in any of the following situations, the collection of a urine and/or blood sample may be indicated:²⁴⁵

- If a patient's medical condition appears to warrant toxicology screening for optimal care (e.g., the patient presents with drowsiness, fatigue, light-headedness, dizziness, physiologic instability, memory loss, impaired motor skills, or severe intoxication).
- If a patient or accompanying persons states the patient was or may have been drugged.
- If a patient suspects drug involvement because of a lack of recollection of event(s).²⁴⁶

Toxicology testing procedures should be explained to patients. Seek informed consent from patients to collect toxicology samples. Patients should understand the following before agreeing to toxicology testing:²⁴⁷

- The purposes of toxicology testing and the scope of confidentiality of results.²⁴⁸
- The ability to detect and identify drugs and alcohol depends on collection of urine and/or blood within a limited time period following ingestion.
- There is no guarantee that testing will reveal that drugs were used to facilitate the assault.
- Testing may or may not be limited to drugs commonly used to facilitate sexual assault²⁴⁹ and may reveal other drugs or alcohol that patients may have ingested voluntarily.
- Whether any follow-up treatment is necessary if testing reveals the presence of drugs used to facilitate sexual assault.²⁵⁰

²⁴³ See Cal. Pen. Code Section 13823.11 which states that testing to determine if alcohol or other drugs were associated with an attempted or completed sexual assault as part of a forensic exam is not admissible against the victim in a civil or criminal proceeding and provides other immunity and confidentiality safeguards.

²⁴⁴ There is some controversy related to if and when to collect toxicology samples and test patients for drug and/or alcohol use. Some jurisdictions only collect these samples if drug-facilitated sexual assault is suspected or if a medical need arises. They seek to minimize patients' discomfort and avoid collecting unnecessary items. Other jurisdictions collect toxicology samples from every patient (with permission) and analyze these samples as case facts and jurisdictional policy dictate. In addition to cases of suspected drug-facilitated assault, some jurisdictions may request a toxicology sample if there is indication that patients voluntarily used drugs and/or alcohol prior to the assault. One rationale for such a policy is that prosecutors will want all information on drug and alcohol use to prepare for the case. When developing jurisdictional policy about when and if to collect toxicology samples, involved professionals should consider the perspective of patients and the criminal justice system and make thoughtful, victim-centered decisions.

²⁴⁵ Bullets drawn from Connecticut's *Interim Sexual Assault Toxicology Screen Protocol*, 2002.

²⁴⁶ Often, drugs used to facilitate sexual assault are mixed with alcohol and other beverages to further incapacitate patients, usually without their knowledge. Once patients recover from the effects of drugs and/or alcohol, anterograde amnesia may make it difficult to recall events. Consequently, patients may not be aware of the assault or even of how they were drugged. (Drawn from Connecticut's *Interim Sexual Assault Toxicology Screen Protocol*, 2002.)

²⁴⁷ List adapted partially from Connecticut's *Interim Sexual Assault Toxicology Screen Protocol*, 2002.

²⁴⁸ If the patient authorizes the release of toxicology testing results to law enforcement and/or prosecution, this information will most likely be discoverable by the defense. If toxicology testing is done for purely clinical purposes and results are documented only in the patient's medical records, the results are typically more difficult, but not impossible, for the defense to discover.

²⁴⁹ In some jurisdictions, examiners may be able to request testing for specific drugs used to facilitate sexual assault. In others, tests for specific drugs are not done, rather, toxicology samples are screened for all ingested drugs and alcohol.

²⁵⁰ For example, patients with health conditions that may be affected by drug or alcohol intake may need information on possible impact of involuntary drug/alcohol ingestion and what to do to identify, treat, or avoid potential problems.

- Test results showing voluntary use of drugs and/or alcohol may be discoverable by the defense and used to attempt to discredit patients or to question their ability to accurately perceive the events in question (however, these results could also help substantiate that voluntary drug and/or alcohol use sufficiently impaired patients' consent and prevented legal consent).²⁵¹
- Whether there is a local prosecution practice of charging sexual assault victims with a crime for illegal voluntary drug and/or alcohol use revealed through toxicology screening.
- Declining testing when indicated by circumstances as described above may negatively impact the investigation and/or prosecution.²⁵²
- When and how they can obtain information on the results from toxicology testing.
- Who will pay for toxicology testing.
- If toxicology testing can proceed without a report to law enforcement.

Care should be taken when providing the above information to patients. In particular, they may need to hear repeatedly from examiners that voluntary use of drugs and/or alcohol, if any, does not reduce the seriousness of the assault. Under no circumstances should the medical forensic exam and treatment be conditioned upon patient consent to toxicology testing. Victims should be given access to the results of any toxicology screening performed and should be given information on how to obtain a copy of the results.

Toxicology samples should be collected as soon as possible after a suspected drug-facilitated case is identified and informed consent is obtained, even if patients are undecided about reporting to law enforcement. The length of time that drugs used for drug-facilitated assault remain in urine or blood depends on a number of variables (e.g., the type and amount of drug ingested, patients' body size and rate of metabolism, whether patients had a full stomach, and whether they previously urinated).²⁵³ Urine allows for a longer window of detection of drugs commonly used in these cases than does blood.²⁵⁴ The sooner a urine specimen is obtained after the assault, the greater the chances of detecting substances that are quickly eliminated from the body.²⁵⁵

Immediately collect a urine sample when appropriate. If patients may have ingested a drug used for facilitating sexual assault within 96 hours prior to the exam, a urine specimen of at least 30 milliliters but preferably 100 milliliters (about 3 ounces) should be collected²⁵⁶ in a clean plastic or glass container (follow jurisdictional policy). The urine sample does not have to be a clean catch (e.g., bacteria in the urine will not compromise test results). If patients cannot wait to urinate until their arrival at the exam facility, first responders should ask them to provide a sample and bring it to the facility, documenting the chain of custody. It is suggested that law enforcement officers and emergency medical technicians keep specimen cups readily available, according to agency policy.

Ideally, patients should not urinate until after evidence is collected. However, the number of times that patients urinated prior to collection of the sample should be documented.

Collect a blood sample when appropriate. If ingestion of drugs used to facilitate sexual assault may have occurred within 24 hours prior to the exam, a blood sample of at least 20 milliliters should be collected in a gray-top tube (contains preservatives sodium fluoride and potassium oxalate²⁵⁷) according to jurisdictional policy. A blood sample taken within this time period may pinpoint the time when drugs were ingested.²⁵⁸ If a blood sample is collected for toxicology screening, it should be accompanied by a urine sample. If blood alcohol determination is needed, collect blood within 24 hours of alcohol ingestion, according to jurisdictional

²⁵¹ The prosecutor can work to minimize the possibility that information about voluntary alcohol and/or drug use will be used against patients, particularly if patients are truthful from the start about their preassault drug/alcohol use and consent to testing.

²⁵² For example, if there is a suspicion that the assault was drug-facilitated and there were no toxicology tests, investigators and prosecutors may lack critical evidence, making it difficult to prosecute the case. Prosecutors might choose not to go forward with such a case. Refusal to get tested may also be used by the defense to discredit the patient and question the validity of the charges.

²⁵³ American Prosecutors Research Institute, Violence Against Women Program, 1999, *The Prosecution of Rohypnol and GHB Related Sexual Assaults*, Chapter 2, p. 1.

²⁵⁴ M. LeBeau, Toxicological Investigations of Drug-Facilitated Sexual Assaults, *Forensic Science Communications*, 1999, p. 3.

²⁵⁵ Ibid.

²⁵⁶ Ibid.

²⁵⁷ Ibid.

²⁵⁸ American Prosecutors Research Institute, Violence Against Women Program, 1999, *The Prosecution of Rohypnol and GHB Related Sexual Assaults*, Chapter 2, p. 2.

policy. (If blood has already been taken due to suspected drug ingestion, that sample can be used to determine blood-alcohol level. An additional sample usually is not needed.)

Occasionally, patients of drug-facilitated sexual assault vomit. The analysis of the vomit may also be useful to an investigation.²⁵⁹ Collect and preserve according to jurisdictional policy.

Package samples as appropriate. Package each toxicology sample according to the policy of the lab doing the analysis, place in envelope, label, seal, and initial the seal.

Identify toxicology laboratories. Exam facility laboratories should not analyze toxicology samples in suspected drug-facilitated sexual assault cases. Instead, involved criminal justice agencies should identify forensic laboratories that can analyze these toxicology samples (they should have the capacity to detect drugs in very small quantities).²⁶⁰ Information about these labs (e.g., contact information, evidence collection and packaging procedures, and transfer procedures) should be provided to law enforcement representatives investigating these cases, exam facilities, and examiner programs.

If toxicology tests are needed purely for the medical evaluation of patients, the exam facility lab typically performs these tests. Lab results are recorded in patients' medical records, according to facility policy. If toxicology samples are needed for both clinical and forensic purposes, one sample can be collected for immediate evaluation by the exam facility lab and another for analysis by the identified forensic lab. Take samples at the same time to avoid more discomfort to patients than is necessary.

Preserve evidence and maintain the chain of custody. Involved health care personnel should be aware of the toxicology lab's requirements on collection, packaging, labeling, storage, handling, transportation, and delivery of specimens.²⁶¹ Policies should be in place for storage of these samples when patients are undecided about reporting. As with any forensic evidence, the chain of custody must be maintained.

Refer to the current *Forensic Toxicology Laboratory Guidelines* by the Society of Forensic Toxicologists, Inc., and the American Academy of Forensic Sciences for detailed guidance on proper collection, labeling, handling, submission, and analysis of toxicology samples.²⁶²

²⁵⁹ M. LeBeau, Toxicological Investigations of Drug-Facilitated Sexual Assaults, *Forensic Science Communications*, 1999, p. 3.

²⁶⁰ American Prosecutors Research Institute, Violence Against Women Program, 1999, Video supplement, *The Prosecution of Rohypnol and GHB Related Sexual Assaults*.

²⁶¹ Refrigerate toxicology samples according to jurisdictional policy. In general, drawn blood should be refrigerated when it is stored. Urine should be refrigerated or frozen when stored.

²⁶² These guidelines are available at <http://www.soft-tox.org>.

8. STI Evaluation and Care

Recommendations at a glance to facilitate evaluation and treatment of STIs:

- Offer patients information in a language they understand.
- Consider the need for STI testing on an individual basis.
- Encourage patients to accept prophylaxis against STIs if indicated.
- Encourage follow-up STI exams, testing, immunizations, counseling, and treatment as directed.
- Address concerns about HIV infection.

Contracting a sexually transmitted infection (STI), also commonly known as a sexually transmitted disease or STD, from assailants is typically a significant concern of sexual assault patients. Because of this concern, it should be addressed as part of the medical forensic exam. Mechanisms should be in place in any setting where these patients are examined for STIs to ensure continuity of care (including timely review of test results) and monitor compliance with and adverse reactions to any therapeutic or prophylactic regimens.²⁶³

Offer patients information in a language they understand. Include information about the risks of STIs, symptoms and the need for immediate examination if symptoms occur, testing and treatment options (and the need for abstinence from sexual intercourse until treatment is completed), follow-up care, and referrals as needed.²⁶⁴ Referrals should include free and low-cost testing, counseling, and treatment offered in various sections of the community. Patients should be aware of the scope of confidentiality related to information in their medical records related to STIs.²⁶⁵ The level of detail needed when providing this information verbally varies (e.g., some patients may be aware of risks and want treatment, while others may not be as knowledgeable of risks or their options).

Consider the need for STI testing on an individual basis. Testing at the time of the initial exam does not typically have forensic value if patients are sexually active and an STI could have been acquired prior to the assault. Also, despite rape shield laws, there may be a concern that positive test results could be used against patients (e.g., to suggest sexual promiscuity). There may, however, be situations in which testing has legal purposes, as in cases where the threat of transmission or actual transmission of an STI was an element of the crime. Or, for nonsexually active patients, a baseline negative test followed by an STI could be used as evidence, if the suspect also had an STI.

Trichomoniasis, bacterial vaginosis (BV), gonorrhea, and chlamydial infection are the most frequently diagnosed infections among sexually assaulted women.²⁶⁶ Their presence does not necessarily indicate acquisition during the assault, since these infections exist among some sexually active women.²⁶⁷ The medical forensic exam presents an opportunity to identify preexisting STIs, regardless of when they were acquired, and for examiners to make recommendations for specific treatment. Testing for STIs at the time of the exam also gives examiners and patients the option of deferring treatment until it is needed.

Seek the informed consent of patients for testing, if indicated, following CDC guidelines. (For more information on this topic, see A.3. *Informed Consent*.)

²⁶³ Sexually Transmitted Diseases Treatment Guidelines, *Morbidity and Mortality Weekly Report*, Centers for Disease Control and Prevention, December 17, 2010, 9(RR-12), p. 91. Available at <http://www.cdc.gov/STD/treatment/> (CDC general phone: 800-311-3435). Much of the information in this chapter was drawn from these guidelines. Note that the guidelines are updated periodically. In addition to the guidelines, the CDC Web site at <http://www.cdc.gov> offers information on related research, news, and Internet links.

²⁶⁴ Drawn partially from Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 92.

²⁶⁵ Laws in all states limit the evidentiary use of a patient's prior sexual history, including evidence of previously acquired STIs, as part of an effort to undermine the credibility of a patient's testimony. Evidentiary privilege against revealing any aspect of the exam or treatment is enforced in most states. In unanticipated, exceptional situations, however, STI diagnoses may later be accessed. (Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 90.)

²⁶⁶ Chlamydial and gonococcal infections in women are of particular concern due to the possibility of ascending infection. In addition, post-assault testing can detect hepatitis B virus (HBV) and human immunodeficiency virus (HIV) infection (Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 91).

²⁶⁷ The prevalence and incidence of STIs vary across societies and subpopulations defined by age, gender, race and ethnicity, and socioeconomic status (Fenton, Johnson, and Nicoll 1997)

Encourage patients to accept prophylaxis against STIs if indicated. If prophylaxis is accepted at the time of the exam, testing is usually not indicated medically. Routine preventive therapy after a sexual assault is often recommended because follow-up with these patients can be difficult.²⁶⁸ It also may reduce the need for more expensive/extensive treatment if an STI is discovered at a later time. Meet or exceed current CDC guidelines for STI preventive therapy for your geographic area.²⁶⁹ (The CDC suggests a regimen to protect against chlamydia, gonorrhea, trichomonas, and BV, as well as the hepatitis B virus.) If prophylaxis is declined at the time of the initial exam, it is medically prudent to obtain cultures and arrange for a follow-up examination and testing (it is recommended that all patients are reexamined—see the section on follow-up activities). Document patients' decisions and rationales for declining prophylaxis in their medical records.²⁷⁰

If patients' clinical presentation suggests a preexisting ascending STI, such as fever, abdominal or pelvic pain, and/or vaginal discharge, they should be evaluated and treated for the ascending infection. This treatment should be based on specific treatment options for sexually transmitted infections in the local community.

Hepatitis B virus (HBV) and postexposure prophylaxis (PEP). See CDC recommendations related to HBV diagnosis, treatment, prevention, postexposure immunizations, prevaccination antibody screening, postexposure prophylaxis, and special considerations.²⁷¹ Patients who have completed a full hepatitis B vaccination regimen prior to the assault are protected from HBV infection and do not need further doses. (See the CDC recommended regimen for adolescents and adults.) For those who were not fully vaccinated prior to the assault, the vaccine should be completed as scheduled. Patients unvaccinated prior to the assault or unsure of whether they have been vaccinated should receive active postexposure prophylaxis (e.g., hepatitis B vaccine alone) upon the initial clinical evaluation. Follow-up doses should be given 1 to 2 and 4 to 6 months after the first dose. Unless suspects are known to have acute hepatitis B, HBIG (hepatitis B immune globulin) is not required. (When HBIG is needed, use CDC recommended doses.)

Examiners must stress to patients receiving the HBV vaccine the importance of following up for administration of doses as scheduled for full protection. Advocates should also be educated about the possibility of patients receiving prophylaxis against HBV and encourage those who start the vaccine regimen to follow up for required additional doses.

Obtain informed consent from patients for treatment. (For information on this topic, see A.3. *Informed Consent*.) Patients should be aware of the benefits and toxicity associated with recommended regimens.

Encourage follow-up STI exams, testing, immunizations, counseling, and treatment as directed.²⁷²

Although patients may be reluctant to go for follow-up exams for STIs, such exams are essential because they provide an opportunity to detect new infections acquired during or after the assault, complete hepatitis B immunization, if indicated, and complete counseling and treatment for other STIs. Examinations for STIs for all patients should be repeated according to exam facility policy—the CDC recommends a follow-up appointment within 1 to 2 weeks of the assault. If patients tested negative at the time of the medical forensic exam and chose not to receive prophylaxis, follow-up testing should be conducted.²⁷³ The CDC recommends that in this case the follow-up exam be done within a week to ensure that positive test results are discussed promptly with patients and treatment is offered. The CDC recommends follow-up testing for patients who received treatment only if they report having symptoms consistent with an STI. (However, patients who were treated should be informed of the option of follow-up testing to confirm the presence or lack of infection.) The CDC recommends that testing for syphilis and HIV infection should be repeated 6 weeks, 3 months, and 6 months after the assault if initial test results were negative and if these infections are likely to be present in assailants (see the upcoming section on evaluating risk for exposure to HIV).

²⁶⁸ Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 91.

²⁶⁹ Antibiotic prophylaxes are updated periodically and are usually tailored to specific regions (because, for example, one part of the country may be resistant to a certain antibiotic).

²⁷⁰ Nonphysician examiners providing STI prophylaxis typically must operate within the boundaries of a protocol and have access to medical supervision, consultation, and review.

²⁷¹ Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 91. This section was drawn from this document.

²⁷² This paragraph is drawn from Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 91.

²⁷³ Infectious agents acquired through the assault may not have produced sufficient concentrations of organisms to result in positive test results at the medical forensic exam. (Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 91.)

It is important that follow-up communication with patients (particularly by examiners and advocates) include a reminder to go to follow-up exams and receive STI-related testing, immunizations, and treatment as directed. Advocates and health care personnel may be able to assist patients in making follow-up appointments, obtaining transportation to and from appointments, and determining how to pay for expenses involved with follow-up testing and care. Some jurisdictions may cover follow-up treatment as part of initial care through funds such as crime victims' compensation. In such instances, patients may be more apt to seek follow-up treatment. Advocates may also be able to accompany patients to these follow-up appointments.

Address concerns about HIV infection. Although the risk of human immunodeficiency virus (HIV) infection²⁷⁴ from a sexual assault appears to be low,²⁷⁵ it is typically of grave concern for sexual assault patients.

Provide information and referrals.²⁷⁶ Examiners should talk with patients about their concerns regarding the possibility of contracting HIV.²⁷⁷ Although a definitive statement of benefit cannot be made regarding Post Exposure Prophylaxis (PEP) after sexual assault, the possibility of HIV exposure from the assault should be assessed at the time of the examination. The possible benefit of PEP in preventing HIV infection should also be discussed with the patient if the details of the assault pose an elevated risk for HIV exposure. These particular factors may include: the likelihood that the assailant has HIV, the time elapsed since the event, the exposure characteristics, and local epidemiology of HIV/AIDS. A specialist consultation on PEP regimens is recommended if HIV exposure during the assault was possible and PEP is being considered. The sooner PEP is initiated after exposure, the higher the likelihood it will prevent HIV transmission if exposure occurred. The CDC recommends offering the patient a 3-5 day supply of PEP if the medication is judged to be necessary and the patient decides to utilize the treatment.²⁷⁸

As with other STIs, offer patients information about HIV risks, symptoms and the need for immediate examination if symptoms occur, testing and treatment options, and the need for abstinence or barrier use (condoms) during sexual intercourse until any treatment received is completed. Include local referrals for testing/counseling and comprehensive HIV services in the community and region. This information can help patients make decisions about testing and treatment based on facts rather than fear.²⁷⁹

Discuss testing options. Baseline HIV testing is not typically an exam component. However, if the assault is considered a high risk for HIV exposure, patients should establish their baseline HIV status within 72 hours after the assault and then be tested periodically as directed by health care personnel. However, even if the assault is not considered a high risk for HIV exposure, some patients may still wish to be tested.

HIV testing should be done in settings where counseling can be offered to explain results and implications. When providing testing referrals, let patients know whether testing services are free, anonymous, and/or confidential.²⁸⁰ Confidential and anonymous testing is recommended.

Assess the need to offer HIV postexposure prophylaxis.²⁸¹ In certain circumstances, the likelihood of HIV transmission may be reduced by postexposure therapy for HIV with antiretroviral agents. Postexposure

²⁷⁴ HIV refers to any of a group of retroviruses that infect and destroy helper T-cells of the immune system. AIDS (acquired immunodeficiency syndrome) can be triggered by infection with HIV. (Drawn from Arkansas' *Sexual Assault: A Hospital/Community Protocol for Forensic and Medical Examination*, 2001, p. B2.)

²⁷⁵ Although HIV-antibody seroconversion has been reported among individuals whose only known risk factor was sexual assault or sexual abuse, the risk for acquiring HIV infection through a single episode of sexual assault is likely low. The overall probability of HIV transmission during a single act of intercourse from a suspect known to be HIV-infected depends on many factors. In specific circumstances, the probability of transmission could be high. These factors may include the type of sexual intercourse (oral, vaginal, or anal), presence of oral, vaginal, or anal trauma (including bleeding), site of exposure to ejaculate, viral load in ejaculate, and presence of a STI or genital lesions in assailants or patients. (Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 92.)

²⁷⁶ A useful referral is the CDC's National HIV/AIDS Information Hotline at 800-342-AIDS. For Spanish speakers, call 800-344-SIDA. For Deaf and hearing-impaired persons, call the TTY/TDD Hotline at 800-AIDS-TTY. Also see the Revised Guidelines for HIV Counseling, Testing, and Referral, *Morbidity and Mortality Weekly Report*, CDC, September 22, 2006, 55(RR-14). This document is available through aidsinfo.nih.gov/guidelines/ or by calling the CDC's HIV/AIDS Information Hotline (see below footnote).

²⁷⁷ Some states statutes provide for mandatory HIV testing of suspected sex offenders upon arrest and/or conviction. Patients should be advised of the availability of such testing.

²⁷⁸ This paragraph is drawn from Sexually Transmitted Diseases Treatment Guidelines, 2010, p. 92.

²⁷⁹ L. Ledray, *SANE Development and Operations Guide*, 2000, p. 74.

²⁸⁰ Drawn from the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Abused Patient*, 1999, p. 126.

therapy with zidovudine has been associated with a reduced risk for HIV infection and has become the standard of care for health workers who have percutaneous (e.g., needle stick) exposure to HIV, but whether these findings can be extrapolated to other exposure situations, including sexual assault, is unknown.

The use of antiretroviral agents after possible exposure through sexual assault must balance potential benefits of treatment with its possible adverse side effects.²⁸² Health care personnel must evaluate patients' risk of exposure to HIV and consider whether to offer treatment based on their perceived risk. Examiners unfamiliar with known risks associated with exposure or side effects of postexposure therapeutic agents should consult with a specialist in HIV treatment. Numerous factors may influence the decision to offer treatment, such as the time since the exposure occurred; the probability that the assailant is infected with HIV; the likelihood that transmission could occur from the assault; and the prevalence of HIV in the geographic area or institutional setting (e.g., a prison) where the assault occurred.²⁸³

Offer postexposure prophylaxis for HIV to patients at high risk for exposure, particularly when it is known that suspects have HIV/AIDS. If offered, the following information should be discussed with patients:²⁸⁴

- The unknown efficacy of postexposure prophylaxis for HIV in cases of sexual assault.
- The known side effects and toxicity of antiretroviral medications.
- The need for frequent dosing of medication and the follow-up care necessary.
- The importance of compliance with the recommended therapy.
- The necessity for immediate initiation of treatment for maximum effectiveness.
- The estimated costs of the medication and monitoring.²⁸⁵

When given following a sexual assault, postexposure prophylaxis is the same as for occupational exposure to HIV. Refer to CDC recommendations for postexposure antiretroviral therapy²⁸⁶ and consult with an HIV specialist where possible. Careful monitoring and follow-up by a health care provider or agency experienced in HIV issues is required. Patients should be alerted to symptoms of primary HIV infection (e.g., fever, fatigue, sore throat, lymphadenopathy, and rash) and seek care if these symptoms arise.

Seek informed consent of patients to administer treatment. The decision to begin or withhold treatment should be made by patients and health care personnel after patients have been adequately informed of the risks and benefits of treatment options. (For information on this topic, see A.3. *Informed Consent*.)

²⁸¹ The following two paragraphs were drawn from Sexually Transmitted Diseases Treatment Guidelines, p. 70, L. Ledray, *SANE Development and Operations Guide*, 2000, p. 74, and the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, pp. 93-4. See also Antiretroviral Postexposure Prophylaxis After Sexual, Injection Drug Use, or Other Non Occupational Exposure to HIV in the United States, *Morbidity and Mortality Weekly Report* 2005, 54 (RR-2).

²⁸² A table listing primary side effects associated with specific antiretroviral agents is provided in the CDC's Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis, *Morbidity and Mortality Weekly Report* 2001, 50 (RR-11), p. 13. Some examples of known shorter term adverse symptoms of antiretroviral medications include nausea, vomiting, diarrhea, and other gastrointestinal effects. Protease inhibitors may cause lipid abnormalities, diabetes mellitus, and hyperglycemia and lead to diabetic ketoacidosis in previously diagnosed diabetics. Combination therapy has led to some serious side effects, including hepatitis, nephrolithiasis, and pancytopenia. (The American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 125.)

²⁸³ Paragraph drawn from the American College of Emergency Physicians' *Evaluation and Management of the Sexually Assaulted or Abused Patient*, 1999, p. 125.

²⁸⁴ Bullets drawn from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 93.

²⁸⁵ Patients may be able to obtain reimbursement for some or all related costs through state crime victims' compensation programs. (L. Ledray, *SANE Development and Operation Guide*, 2000, p. 74.)

²⁸⁶ See aidsinfo.nih.gov/guidelines/ for the CDC's Guidelines for the following documents: *Use of Antiretroviral Agents in HIV-1-Infected Adults and Adolescents* (July 14, 2003); the Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis, *Morbidity and Mortality Weekly Report* 2001, 50(RR-11), and Management of Possible Sexual, Injecting-Drug-Use, or Other Nonoccupational Exposure to HIV, Including Considerations Related to Antiretroviral Therapy, Public Health Statement, *Morbidity and Mortality Weekly Report* 1998; 47(RR-17).

9. Pregnancy Risk Evaluation and Care

Recommendations at a glance to evaluate and treat pregnancy:

- Discuss the probability of pregnancy with patients with reproductive capability.
- Administer a pregnancy test for all patients with reproductive capability (with their consent).
- Discuss treatment options with patients in their preferred language.
- A victim of sexual assault should be offered prophylaxis for pregnancy, subject to informed consent and consistent with current treatment guidelines. Conscience statutes will continue to protect health care providers who have moral or religious objections to providing certain forms of contraception. In a case in which a provider refuses to offer certain forms of contraception for moral or religious reasons, victims of sexual assault must receive information on how to access these services in a timely fashion.

Becoming pregnant from a sexual assault is a significant concern of sexual assault patients, and patients of different ages, social, cultural, and religious/spiritual backgrounds may have varying feelings regarding acceptable treatment options. Most programs offer pregnancy prevention or interception for sexual assault patients if they are seen within 120 hours of the assault. Examiners and other involved health care personnel must be careful not to influence patients' choices of treatment.

Discuss the probability of pregnancy with patients with reproductive capability. The risk of pregnancy from sexual assault is estimated to be 2 to 5 percent, similar to the risk of pregnancy from a one-time sexual encounter. The 2005 National Crime Victimization Study²⁸⁷ reported 64,080 female victims of rape; therefore, statistically speaking, up to 3,204 pregnancies could have resulted from the rapes. Any female of reproductive capability (Tanner Stage 3 and above, irrespective of menarche) can potentially become pregnant from any single exposure. Determination of the probability of conception also depends upon other variables, for example, the use of contraceptives, regularity of the menstrual cycle, fertility of the victim and the perpetrator, time in the cycle of exposure, and whether the perpetrator ejaculated intravaginally. Pregnancy resulting from sexual assault often is a cause of great concern and significant additional trauma to the victim, so victims' fears should be taken seriously.²⁸⁸ Although many transgender male individuals believe they are infertile as a result of using testosterone, cases have been reported of unexpected pregnancies. Therefore, if a transgender male individual has not had a hysterectomy, is still within childbearing years, and the nature of the assault suggests it, the possibility of pregnancy should be discussed, even if he has not been menstruating.

Administer a pregnancy test for all patients with reproductive capability (with their consent).²⁸⁹ An exception is if a patient clearly is pregnant. If a patient is pregnant, the pregnancy may affect what medications can be administered or prescribed in the course of or after the exam. Follow policies of the medical facility for pregnancy testing. Sensitive beta-HCG pregnancy tests can be utilized. Most commercially available urine pregnancy tests are sensitive to about 50 milli-international units/ml and will detect pregnancy 8 to 9 days after conception, before a menstrual period is missed. Blood pregnancy tests will detect HCG at very low levels. If the pregnancy test is positive, emergency contraception is contraindicated and decisions about other medications (e.g., STI prophylaxis) must be made in consideration of the pregnancy. If the test is negative and the patient has had unprotected intercourse within the last 10 days and would continue that pregnancy if conception has occurred, then she may be considered to be pregnant and emergency contraception would not be administered.

Discuss treatment options with patients in their preferred language, including emergency contraception.²⁹⁰ In cases of sexual assault, pregnancy is often an overwhelming and genuine fear. Therefore, discuss treatment options with patients, including emergency contraception. An immediate option

²⁸⁷ Bureau of Justice Statistics Bulletin, 9/2005 NCJ 214644.

²⁸⁸ L. Ledray, *SANE Development and Operation Guide*, 2000, p. 75.

²⁸⁹ Preexisting pregnancy may raise patient privacy issues. If the case is prosecuted, the prosecutor should work to address concerns such as this one.

²⁹⁰ The National Sexual Violence Resource Center (877-739-3895 or 717-909-0710) offers more detailed information about sexual assault and pregnancy on their Web site at <http://www.nsvrc.org/>.

is to offer hormone therapy (emergency contraception pills or EC).²⁹¹ Another option is to forgo immediate treatment and have the patient follow-up with their primary care provider. Discuss options with the patient and information regarding the timeframe for emergency contraception provision, so she can make an informed decision. Inform the patient that the provision of any emergency contraception will not prevent sexually transmitted infections. The conversation with the patient should include a thorough discussion, including mechanism of action for each treatment option, side effects, dosing, and follow-up. This information should also be provided in writing in the preferred language of the patient, if possible.

A victim of sexual assault should be offered prophylaxis for pregnancy, subject to informed consent and consistent with current treatment guidelines. Conscience statutes will continue to protect health care providers who have moral or religious objections to providing certain forms of contraception. In a case in which a provider refuses to offer certain forms of contraception for moral or religious reasons, victims of sexual assault must receive information on how to access these services in a timely fashion.

Offer/provide the patient with emergency contraception pills and anti-nausea medication if they are at risk, according to facility policy.²⁹² Emergency contraception is a hormonal method of preventing pregnancy that can be used after sexual assault. There are multiple products available for EC. It is recommended, however, that levonorgestrel,²⁹³ a synthetic hormone,²⁹⁴ be used.²⁹⁵ This option is recommended for its higher efficacy rate and ease of dosing, and the fewest number of side effects, particularly nausea and vomiting.²⁹⁶ Levonorgestrel will not end a pregnancy that is already in progress and is considered a safe and easy treatment for victims of assault in preventing a pregnancy. Levonorgestrel is *most* effective if used within 120 hours and can reduce the risk of pregnancy by up to 89 percent.²⁹⁷ Traditional dosing of levonorgestrel includes administering two doses of 0.75 mg taken orally 12 hours apart. However, some studies indicate that single dosing with 1.5 mgs of levonorgestrel are just as effective and better tolerated by the patient.²⁹⁸

Follow-up Care: The patient should be informed that following the use of EC, there may be a heavier or lighter menses than usual and the menses onset may not occur at the expected time. If no bleeding has occurred within three weeks, the patient should be reevaluated and a repeat pregnancy test performed. The patient must be advised not to have unprotected intercourse until after the menses has occurred, or the repeat pregnancy test is negative.

If the facility chooses not to provide EC on site, the patient should be given prescriptions for EC and anti-nausea medications, with a list of pharmacies that stock the medication.²⁹⁹

If the facility is not willing to provide EC or write the needed prescriptions, it is recommended that the patient be given local referrals to medical facilities that can *immediately* assist with alternative treatment.

If no referral is available, provide the patient with the following phone numbers: 1-888-not2late or the online reference: <http://not-2-late.com>.³⁰⁰

²⁹¹ Copper Bearing Intra-Uterine Devices (IUDs) may also be an option, however, they are much less recommended because of the risk of infection in certain cases, the potentially painful insertion procedure, and the need for follow-up care.

²⁹² CA Protocol

²⁹³ Task Force on Postovulatory Methods of Fertility Regulation. Randomized controlled trial of levonorgestrel versus the Yuzpe regimen of combined oral contraceptives for emergency contraception. *Lancet*. 1998;352:428-433.

²⁹⁴ FDA website: <http://www.fda.gov/cder/drug/infopage/planB/planBQandA.htm>.

²⁹⁵ Relative contraindications for birth control, caution must be exercised when providing any EC with estrogen. Plan B does not contain estrogen, but contraindications should still be noted. The only absolute contraindication for the use of Plan B is preexisting pregnancy.

²⁹⁶ H.B. Croxatto, L. Devoto, M. Durand, E. Ezcurra, F. Larrea, C. Nagle, et al. Mechanism of Action of Hormonal Preparations Used for Emergency Contraception; a Review of the Literature. *Contraception*. 2001; 63:111-121

²⁹⁷ <http://www.planbonestep.com/plan-b-prescribers/index.aspx>

²⁹⁸ Alternative dosing for Plan B includes administering the tablets together in a one time dose. A study done by WHO found that the effectiveness of administering single doses of levonorgestrel was as effective as administering the doses 12 hours apart. Helena von Hertzen, Gilda Piaggio, Juhong Ding et al. Low dose mifepristone and two regimens of levonorgestrel for emergency contraception: a WHO multicentre randomized trial. *The Lancet*: December 7, 2002; Vol 360 (9348):1803-10.

²⁹⁹ J.S. Gardner, J. Hutchings, T.S. Fuller, D. Downing. Increasing access to emergency contraception through community pharmacies: lessons from Washington state. *Family Planning Perspective*. 2001;33(4):142-175.

³⁰⁰ This hotline and website are operated by the Office of Population Research at Princeton University and by the Association for Reproductive Health Professionals.

10. Discharge and Follow-up

Recommendations at a glance to facilitate discharge planning and follow-up with patients:

- Address issues related to medical discharge and follow-up care.
- Advocates, law enforcement representatives, and other involved responders can coordinate with health care providers to discuss a range of other issues with patients prior to discharge.

Health care personnel have important tasks to accomplish prior to discharging patients, as do advocates and law enforcement representatives (if involved). These responders should coordinate their activities as much as possible to reduce repetition and avoid further overwhelming patients.

Address issues related to medical discharge and follow-up care. Health care personnel (preferably examiners) should address the following issues with patients prior to discharge:

Make sure patients' medical and mental health needs related to the assault have been addressed. Discuss with patients whether they have any other medical and/or mental health concerns related to the assault.³⁰¹ If injuries or trauma have not been treated yet, examiners should refer patients to exam facility clinicians (e.g., hospital emergency department staff) for care or provide the appropriate community referrals prior to discharge.

Provide patients with oral and written medical discharge instructions. Include a summary of the exam (e.g., evidence collected, tests conducted, medication prescribed or provided, information provided, and treatment received), medication doses to be taken, follow-up appointments needed or scheduled, and referrals. The discharge form could also include contact information and hours of operation for local advocacy programs.

Arrange follow-up appointments for patients. Follow-up may be indicated to document developing or healing injuries (for example, bruising) and complete resolution of healing. Forensic follow-up may also be indicated to further evaluate nonspecific findings (such as redness, swelling, or cervical abnormalities) that may be related to acute trauma or may be normal variants. (A jurisdictional policy describing the indications and procedures for follow-up for documentation purposes should be in place.) Appointments may also be needed to address ongoing medical concerns. If appointments are not scheduled, at least indicate to patients which appointments are needed and if sites are different than the initial exam. Make it clear that patients do not have to disclose the assault to receive follow-up medical care. Follow-up appointments may include:³⁰²

- For patients with evidence of acute trauma: A short-term follow-up appointment to reexamine and document the development of visible findings and photograph areas of injury; and an exam 2 to 4 weeks later to document resolution of findings or healing of injuries.
- For all patients: Repeat exams for STIs according to facility policy (see *C.8. STI Evaluation and Care*).
- Primary health care providers or other nonacute care providers can provide longer term care as needed (e.g., for HIV testing, STI testing, and administering doses of Hepatitis B vaccine).

Discuss follow-up medical contact procedures. Discuss with patients whether they would like health care providers to provide a follow-up call and, if so, the best method and time for this contact (maintaining patients' privacy and safety). The main purposes of such a call are to check on medical status and remind patients about the necessity of follow-up testing and care. An optimal time for a first medical follow-up contact is 24 to 48 hours following discharge. Personnel following up with patients should be familiar with the case, confidentiality issues, and potential medical needs.³⁰³

³⁰¹ Care should be taken to ensure that mental health professionals can appropriately and respectfully handle patients from minority and/or stigmatized groups such as specific cultural groups or transgender individuals.

³⁰² Bullets drawn partially from the *California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims*, 2001, p. 98.

³⁰³ When appropriate, advocates may assist health care personnel in encouraging patients to seek the follow-up medical care they need. They also may encourage patients to discuss with health care providers their concerns about initial and follow-up medical care.

Advocates, law enforcement representatives, and other involved responders can coordinate with health care providers to discuss a range of other issues with patients prior to discharge. Involved responders should come to agreement about who is responsible for each step below and where coordination is necessary. For example, while advocates usually explain advocacy services and law enforcement representatives explain the investigative process, each responder may have a role in helping patients plan for their safety and well-being. If health care personnel are the only responders involved, however, they may need to provide patients with much of the information below.

After the exam is finished, address patients' physical comfort needs. (For a discussion of this topic, see A.2. *Victim-Centered Care*.)

Help patients plan for their safety and well-being. Jurisdictional and exam site policies should be in place to facilitate this process. Assist patients in developing a postexam plan that addresses their physical safety and emotional well-being. Screen for domestic and dating violence and others forms of abuse. Assist patients in considering things such as:

- Where are they going after being discharged? With whom? Will these individuals provide them with adequate support? Is there anyone else they would like to contact? (Provide information about available community resources for obtaining support and help in making the contact if needed.)
- Will their living arrangements expose them to the threat of continued violence or harassment? Is there a need for emergency shelter or alternative housing options? (Provide options and help obtain if needed.)
- Are they eligible for protection orders? (Provide information and help obtain if desired.)
- Is there a need for enhanced security measures? (Discuss options and help obtain if desired.)
- If they feel unsafe, what will they do to get help? (Discuss options and help them develop a plan.)

Planning must take into account the needs and concerns of specific populations. For example, if patients with physical disabilities require shelter, the shelter must be accessible and staff able to meet their needs for personal assistance with activities of daily living.³⁰⁴ If patients living in institutional settings have been assaulted by another resident, a staff person, or person who has easy access to residents, the institution should offer alternative living arrangements and reduce the likelihood that patients have to come into contact with the assailant again. It should also ensure them access to services designed to promote their recovery.

Explain follow-up contact procedures of all responders involved. Coordinate follow-up contact of involved agencies as much as possible, keeping the number of responders contacting patients to a minimum. Explain if contact procedures are different for patients with limited English proficiency or specific communities or institutions (e.g., schools, military bases, prisons, or residential programs may have their own procedures). Consider offering patients prepaid phone cards they can use to call a contact person with concerns or questions.

Explain advocacy and counseling services. Sexual assault advocacy programs typically offer a host of services for victims and their significant others, in addition to those provided during the exam process. (For more information on services, see A.2. *Victim-Centered Care*.) Advocates can describe and offer patients, their family members, and friends these services, as well as explain options for counseling in the jurisdiction and offer referrals. Some advocacy programs provide professional mental health counseling, but many refer patients to community or private agencies. Before being discharged, advocates should ask patients if they can follow up with them. If they agree, they can determine optimal methods and times for the contacts. During follow-up contacts, advocates can help patients reassess their safety; offer support and crisis counseling; answer their questions and provide additional referrals and information; and help coordinate other advocacy services and counseling based upon identified needs.

Explain the investigative process. If law enforcement is involved, inform patients that investigators will request an interview with them, if not already done, explain the criminal justice process and victims' rights, reassess their safety and provide assistance as warranted, and then recontact them as needed as their case

³⁰⁴ Drawn from M. Nosek and C. Howland, *Abuse and Women with Disabilities*, 1998, p. 3.

progresses.³⁰⁵ Explain if contact procedures are different for patients with limited English proficiency or for specific communities or institutions. Patients should receive contact information of involved law enforcement representatives and agencies and a case report number. They should feel free to call their investigator with any new relevant information, if new signs of injuries appear, about suspects' compliance with protection orders or bond conditions, if suspects try to contact them, or with other related questions or concerns. They should be aware that they will be contacted by the prosecution office if their case goes forward. (Patients should be aware that it is their decision whether to report their case and talk with law enforcement officials and prosecutors.)

If evidence has been gathered and law enforcement is involved, the law enforcement representative can discuss with patients the possibility of a match being found through DNA analysis or of other victims of the same assailant being identified. Ask patients if they want to be contacted by law enforcement in these situations and, if so, determine the best contact method.

For patients who have not made a report and when law enforcement is not involved, patients should be given information on who to contact and how if they decide that they do want to make a report. They should also be given information on where the kit will be stored and how it will be tracked (for example if there is a tracking number, it should be provided).

Provide information. Offer patients clear and concise information, both orally and in writing.³⁰⁶ Information should be tailored to patients' communication skill level/modality and language. (For more information on the types of information that patients might find useful, see *A.2. Victim-Centered Care*.)

³⁰⁵ Some patients may want information, either during the exam process or after, about the amount of time it takes to process cases in the criminal justice system. It can be helpful for them to know the range of time it typically takes in that jurisdiction for evidence to be analyzed and for cases to be forwarded to prosecution or tried in court. This information may help them prepare for their justice system involvement. At the same time, they must understand that every case is different and typical time estimates from the past may not apply.

³⁰⁶ Many local sexual assault advocacy programs and state coalitions of sexual assault programs offer publications that speak to victims' concerns in the aftermath of an assault. However, any involved agency, SART, or coordinating council could develop such literature.

11. Examiner Court Appearances

Recommendations at a glance for jurisdictions to maximize the usefulness of examiner testimony:

- Encourage broad education for examiners on testifying in court.
- Promote prompt notification of examiners if there is a need for them to testify in court.
- Encourage pretrial preparation of examiners.
- Encourage examiners to seek feedback on their testimony to improve effectiveness of future court appearances.

It should be expected that examiners will be called on to testify in court as either fact and/or expert witnesses,³⁰⁷ even though in some cases, a plea bargain may be agreed upon, or the prosecuting attorney may decide not to try the case. Examiners should always conduct and document each examination knowing that legal testimony may ultimately be required.

Encourage broad education for examiners on testifying in court:³⁰⁸

- Provide them with information about courtroom proceeding basics (e.g., criminal justice process and terms, who typically is present,³⁰⁹ and prosecution and defense strategies).
- Educate them about different types of testimony (including what can and cannot be said during testimony). This information should assist examiners in explaining to patients during the exam their potential role as a witness should the case be prosecuted.
- Help them understand that testifying in court can be a difficult experience. In almost every case that is litigated, cross-examination after initial testimony will occur. Cross-examination is a part of our constitutional framework, but as defense counsel represent alleged offenders, their questions may be perceived by examiners as intimidating and hostile. It is critical that examiners are prepared to effectively handle such situations and have a support system in place to help them prepare for and deal with related stress they may experience.
- Provide them with pretrial preparation (see the section below on this topic).

Involve trainers from health care, prosecution, and the judiciary in trainings on court testimony. Also, include defense attorneys who can educate examiners on defense perspectives. In addition to attending trainings, examiners should stay abreast of cutting-edge practices and related case law (e.g., rulings that impact the scope of issues they can testify on in court).³¹⁰

³⁰⁷ An expert witness is person who has training, education, and experience on a particular subject and who is formally found to be qualified as an expert by a judge. Expert witnesses may give opinions in court on matters in which their expertise is relevant. Nonexpert witnesses normally cannot give opinions in response to questions in court, but can only testify to the facts (what has been observed, collected, or heard). (Drawn from San Diego County's *SART Standards of Practice*, 2001, p. 40.)

³⁰⁸ This section is partially adapted from the International Association of Forensic Nurses, *SANE Education Guidelines*, 1999. One useful resource for SANEs and attorneys who utilize SANEs for testimony is L. Ledray and L. Barry, Sexual Assault Clinical Issues: SANE Expert and Factual Testimony, *Journal of Emergency Nursing*, 24(3), June 1998, pp. 284–287.

³⁰⁹ The following may be present in the courtroom: the judge, prosecutor, defense attorney, jury, bailiff, clerk, court reporter, law enforcement investigator, victim, defendant, and victim advocate.

³¹⁰ This section focuses on preparing examiners for court testimony. Beyond preparing examiners, it is critical to encourage training for attorneys who try these cases on how to properly interpret and use the medical forensic examination. In addition, they need an accurate understanding about the education and clinical preparation, roles, and responsibilities of the forensic examiner. Like examiners, they can benefit from participating in mock trials and need ongoing education to stay abreast of the latest best practices and related case law. Prosecutors should be aware of and share related case law and protocol guides with judges as references to qualify examiners as expert witnesses. They can also share questions they plan to ask to establish credentials of these witnesses. Additionally, prosecutors must understand how to educate the jury about evidence that will be presented (e.g., a lack of physical injury does not equal lack of sexual assault). Similarly, it is important to encourage judicial education on issues related to examiner testimony. Judges may not understand all that occurs during the exam process or the full extent of examiner expertise. *Understanding Sexual Violence: Prosecuting Adult Rape and Sexual Assault Cases, Video Library I: Presenting Medical Evidence in an Adult Rape Trial*, 2002, is a useful resource for prosecutors and judges (for more information, see <http://www.legalmomentum.org/our-work/njep/njep-sexual-assault.html>). The National Judicial Education Program (NJEPP) offers this resource. It also offers a judicial curriculum on sexual assault trials.

Promote prompt notification of examiners if there is a need for them to testify in court. Examiners should be informed well in advance of a trial if they are being called as witnesses. It may be helpful for attorneys calling them (both prosecutors and defense attorneys) to first develop relationships with coordinators of examiner programs, if they exist, or staff that oversee examiners at the exam site. In some facilities, they may need to reach out to risk management departments, which oversee all potential areas of liability for the facility. The first time an attorney contacts the witness should not be through a subpoena. Unexpected subpoenas can cause examiners a great deal of anxiety.³¹¹

Attorneys should regard examiners they call as witnesses with respect for the knowledge and expertise examiners offer to the court. They also should work to minimize the amount of time examiners wait to testify, allowing them to return to their work as quickly as possible. Judges also should be aware of the need to give examiners priority in the scheduling of testimony.

Encourage pretrial preparation of examiners.³¹² Examiners should be prepared for both direct examination and cross examination. When preparing to testify, the following suggestions may be useful to examiners:

- Although the criminal justice record includes the medical forensic report, photographs, and the results of evidence analysis, medical records are confidential in most jurisdictions. Before examiners or other involved health care providers can talk with an attorney about information in patients' medical records, those records must be successfully subpoenaed. Health care facilities and/or independent examiner programs typically have procedures in place for handling subpoenas.³¹³
- It is critical that examiners meet in advance with the attorney(s) calling them as witnesses, in order to prepare for testimony in individual cases. Not only should they review and discuss the initial examination of the patient, but also any subsequent contacts between the patient and the examiner.
- Prior to testifying, examiners should review records of the exam and keep a log of materials reviewed.
- Expert witnesses should be prepared to educate the court, particularly jurors. They should consider terminology and descriptions that will most clearly advise lay persons in the courtroom.
- Examiners should keep in mind that anything they write about the case is potentially discoverable.
- Examiners should be prepared to prove qualifications and ready to discuss educational background, clinical experience, and prior experience as expert witnesses. They may also need to explain qualifications if they are testifying to facts in a case. They should keep a portfolio that lists education, experience, and previous appearances as a witness.³¹⁴
- Examiners should understand that they may not testify as to whether patients consented to sexual contact; that is for the jury to decide. However, some jurisdictions allow expert testimony that speaks to the consistency between patients' statements and injuries rather than attempting to draw conclusions about how injuries were caused or whether a sexual assault occurred.³¹⁵

During testimony, examiners should consider the following:

- The role of the examiner in court is to educate judges and juries.
- Business attire is appropriate for court appearances. Limit excessive jewelry and other accessories which can be distracting.
- Be sincere, polite, and appear in control. Being nervous is normal, even for examiners who have testified previously. Make eye contact with those doing the questioning as well as with the jury.
- Listen to the questions carefully. Allow time to compose answers before speaking. Be concise and correct in responses. Avoid terms such as "I believe" or "I think."

³¹¹ This paragraph was drawn from the video reference guide for *Understanding Sexual Violence: Prosecuting Adult Rape and Sexual Assault Cases, Video Library I: Presenting Medical Evidence in an Adult Rape Trial*, 2002, pp. 17–18.

³¹² Section partially adapted from Arkansas's *Sexual Assault: A Hospital/Community Protocol for Forensic and Medical Examination*, 2001, pp. L1–3.

³¹³ This bullet was drawn from the video reference guide for *Understanding Sexual Violence: Prosecuting Adult Rape and Sexual Assault Cases, Video Library I: Presenting Medical Evidence in an Adult Rape Trial*, 2002, pp. 17–18.

³¹⁴ See L. Ledray and L. Barry, Sexual Assault Clinical Issues: SANE Expert and Factual Testimony, *Journal of Emergency Nursing*, 24(3), June 1998, pp. 284–87, for more discussion on qualifying as an expert witness.

³¹⁵ This bullet was drawn from the video reference guide for *Understanding Sexual Violence: Prosecuting Adult Rape and Sexual Assault Cases, Video Library I: Presenting Medical Evidence in an Adult Rape Trial*, 2002, pp. 19–20.

- Avoid medical jargon to the extent possible. If it is needed, define its usage.
- Answer only questions that are asked. Ask the questioning attorney for clarification or to restate the question if needed.
- If the answer to a question is not known, say so. There is no reason for examiners to explain why they do not know the answer. They can ask to refer to records if their memories need refreshing.
- Let the attorney guide the questioning. Answer only questions that are asked. Ask the questioning attorney for clarification or to restate the question if needed. Do not elaborate unless the attorney or judge asks for more information.
- If it is realized that an error or omission occurred in testimony, acknowledge it politely.

Although it is most likely that examiners will be called by the prosecution, they may also be called by the defense. In either case, examiners are expected to give objective testimony. In addition to the previous tips, examiners should consider the following:

- Seek guidance from the prosecutor regarding appropriate interaction with the defense attorney prior to testimony.
- When disagreeing with the questioning attorney, do so without argument or interruption.
- Be aware of the phrasing of questions by the cross-examining attorney that may be designed to place doubt on examiner testimony. For instance, if a compound question is asked, the answer to one part may be “yes” and to the other part may be “no.” Be sure to divide answers as appropriate.
- If the questions of the cross-examining attorney include incorrect interpretation of previous examiner testimony or documentation, the erroneous information should be corrected.
- Be careful to provide consistent answers, especially if cross-examining attorneys ask the same question several times, using different wording.

Encourage examiners to seek feedback on their courtroom testimony to improve the effectiveness of future court appearances. For example, after the legal proceedings have been completed, examiners may wish to meet with prosecutors for feedback and evaluation of their testimony. Examiners might also want to observe other experts testify in these cases.

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Appendix A. Developing Customized Protocols: Considerations for Jurisdictions

Jurisdictions starting from scratch in developing their own exam protocols are encouraged to consider the recommendations in this national protocol in their entirety and tailor them to fit local needs, challenges, statutes, and policies. Jurisdictions that have existing protocols can consider whether any of the protocol recommendations or the tasks below could serve to improve their immediate response to sexual assault or address gaps in services or interventions.

Form a protocol planning team. At the least, this team should include those responders involved in the exam process, including health care personnel, exam facility administrators, law enforcement representatives, victim advocates, prosecutors, and forensic laboratory personnel. Organizations serving specific populations in the community should also be involved at some level to make sure the protocol speaks to the needs of victims of diverse backgrounds. Team participants should have authority to make policy decisions on behalf of their agencies. Bringing together such a team can be challenging, particularly in jurisdictions with multiple sexual assault victim advocacy programs, exam facilities, law enforcement agencies, prosecution offices, and court systems (or where several levels of government may be involved in investigation and prosecution of sexual assault cases). Although representation from all involved disciplines and agencies is encouraged, at some point the team assembled will have to move ahead with planning efforts. Try to keep those absent informed of team activities and offer them opportunities to provide feedback on protocol development and revision.

Assess needs.³¹⁶ Before initiating policy changes, it is important that the planning team assess the jurisdiction's current response to sexual assault, with a focus on the exam process. Some activities that may help:

- Compare statistics on sexual assault within the community as captured by represented agencies.
- Identify community demographics, including the various populations that make up the area.
- Review existing feedback from victims about their experiences and satisfaction with immediate response.
- Seek input from professionals involved in the exam process on current gaps, problems, and challenges.
- Evaluate the adequacy of policies pertaining to each aspect of immediate response.
- Review systemic breakdowns that have occurred in immediate response.
- Evaluate the capacity of each discipline to support a coordinated immediate response.
- Evaluate the effectiveness of response to victims from diverse backgrounds or in certain types of cases.
- Evaluate the adequacy of related trainings and resource materials.
- Identify related jurisdictional statutes and evaluate their adequacy in supporting effective response.

Devise an action plan. The protocol planning team can take what it learns through needs assessments and translate it into an action plan for improving the exam process and creating a protocol. The plan should clearly identify what needs to happen, who is responsible for coordinating or carrying out each action, possible resources,³¹⁷ desired outcomes, and how the effectiveness of the action will be evaluated. The plan can be revisited periodically to assess progress and evaluate outcomes.

³¹⁶ Section drawn from K. Littel, M. Malefyt, and A. Walker, *Promising Practices: Improving the Criminal Justice System's Response to Violence Against Women*, 1998, pp. 240 and 246, and American College of Emergency Physicians, *Evaluation and Management of the Sexually Assaulted or Sexually Abused Patient*, 1999, p. 21.

³¹⁷ Funding under the STOP Violence Against Women Formula Grant Program and the STOP Violence Against Indian Women Discretionary Grant Program may be used to cover costs related to protocol development and implementation. For more information, see <http://www.ovw.usdoj.gov/>.

Create a protocol. To promote an effective protocol development process, consider the following:³¹⁸

- Who should lead efforts to create and implement the protocol?
- What process will be used to facilitate decision making on protocol development or revision?
- What process will be used for facilitating adoption of the protocol by individual agencies or communities?
- How will protocol compliance be monitored and what mechanisms will be put into place to solve problems as they arise?

The planning team should review the national protocol to determine what it wants to cover in its customized protocol and the appropriateness of national recommendations for the jurisdiction. It must consider what jurisdictional statutes and policies need to be discussed and how to address community-specific needs and challenges. Once a draft has been developed, it should be made available to relevant professionals, agencies, survivor groups, and organizations serving specific populations across the jurisdiction. Their feedback should be solicited and then incorporated into the draft to the extent possible. Once a final protocol is created, the team should consider pilot testing and revising it based on feedback from the tests. Then the protocol should be implemented, as per recommendations of team members and others from whom input has been sought.

Distribute the protocol. The planning team should determine the most efficient method to disseminate the protocol to all professionals in the jurisdictions who are involved in the immediate response to sexual assault. The planning team needs an up-to-date contact list of these professionals, and it should agree upon a specific distribution plan (e.g., mailing or handing out hard copies and/or providing access to the protocol via the Internet). If the Internet is used to distribute the document, make sure that professionals who do not have Internet access get a hard copy.

Build the capacity of agencies to implement the protocol.³¹⁹ A protocol's effectiveness depends on individual agencies having adequate resources (e.g., funding, personnel, multilanguage capacity, equipment, supervision, training, professional development opportunities, and community partnerships) to carry out their responsibilities and coordinate efforts with other involved responders. Agencies can assist one another in building individual and collective capacity to respond to sexual assault and participate in coordinated interventions. For example, together they can seek opportunities for technical assistance, training, and grants and share costs, personnel, equipment, expertise, and information. Also, each jurisdiction most likely will encounter a variety of barriers and difficulties in protocol implementation. Overcoming such problems requires a willingness on the part of involved agencies to individually and collaboratively understand the unique needs of victims in their community and to think "outside the box" to identify solutions.

To help with implementation, consider asking responding agencies to supplement the protocol with interagency agreements or memorandums of understanding. Using the protocol as a basis, these agreements can outline roles and articulate how responders should work together to coordinate response. These documents should be jointly developed, agreed upon, and signed by agency policymakers. They can be revised and signed on a periodic basis to ensure all professionals involved in the response are aware of protocol changes and to reaffirm their commitment to carrying out agreements.

Promote training. Agency-specific and multidisciplinary trainings are crucial components of protocol implementation. Involved responders must be informed of any changes in how they carry out agency-specific responsibilities during the exam process and understand why these changes are needed. If they are being asked to coordinate their efforts formally with other agencies, they must understand their role in coordination, the benefits of a collaborative response, the challenges such an effort involves, and ways to overcome challenges.

³¹⁸ Bulleted section drawn from K. Littel, M. Malefyt, and A. Walker, *Promising Practices: Improving the Criminal Justice System's Response to Violence Against Women*, 1998, p. 242.

³¹⁹ Section drawn from K. Littel, M. Malefyt, and A. Walker, *Promising Practices: Improving the Criminal Justice System's Response to Violence Against Women*, 1998, p. 241.

Set up an evaluation system. The planning team should take the time to consider how to best compile data related to the exam process (while maintaining victims' anonymity) and how to use it to evaluate effectiveness of response and make improvements to the protocol as needed.

Revise the protocol periodically. Revisions may be based on feedback from responders and victims, evaluation recommendations, changes in laws, identification of new crime trends and prevention efforts, technology, research, and identification of new promising practices. The planning team should keep track of protocol areas needing improvement and meet periodically to discuss pertinent issues such as language to be used, how to resolve controversies, and, ultimately, to make needed changes.

Appendix B. Creation of Sexual Assault Response and Resource Teams

Create a SART/SARRT to facilitate coordination among involved disciplines.³²⁰ After identifying members and defining roles, members can plan how to operate their team to best serve community needs.

Determine how the SART/SARRT is activated. Activation procedures should take into account that victims enter the “system” at different points (e.g., through a call to 911 or a 24-hour advocacy hotline, arrival at an exam site, or disclosure to a community professional). The SART/SARRT must determine how to publicize its services to community professionals who may have frequent contact with individuals disclosing sexual assaults. These professionals might include, but are not limited to, private physicians, health clinic staff, mental health and social service program staff, personnel serving persons with disabilities, substance abuse treatment program staff, school personnel, personnel from faith-based communities, corrections and probation staff, and staff from residential living programs and emergency shelters. It also should publicize its services more broadly to the public, explain the dynamics of sexual assault, and encourage victims to seek help.

Plan SART/SARRT response to varying circumstances facing victims. The team should consider and plan for modifications to the exam process to address specific needs and concerns of victims. For example, in order to respond to non-English-speaking victims, team members must be able to speak their language or promptly arrange for certified interpretation. For victims thought to have cognitive disabilities, team members must know who to contact for assistance and ensure they receive the same access to services that other victims would obtain. Some victims may request advocates and other responders of a specific gender or from specific cultures. Procedures should be in place to ensure response to minors follows jurisdictional statutes. SART/SARRTs should be prepared to deal with multijurisdictional coordination issues that may arise when assaults occur on military sites or to soldiers in the field, school campuses, tribal lands, prisons, and residential programs. Involving relevant agencies as soon as possible according to agreed-upon procedures may help quickly determine who has jurisdiction over a case and how to best assist each victim.

Meet regularly. Outside of an immediate response, the SART/SARRT should meet regularly³²¹ for two distinct purposes. The first is to review immediate response in individual cases in order to improve overall team performance. These reviews allow team members the opportunity to give each other feedback on effectiveness of response during the exam process, problems needing resolution, and areas needing improvement. Cases are typically reviewed anonymously,³²² without using victims’ names or other identifying information.³²³ During these discussions, it is important that the team respect the confidentiality of information in patients’ medical records and shared with community-based advocates. Secondly, the SART/SARRT can utilize meetings of members to maintain and enhance the quality of the SART/SARRT. This task involves addressing system issues, such as creating and revising policies and procedures in response to local changes in governmental or community-based agencies, scientific or technological advances, and feedback

³²⁰ A more in depth discussion of SART development and maintenance than is provided is beyond the scope of this document. However, resources do exist on this topic. For example, numerous jurisdictions have published guidebooks on organizing a SART and/or protocols for SART response. Some sexual assault coalitions offer information, technical assistance, and training for communities interested in starting SARTs. Since 2001, a national SART training conference has been held biannually (see <http://www.sane-sart.com/> for information). More information, including a SART Toolkit, is available at <http://www.nsvrc.org>.

³²¹ “Regularly” is locally defined. Some teams meet monthly, while others meet every 6 weeks or quarterly. Teams might meet on a regular basis for case review and get together less frequently to discuss more systemic issues.

³²² In California, there is a law to protect discussions of individual cases during SART meetings. These discussions are technically characterized as medical quality-assurance activities.

³²³ Case reviews usually include only those SART members typically involved in immediate response. But, even if all or most SART members were involved in a particular case and were aware of victims’ identity, there is still no reason to reveal victims’ identity during SART case reviews. SARTs may choose not to take notes about cases reviewed to ensure that the case-related information is not shared with anyone outside of the meeting. In situations where victims’ identity might be easily deduced during a case review by members not involved in response (e.g., if there had only been one case handled during the time period being reviewed), comments should be kept as broad as possible and avoid case specifics. In communities where residents tend to know each other and news about crime travels quickly, it may be challenging to not inadvertently reveal victims’ identity during SART case reviews. SARTs in these jurisdictions should consider how to best approach case reviews in a way that reduces the likelihood of revealing victims’ identity.

from victims. It also involves sharing general information related to the SART/SARRT and facilitating the continuing education of the team.

Although it might be difficult to involve all relevant responders in SART/SARRT meetings (e.g., crime labs may be a considerable distance from the community and lack resources to respond to local inquiries), consider options such as teleconferencing to include their perspectives.

Encourage education for SART/SARRT members on coordinated response during the exam process.
For example:

- Discipline-specific training that advances responder skills and emphasizes a team approach is crucial.
- Multidisciplinary training sessions can describe the SART/SARRT process, stress the need for a prompt exam, explain the roles and challenges of each discipline, emphasize a victim-centered approach, and make clear where coordination among disciplines is needed and how it should occur. They can describe multidisciplinary policies, interagency agreements, standardized forms, and other related materials.
- Multidisciplinary training can also build members' understanding of needs, values/beliefs, and practices of specific populations in their community. They can raise awareness of how different populations respond to disclosures of sexual assault and work to build the capacity of involved professionals to be sensitive to the needs of victims from those populations.
- Cross-training sessions are useful to allow responders from one discipline to educate those from another discipline about the specifics of how they intervene in these cases and answer questions that may arise. For example, law enforcement investigators can educate examiners and advocates about what is involved in a thorough investigation, stressing that the forensic exam of the victim is but one part of the investigation. In jurisdictions that border Indian Country, federal prosecutors can educate other responders regarding federal Indian law and how it applies to sexual assault cases.
- Multidisciplinary trainings and cross-trainings can provide a forum for staff from different agencies to get to know and respect one another, build common goals, and increase their comfort in working together. Collaboration among agencies and individuals can provide responders with a broader network of support as they do this work. These trainings can also stress the difficulty of working on sexual assault cases and the secondary trauma that responders can experience. They can facilitate discussion among responders about self-care and preventing or coping with secondary trauma, so they in turn can provide optimal interventions and assistance to victims.
- There are more informal educational opportunities and tools that can foster coordination among SART/SARRT members. For example, all key responders, especially those newly involved in sexual assault cases, may find it useful to tour sites and offices involved in SART/SARRT response. Such tours and discussions with site/office staff can help build knowledge of what response by each discipline entails and the logistics of that response. Sharing related educational materials and literature is an easy way to continuously expand the base of common knowledge among SART/SARRT members. Tools such as flow charts and discipline-specific checklists that help SART/SARRT members understand the continuum of response and appropriately coordinate their interventions may also be useful.

Trainers. In addition to involving representatives from health care, advocacy, law enforcement, prosecution, the judiciary, and crime and toxicology laboratories as SART/SARRT trainers, include defense attorneys to educate participants on defense tactics. Utilize local agencies and leaders that serve specific populations to educate the SART/SARRT on the needs of residents and services they offer relevant to victims of sexual assault.

Outreach to rural, remote, and poor communities. It may be difficult for rural, remote, and poor communities to offer training for SART/SARRT members, due to lack of resources and/or expertise. States, Territories, and tribes may want to consider forming specialized teams that can offer multidisciplinary training consistent with cutting-edge practices across all of their jurisdictions. These teams can work with local responders to ensure that the training sessions they offer address unique community needs and challenges.

Appendix C. Impact of *Crawford v. Washington*, *Davis v. Washington* and *Giles v. California*

Crawford v. Washington and subsequent related court cases are only an issue when a victim is unavailable for cross-examination at trial, which occurs infrequently in sexual assault cases. A prosecutor will rarely be able to prosecute successfully a sexual assault of a competent adult victim without the victim's cooperation because of the difficulty in overcoming the consent defense. The term "competent adult" is used to describe an adult victim who is viewed by the legal system as able to understand and participate in the criminal proceedings, i.e., know the role of all the players. It is important to refer to state laws for definitions or interpretations of what constitutes a competent adult in a given jurisdiction.

In the rare instance in which a sexual assault of a competent adult is prosecuted without the victim's cooperation, examiners' testimony may be objected to as "testimonial" hearsay under *Crawford v. Washington*³²⁴ and *Davis v. Washington*³²⁵ under the theory that the examiner was acting as an arm of law enforcement. In *Crawford*, the Court held that testimonial statements of an unavailable witness could be admitted at trial only when the defendant has had a prior opportunity to cross-examine that witness. Although the *Crawford* holding offers examples of both testimonial and nontestimonial statements, it did not include a specific definition.

In *Davis*, the Court defined statements that are made to government agents for the primary purpose of receiving assistance in an ongoing emergency as nontestimonial. It defined as testimonial statements made under circumstances that objectively indicate there is no ongoing emergency and the primary purpose of the interrogation is to establish or prove past events potentially relevant to a later criminal prosecution. Forensic examiners who perceive their primary role as law enforcement and conduct their practice with law enforcement rather than medical goals risk having their statements excluded as testimonial under *Crawford* and *Davis*. Forensic examiners should be asked about and must be able to articulate a practice philosophy that is patient-centered and medically focused.

In cases in which it is established that the victim's lack of cooperation is the result of a defendant's actions that are designed to cause the unavailability of a victim in order to prevent that victim from testifying in a current or future prosecution, the prosecution may introduce a witness' hearsay statements in a prosecution based on the doctrine of forfeiture by wrongdoing.

For health-care providers, *Crawford* and its progeny do not change the priorities of the medical-forensic examination, which should continue to hold the health and well-being of patients of primary importance. The problem arises when clinicians are perceived to be investigators rather than health-care providers. Even in cases in which a victim is cooperating in the prosecution of the perpetrator, statements made to the examiner for the purpose of medical diagnosis and treatment may still be excluded as hearsay if it is established that the examiner is acting as an arm of law enforcement rather than acting primarily as a medical treatment provider.³²⁶

³²⁴ 541 U.S. 36, 124 S.Ct. 1354, 158 L.Ed.2d 177 (2004).

³²⁵ 126 S. Ct. 2266 (2006).

³²⁶ *Giles v. California*, 128 S. Ct. 2678 (2008).

206 - Retiree Firearms Waiver (4).pdf



BERKELEY POLICE DEPARTMENT



RETIREE CONCEALED CARRY

QUALIFICATION AGREEMENT AND WAIVER OF LIABILITY

I am a retired peace officer of the Berkeley Police Department. I am eligible to attempt to qualify to carry a concealed firearm, pursuant to the Law Enforcement Officers Safety Act of 2004 and/or California Law (18 USC § 926C; Penal Code § 25455).

I understand that the Berkeley Police Department is not legally required to provide a firearms qualification course or provide me with firearms instruction.

I understand that to attempt to qualify to carry a concealed firearm, I may only fire my weapon under the direct supervision of a certified firearms instructor.

I agree to defend, indemnify, and hold harmless the City of Berkeley Police Department and/or its officers, agents and employees, for any injury caused by my participation in this qualification process. I further waive any claim for damages against the City of Berkeley Police Department and its officers, agents and employees, for any injury suffered by me while participating in this qualification process.

I agree to defend, indemnify, and hold harmless the City of Berkeley Police Department and/or its officer, agents and employees, from any and all liability resulting from my carrying and/or use of any weapon allowed under the Law Enforcement Officers Safety Act of 2004 or California Law, including, but not limited to, civil litigation.

Furthermore, I have read, understand, and agree to the following conditions under LEOSA or California Law.



BERKELEY POLICE DEPARTMENT



To the retiree - Choose either LEOSA or CALIFORNIA conditions below. LEOSA conditions require an annual qualification and allow for a nationwide CCW permit. CALIFORNIA conditions require a qualification every 5 years (Per Department Policy) and allow for a CCW permit within California. Please choose Option A or B.

OPTION A:

LEOSA CONDITIONS

I agree to qualify annually with the authorized firearm at a course approved by the Berkeley Police Department at my own expense. _____ (initial)

I understand that I am personally responsible for all acts taken related to carrying a concealed firearm and that these acts were not taken as an employee or former employee of the Berkeley Police Department. _____ (initial)

I understand that I remain subject to all applicable Berkeley Police Department policies and federal, state and local laws. _____ (initial)

I will demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm. _____ (initial)

I understand that the Berkeley Police Department may run a criminal history background check to confirm my good character. _____ (initial)

OPTION B:

CALIFORNIA CCW CONDITIONS (Penal Code § 26305)

I agree to qualify at least every five years with the authorized firearm at a course approved by the Berkeley Police Department at my own expense. _____ (initial)

I understand that I remain subject to all applicable Berkeley Police Department policies and federal, state and local laws. _____ (initial)

I will not engage in conduct that compromises public safety. _____ (initial)

I understand that I am only authorized to carry a concealed firearm inspected and approved by a certified firearms instructor. _____ (initial)

206 - Retiree Firearms Waiver (5).pdf



BERKELEY POLICE DEPARTMENT



RETIREE CONCEALED CARRY

QUALIFICATION AGREEMENT AND WAIVER OF LIABILITY

I am a retired peace officer of the Berkeley Police Department. I am eligible to attempt to qualify to carry a concealed firearm, pursuant to the Law Enforcement Officers Safety Act of 2004 and/or California Law (18 USC § 926C; Penal Code § 25455).

I understand that the Berkeley Police Department is not legally required to provide a firearms qualification course or provide me with firearms instruction.

I understand that to attempt to qualify to carry a concealed firearm, I may only fire my weapon under the direct supervision of a certified firearms instructor.

I agree to defend, indemnify, and hold harmless the City of Berkeley Police Department and/or its officers, agents and employees, for any injury caused by my participation in this qualification process. I further waive any claim for damages against the City of Berkeley Police Department and its officers, agents and employees, for any injury suffered by me while participating in this qualification process.

I agree to defend, indemnify, and hold harmless the City of Berkeley Police Department and/or its officer, agents and employees, from any and all liability resulting from my carrying and/or use of any weapon allowed under the Law Enforcement Officers Safety Act of 2004 or California Law, including, but not limited to, civil litigation.

Furthermore, I have read, understand, and agree to the following conditions under LEOSA or California Law.



BERKELEY POLICE DEPARTMENT



To the retiree - Choose either LEOSA or CALIFORNIA conditions below. LEOSA conditions require an annual qualification and allow for a nationwide CCW permit. CALIFORNIA conditions require a qualification every 5 years (per Department policy) and allow for a CCW permit within California. Please choose Option A or B.

OPTION A:

LEOSA CONDITIONS

I agree to qualify annually with the authorized firearm at a course approved by the Berkeley Police Department at my own expense. _____ (initial)

I understand that I am personally responsible for all acts taken related to carrying a concealed firearm and that these acts were not taken as an employee or former employee of the Berkeley Police Department. _____ (initial)

I understand that I remain subject to all applicable Berkeley Police Department policies and federal, state and local laws. _____ (initial)

I will demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm. _____ (initial)

I understand that the Berkeley Police Department may run a criminal history background check to confirm my good character. _____ (initial)

OPTION B:

CALIFORNIA CCW CONDITIONS (Penal Code § 26305)

I agree to qualify at least every five years with the authorized firearm at a course approved by the Berkeley Police Department at my own expense. _____ (initial)

I understand that I remain subject to all applicable Berkeley Police Department policies and federal, state and local laws. _____ (initial)

I will not engage in conduct that compromises public safety. _____ (initial)

I understand that I am only authorized to carry a concealed firearm inspected and approved by a certified firearms instructor. _____ (initial)



BERKELEY POLICE DEPARTMENT



To the retiree - Regardless of choice, please complete the remainder of the form.

Former officers of the Berkeley Police Department only: I shall immediately notify the Berkeley Police Department Communication Center of my arrest or conviction in any jurisdiction, or if I become the subject of a court order, and advise that I hold a CCW endorsement through the Berkeley Police Department. _____^(initial)

Failure to satisfy any of these conditions may result in denial, suspension, or revocation of a LEOSA or California CCW endorsement.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Name of Witness	Signature	Date

201 special order.pdf

DEPARTMENTAL ORDER

SPECIAL ORDER #2014-001

DATE ISSUED: 6/30/14

SUBJECT: HOUSE CAR ORDINANCE

Effective immediately, officers will utilize the following definition of “habitation” in reference to enforcement of BMC 12.76.010 regarding living in house cars:

Habitation is defined by sleeping inside overnight or daytime occupancy of more than 8 cumulative hours for three consecutive days. Cooking might also be indicia of habitation. Other possible indicia include recently used bedding, amounts of unpacked clothing, and toiletries consistent with lodging, etc.

This order is meant to clarify BMC section 12.76.010 in light of the recent Ninth Circuit Court decision (6-19-2014), and will be in effect until such time as the definition can be added to the BMC, or a General Order is issued to codify the definition.

Chief of Police

cc: All BPD Personnel

Disaster Response Manual 2008 - 2017.pdf

What to do first

What to do?	How to do it?
Determine if the PSB is safe to occupy	Evacuate the PSB if necessary. See Section 1. Evacuate the jail per the Jail Evacuation Plan.
Account for all on duty personnel.	Be sure to account for all prisoners. Account for all personnel in the field if radios are still operating.
Perform damage assessment of the PSB	See Section 2.
Conduct communications checks	See Section 3.
Initiate damage assessments citywide	See Section 4.
Make notifications	Notify the Chief, the DCO and other city personnel as required.



Disaster Plan Table of Contents

Item	Location
What to do first	Inside front cover
Table of Contents	
Purpose and Authority	
PSB Evacuation Procedures	Section One
PSB Damage Assessment Procedures	Section Two
Communications Checks	Section Three
Field Damage Assessment	Section Four
Recall of Off Duty Personnel	Section Five
Initiation of 12-hour shifts	Section Six
PSB Disaster Emergency Food Rations	Section Seven
Disaster Annex	
Citywide mass evacuation	A
Tsunami	B
Homeland Security Advisory System: Law Enforcement Actions	C
Facilities of Concern citywide	D
T&I 285: Berkeley Emergency Notification System	E
Mass Disaster Fatality Management	F

Undated: 6/23/09

Berkeley Police Departmental Disaster Plan Purpose and Authority

<i>Introduction</i>	<p>This disaster plan outlines a broad police response with attachments showing more detailed information.</p> <p>This plan covers what to do immediately following a disaster. Examples of such disasters include: earthquakes, civil unrest, terrorist incident, fires, storms or other natural phenomenon.</p>
<i>Purpose</i>	<p>This plan exists to support police personnel in their disaster mission: Protection of life, and property, the maintenance of order and the restoration of essential city services.</p>
<i>Authority</i>	<p>It is the policy of the Berkeley Police Department to maintain the capability to plan for and respond to unusual occurrences so as to provide for the safety of the community.</p> <p style="text-align: right;">-General Order U-4</p>
<i>Relationship to Other Plans</i>	<p>This plan is solely for the City of Berkeley Police Department and its personnel. Information about other disaster related issues would not be found here.</p>
<i>Use of the Incident Command System</i>	<p>A cornerstone of this plan is the application of the Incident Command System. ICS, can be used to manage any disaster.</p>
<i>Activation</i>	<p>This plan is designed to be used immediately following the sudden onset of a disaster that impacts this department. Use this plan immediately following an earthquake, large-scale wildland fire or terrorist incident. This plan should not be used to respond to a planned demonstration or civic event.</p>

Berkeley Police Department
Disaster Response Manual
PSB Evacuation Procedures

1. Upon notification of an emergency in the PSB, determine if evacuation is warranted. Situations requiring a building evacuation would include, fire, building collapse, smoke, unusual odor or attack. In some cases, it may be safer to stay inside and shelter in place. Situations requiring a shelter in place include a hazardous materials incident outside the PSB, an active protest or attack
2. If an evacuation is warranted, follow these procedures:
3. **Make notifications** to your supervisor
4. **Notify the Communications Center** that an evacuation is under way.
5. **Sound the alarm** by:
 - a. Activating a local fire alarm pull station.
 - b. Word of mouth
 - c. Building overhead intercom

6. **Evacuate** out of the PSB through the nearest and safest exit. Do not use the elevator.
7. **Assemble** at Civic Center Park (Southeast Center Street and MLK)

Employees may be re-directed to an alternative gathering point as conditions dictate.

8. Anyone unaccounted for should be reported to a uniformed Police or Fire supervisor.
 - a. **All supervisors** should account for all of their employees. If possible, the daily attendance sheet should be taken so an accurate roll call may be done. In the absence of the supervisor, his or her designee should handle these tasks.
 - b. **Jail** should evacuate according to the Jail evacuation plan.
 - c. **Comm Center** staff should announce over both police and fire primary dispatch channels that the Comm Center is down. The 911-phone call transfer switch should be activated. This switch will transfer incoming phone calls to ALCO (Alameda County PSAP). Comm Center staff should take portable radios with them to facilitate dispatching duties at a later point. As soon as practical, the Comm Center supervisor or designee should notify ALCO (510-667-7777) that the Berkeley PSAP is closed and that ALCO is now the Berkeley PSAP. See Comm Center plan for details.

Berkeley Police Department
Disaster Response Manual

PSB Damage Assessment Procedures

These procedures are to be followed in the event of an earthquake, explosion or other incident, which may damage the PSB.

1. Evacuate the PSB, if needed. Ensure the safety of all employees.
2. Extinguish any fires. Notify the Fire Department.
3. Mark damaged or hazardous areas to warn others.
4. In the event of a large-scale disaster, it will be necessary to assess the PSB to locate and identify any hazards. A Police or Fire supervisor should appoint a team of no less than two (2) fire firefighters or police officers to walk around the PSB where safe and "size up the building. The Department of Public Works, Facilities Division should be contacted, if possible, to assist in this walk-through. Areas to note include:
 - a. Loss of electrical power
 - b. Broken plaster and windows
 - c. Cracks in walls or the ceilings.
 - d. Collapse
 - e. Liquefaction
 - f. Hazardous conditions (fires, electrical arcing, etc)
 - g. Damage to interior objects.
 - h. Functions of doors (ensure they open and close properly)
5. Once this survey is completed, the information should be turned over to the Building and Safety Division of the Planning Department and the Facilities Division of the Public Works Department. If the Facilities Division inspector has not participated in the walk-through noted in # 4 above, the city building inspector should be summoned to review the damage assessment information and evaluate the PSB.

In a disaster, the form to be used to evaluate the PSB will be the ATC-20 Rapid Evaluation Safety Assessment Form.

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____
 Affiliation: _____
 Inspection date and time: _____ AM PM

Final Posting
 from page 2
 Inspected
 Restricted Use
 Unsafe

Building Description

Building name: _____
 Address: _____
 Building contact/phone: _____
 Number of stories above ground: ____ below ground: ____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

Type of Construction

Wood frame
 Steel frame
 Tilt-up concrete
 Concrete frame
 Concrete shear wall
 Unreinforced masonry
 Reinforced masonry
 Other: _____

Primary Occupancy

Dwelling
 Other residential
 Public assembly
 Emergency services
 Commercial
 Offices
 Industrial
 Other: _____
 Government
 Historic
 School

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch:

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structural hazards:				
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs, floors (vertical loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Columns, pilasters, corbels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diaphragms, horizontal bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls, vertical bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nonstructural hazards:				
Parapets, ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cladding, glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings, light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior walls, partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs, exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Geotechnical hazards:				
Slope failure, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground movement, fissures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General Comments: _____

Continue on page 2

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ AM PM
 Affiliation: _____ Areas inspected: Exterior only Exterior and interior

Building Description

Building name: _____
 Address: _____
 Building contact/phone: _____
 Number of stories above ground: _____ below ground: _____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

Type of Construction

Wood frame Concrete shear wall
 Steel frame Unreinforced masonry
 Tilt-up concrete Reinforced masonry
 Concrete frame Other: _____

Primary Occupancy

Dwelling Commercial Government
 Other residential Offices Historic
 Public assembly Industrial School
 Emergency services Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Estimated Building Damage (excluding contents)

Observed Conditions:	Minor/None	Moderate	Severe	Estimated Building Damage (excluding contents)
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> None
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 0 - 1%
Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1 - 10%
Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 10 - 30%
Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 30 - 60%
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 60 - 100%
				<input type="checkbox"/> 100%

Comments: _____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an *Unsafe* posting. Localized *Severe* and overall *Moderate* conditions may allow a *Restricted Use* posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

INSPECTED (Green placard) RESTRICTED USE (Yellow placard) UNSAFE (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions

Check the boxes below only if further actions are needed.

Barricades needed in the following areas: _____

Detailed Evaluation recommended: Structural Geotechnical Other: _____

Other recommendations: _____

Comments: _____

Berkeley Police Department
Disaster Response Manual
Communications Checks

1. Perform radio function checks of all police repeated radio channels (1, 2 and 4). This may be done by a patrol supervisor. A function check consists of selecting a radio channel, keying a radio mic for 2 seconds and releasing it. One should be able to hear the radio repeater chirp off at the end of the transmission. You may also ask someone else if they are able to hear the mic open and close.
 - If not all of the repeated channels are working (1, 2 or 4), determine which repeated is functioning and consider moving primary dispatching that channel.
 - If none of the repeated channels are working, consider moving everyone to channel 3 until the repeaters are functioning again.
 - Follow normal protocol in obtaining radio repair.
2. Determine if Communication Center telephones , 911 system, FAX, CAD and externals are operational
3. If the PSB is unsafe to occupy or needs to be evacuated, consider moving Comm Center operations to the Mobile Command Van.
4. Determine if cellular/Nextel service is still functioning.
 - If Nextel cellular service is down, consider using the Nextel direct talk function.

Berkeley Police Department
Disaster Response Manual
Field Damage Assessment

1. In the event of a major disaster, rapid damage assessment is essential in determining the extent of the disaster, the need for resources from outside the City, routes for response, and the development of a Declaration of Emergency.
2. After a disaster, field personnel (officers, CSO's, PEO's) should begin to assess their beats, and make note of damage and/or impact of the disaster. Personnel should specifically take note of power outages, damaged or impassable roadways, fires or other impacts that will either require city services or will hamper response. Particular attention should be paid to roadways that are no longer useable.
3. There are also specific locations that will require damage assessment. In this section are lists of specific sites, infrastructure and transportation routes. These areas should be checked by officers, CSO's or PEO's assigned to the appropriate beat.
4. It is important for supervisors to make these assignments and ensure that areas are being checked.
5. Personnel performing damage assessment should observe and note overall conditions of the locations, any hazards present and try to estimate whether or the location can continue to be used/function.
6. Field units should only report this information in after being asked to do so, unless there is a life threatening emergency. This practice will not tie up radio traffic needlessly.

Beat	Location	Time	Status/Note
1	BFD Station #4		
	Solano tunnel		
2	BFD Station #7		
3	BFD Station #2		
	North Berkeley Senior Center		
4	City Hall/City Center buildings		
5	BHS		
6			
7	UCPD Station		
8	BFD Station #3		
	Tunnel Road		
9	ABH		
10	BFD Station #5		
11			
12	South Berkeley Senior Center		
13			
14	Corp Yard		
15	BFD Station #1		
	Ashby Ave. Overpass. Check for fuel leakage underneath the overpass.		
16	West Berkeley Senior Center		
	University Ave. Overpass		
17	Gilman Street overpass at I-80.		
	BFD Station # 6		
18			
Marina	All roadways, marina corp yard		
West End	All railroad right-of-way: check for underground fuel line leakage/spills.		

Berkeley Police Department
Disaster Response Manual
Recall of Off Duty Personnel

1. Determine the need for personnel. Be sure to anticipate needs for the future, not just those that are immediate.
2. Appoint one person, sworn or non-sworn to track and log in every employee who reports for work. This is essential not only for keeping track of our personnel, but also for disaster cost reimbursement.
3. In any emergency or disaster in which the telephone network is still functioning, recall of off duty personnel will be by phone at the direction of the watch commander or other command officer.
4. In the event the phone network is not functioning, the following procedure will apply:
 - a. All on duty personnel will remain on duty until relieved by additional personnel and proper authorization.
 - b. Personnel off duty on a workday will report as soon as possible after taking care of their families.
 - c. Personnel off duty on their day off or who have completed their duty shift for that day will report twelve (12) hours after the disaster strikes.
5. Consider using local media, specifically KCBS-740AM and/or KGO-810AM to disseminate personnel recall messages.
6. Consider utilizing the Berkeley Emergency Notification System (BENS). This automated telephone notification system may be initiated by authorized BPD Command personnel. See T&I # 285 in the annex of this manual for complete procedures.

Updated: 6/22/09

* See Chapter 3 of the Event Management Manual

Berkeley Police Department
Disaster Response Manual
Initiation of 12-Hour Shifts.

In order to set up a 12 on/12 off shift schedule, consider the following:

1. Determine the need for personnel. Be sure to anticipate needs for the future, not just those that are immediate.
2. Estimate the duration of the event. If an event may go longer than 6 hours a 12-hour shift may be indicated.
3. A 12-hour shift may coincide with an "operational period". An operational period is that time scheduled for the completion of a given set of objectives. Operational periods can follow normal time patterns like 0600 hrs and 1800 hrs. (day shift, night shift.)
4. The size of each shift will also depend on the nature of the event. You may wish to consider a larger work force during the daylight hours and a smaller one at night since less work will be done due to darkness.
5. Shift schedules must be updated every 24 hours to keep an accurate count on personnel
6. Time sheets and time cards should be maintained. This will become very important in the reimbursement phase.

Berkeley Police Department
Disaster Response Manual

PSB Disaster Emergency Food Rations

These procedures are to be followed in the event food and water are needed for BPD employees during a disaster or other public safety emergency.

1. Water and Meals Ready to Eat (MRE's) are on the basement level of the PSB, located in room B124, across from the Men's Locker Room. A supervisor's key will open this door.
2. There are enough supplies to last 3 days.
3. These supplies should only be used when commercial food and water are unavailable, such as a major disaster or during a prolonged event where it is not practical to obtain food or water elsewhere.
4. Any command officer may authorize the use of these supplies.
5. Note the date and time of the supplies being used on the clipboard provided.
6. Field units that are mobile can be called into the PSB to obtain their food and water.
7. Fixed posts and operational sites, however, must have supplies delivered, and relief person assigned to those sites.



Disaster Annexes

Disaster Annex Table of Contents

Plan	Use
Citywide mass evacuation	In the event large portions of the city must be evacuated
Tsunami	Upon receipt of a Tsunami Watch or Warning
Homeland Security Advisory System: Law Enforcement Actions	When National Terrorism Threat code increases, this annex makes general recommendations about what to do.
Facilities of Concern citywide	Information only for hazmat or terrorism response.
Homeland Security Advisory System: Law Enforcement Actions	Actions to take when the national terrorism threat level increases; based on color codes (i.e. "yellow" or "red")
T&I 285: Berkeley Emergency Notification System	This training and information bulletin covers the purpose, use and activation of the BENS system. This system can make multiple phone calls to selected city neighborhoods or departmental staff, and play a recorded message created by the user.
Mass Disaster Fatality Management	Use this information when dealing with a mass fatality situation.

DEPARTMENTAL ORDER

SPECIAL ORDER

DATE ISSUED: 01/01/06

#06-DRAFT

SUBJECT: CITY OF BERKELEY MASS EVACUATION PLAN

1. The purpose of this Special Order is to describe procedures to follow in the event a mass evacuation of the City of Berkeley is necessary due to a natural disaster, disease outbreak, toxic chemical spill, terrorist attack, or any other emergency situation where there is extreme peril to the safety of persons and property. A mass evacuation is a mandatory, temporary relocation of occupants from a specific geographical area due to a public emergency. Penal code section 409.5 grants authority to close or restrict access to an area if there exists a threat to public health or safety.
2. In the event of a public emergency that requires a mass evacuation, the City Council or the Director of Emergency Services (City Manager or his or her designee) is empowered to proclaim a "State of local emergency." The Director of Emergency Services/Designee shall be responsible for authorizing a mass evacuation order.
3. In the event of a citywide state of emergency where a mass evacuation is necessary, all available departmental personnel shall report to the Tsukamoto Public Safety Building, 2100 Martin Luther King Way and all personnel will be placed on a 12-hour on and 12-hour off schedule. Other city personnel shall report to their designated work sites at the direction of their department head.
4. The City's primary Emergency Operations Center (EOC) located in the multi-purpose room of the Public Safety Building will be activated at the Director of Emergency Services' direction. In the event that the primary EOC is non-operational, the City's alternate EOC, The Berkeley Fire Department Training Center, located at 997 Cedar Street, will be activated.
5. The Emergency Operations Plan, which details emergency organization, job functions and descriptions, and action checklists, will be implemented. The City's emergency organization plan is based on the Standardized Emergency Management System (SEMS), which provides for clear authority, direction, and lines of communication during emergencies.
6. The majority of law enforcement personnel will fall under the Operations section under SEMS. Primary law enforcement duties will include disseminating evacuation orders, directing the evacuation of citizens, enforcing laws and temporary rules, and providing security for primary and

DEPARTMENTAL ORDER

SPECIAL ORDER

DATE ISSUED: 01/01/06

#06-DRAFT

SUBJECT: CITY OF BERKELEY MASS EVACUATION PLAN page 2

secondary shelter sites. Shelter sites will be identified by the Planning and Logistics section in conjunction with the American Red Cross and the Berkeley Unified School District.

7. Law Enforcement resources should be assessed and if needed, the Chief of Police or his or her designee shall request mutual aid via the Alameda County Law Enforcement Mutual Aid Coordinator. If mutual aid is requested, pre-designated staging area (s) should be established and Berkeley Police Department personnel should be deployed to the staging area (s) to brief the responding outside agencies.
8. In the event of a mass evacuation order, The Police Department, in consultation with the EOC Operations Section Chief/designee, will identify the area(s) to be evacuated, the evacuation routes to be used throughout the City, the location of neighborhood emergency shelter centers and mass care facilities, and the time parameters to start and finish the evacuation.
9. Information regarding evacuation area (s), routes, shelter sites, and time parameters will be made public when circumstances warrant their dissemination. The EOC Public Information Officer will alert the public through the Berkeley Emergency Notification System (BENS), Radio 1610 AM, MTC's 511 system, and the Emergency Alert System. Additional notification may be made through public announcements, City of Berkeley websites, and via public safety workers at the appropriate time.
10. In situations that require only a portion of the City to be evacuated, the location of the incident becomes the epicenter of the evacuation area, and all traffic is directed outbound from that point using as many pre-designated routes as possible. Whenever possible, evacuees will be routed away from the evacuation area using major city thoroughfares including but not limited to:
 - San Pablo Avenue
 - Sacramento Street
 - Martin Luther King Way
 - Shattuck Avenue
 - Telegraph Avenue
 - Ashby Avenue

DEPARTMENTAL ORDER

SPECIAL ORDER

DATE ISSUED: 01/01/06

#06-DRAFT

SUBJECT: CITY OF BERKELEY MASS EVACUATION PLAN page 3

- Gilman Street
- Arlington Avenue
- Dwight Way
- University Avenue
- Marin Avenue

Coordination with Public Works may be necessary to designate emergency traffic routes and to redirect traffic lanes or controls.

11. To minimize the anticipated traffic congestion, evacuees should be encouraged to utilize public transportation such as BART or AC transit. In addition, BUSD, Lawrence Berkeley National Laboratory, and Health & Human Services buses can be utilized to assist with the evacuation.
12. Whenever possible, priority in evacuation should be given to people who are confined to hospitals or nursing homes, the elderly, or who otherwise have disabilities that limit their ability to evacuate the area. Evacuees with chronic illnesses should consider bringing critical medications with them.
13. In the event of a mass evacuation order, law enforcement resources will likely be overwhelmed in managing the evacuees. As a result, only life-threatening or serious injury-type calls for service should be dispatched.
14. In general, reasonable accommodations should be made to allow evacuees to bring their pets or service animals with them. Pet owners must be able to control their pets with portable carriers if riding on a vehicle with other evacuees. However, under no circumstances shall the evacuation of any animal compromise the safety of any public safety worker or evacuee.
15. If a mass evacuation of a portion of the city includes the Public Safety Building, jail staff should consider transferring or citing prisoners from the jail.
16. Departmental translators should be enlisted to assist in communicating with non-English speaking evacuees.

DEPARTMENTAL ORDER

SPECIAL ORDER

DATE ISSUED: 01/01/06

#06-DRAFT

SUBJECT: CITY OF BERKELEY MASS EVACUATION PLAN page 4

17. The evacuation plan should be reviewed and updated periodically as conditions and circumstances change.

18. Once the emergency that prompted the evacuation has abated, the Director of Emergency Services will be the official responsible for making the decision to allow the residents to re-enter the evacuated area. If the emergency involved a hazardous material threat or disease outbreak, the Public Health Officer is responsible for determining if the area is safe to re-enter.

**Douglas N. Hambleton
Chief of Police**



Berkeley Police Department Tsunami Plan

<p>Introduction</p>	<p>This plan outlines a broad police response with attachments showing more detailed information.</p> <p>The phenomenon called "Tsunami" is a series of ocean waves of extremely long length generated by earthquakes, volcanic eruptions, or massive undersea landslides.</p> <p>As a tsunami crosses the deep ocean its length from crest to crest may be a hundred miles and its height from trough to crest only a few feet. Tsunamis may reach speeds of 600 miles per hour in deep water. When the tsunami enters shallow coastal waters, its speed decreases and the wave height increases. This creates the large wave that becomes a threat to life and property. Following the arrival of the first wave, subsequent waves may increase in height and arrive minutes to hours later.</p>
<p>Purpose</p>	<p>The overall purpose of this plan is to protect life and property of the citizens of the City of Berkeley. Specific purposes of the plan are:</p> <ul style="list-style-type: none"> • To establish a city-wide understanding of the special operational concepts, organization, tasks, and coordinated emergency actions of the city and state organizations and institutions which would be involved in a tsunami warning response. • To provide for mobilization and direction of county and various city emergency organizations in support of evacuation and security operations. • To provide for the rapid deployment of mutual aid.
<p>Authority</p>	<p>It is the policy of the Berkeley Police Department to maintain the capability to plan for and respond to unusual occurrences so as to provide for the safety of the community.</p> <p style="text-align: right;">-General Order U-4</p>
<p>Relationship to Other Plans</p>	<p>Other city agencies and organizations with assigned response tasks should develop specific response procedures and checklists to support this plan.</p>
<p>Use of the Incident Command System</p>	<p>A cornerstone of this plan is the application of the Incident Command System at the field level. Under ICS, a unified command must be used to manage the multiple agencies responding to a tsunami incident. The basic precept of unified command is that all agencies with jurisdictional responsibility for the incident will manage an incident by establish a common set of incident objectives and strategies. This is accomplished without losing or abdication agency authority, autonomy, responsibility or accountability. A unified command must include all the individual authorities with response jurisdiction over the incident.</p>
<p>Background</p>	<p>There are no known recorded deaths from tsunami action in the City of Berkeley. It is possible, however, that wave impact occurred in 1946, 1960, and 1964 as a result of pacific tsunami events. In 1946 an earthquake in the Aleutian Islands generated a tsunami that caused one death in Santa Clara County. The resultant tsunami from the Alaskan earthquake of 1964 caused eleven deaths in Crescent City just south of the Oregon border.</p>

Tsunami Response Plan and Checklist

<p>Coastal Impact</p>	<p>USGS research indicates a tsunami 20-foot run-up may occur along coastal areas and the Golden Gate. Run-ups are defined as a rush of water up a structure on the breaking of a wave. Such a run-up is estimated to occur an average of once every 200 years. The areas that would be most heavily damaged by a tsunami are those along the Northern San Mateo Pacific Coast; Sharp Park State Beach, Rockaway Beach, and the Linda Mar area. The degree of damage experienced by these areas would depend on the local sea bottom and coastal topography as well as the incoming direction of the tsunami.</p>
<p>Bay Impact</p>	<p>A tsunami wave impacting the Pacific Coast near the Golden Gate is anticipated to decrease in size if it were to enter the bay via the Golden Gate. USGS research indicates that a run-up would be decreased by half within a distance of 10 miles from the Golden Gate, and that the run up would be negligible by the time the wave reached points north and south bay. Areas most likely to be inundated are marshlands, tidal flats, and former bay margin lands that are not artificially filled but are still at or below sea level.</p>
<p>Impact on the City of Berkeley</p>	<p>Berkeley faces potential tsunami inundation in the areas that are exposed to the San Francisco Bay. This would include the entire west shoreline between the Emeryville city limits, all of the Berkeley Marina up to the Albany city line. Aquatic Park is also vulnerable to inundation. Although the race track is not within city limits, the Golden Gate race track is also at risk. Current research indicates no threat to residential areas, other than those found in the marina. It is important to consider sea depth, tidal flow and wave bounce may all have a magnifying effect on a tsunami. Predicted inundation should be used as a reference only. Greater amounts of inundation are possible.</p> <p>Berkeley shoreline exposed to the bay has the potential to experience tsunami inundation with a run-up of 20 feet.</p>
<p>Notification of a Tsunami</p>	<p>The agency responsible for issuing information and warnings on possible tsunamis is the National Oceanic and Atmospheric Administration (NOAA), through the Tsunami Warning System. California receives all information about a potential threat of tsunamis from the West Coast/Alaska Tsunami Warning Center (WC/ATWC) in Palmer, Alaska.</p> <p>A regional Tsunami Warning or Watch is issued based on earthquake location and magnitude. When an earthquake of 7.5 or larger occurs within the Pacific basin, the warning centers issue warnings and watches. Areas within a 3-hour tsunami travel time of the epicenter will be placed in a Tsunami Warning status, and areas within a 3-6 hour tsunami travel time will be placed in a Tsunami Watch status.</p> <p>The information is transmitted to the Governor's Office of Emergency Services Warning Control Center. All information received by the State Warning Center is passed directly to the Operational Areas via CLETS, California Alert and Warning System (CALWAS) and Emergency Alert System (EAS).</p>

Tsunami Response Plan and Checklist

<p>Definitions</p>	<p>WATCH A Tsunami Watch message is generated in one of two ways based on earthquake location:</p> <ul style="list-style-type: none"> • West Coast/Alaska Warning Center detects an earthquake with a magnitude of 6.5 or greater generated along the North American Continent with a possible seismic sea wave with an arrival time of greater than three hours • Pacific Tsunami Warning Center detects an earthquake of magnitude 6.5 or greater in the Pacific Basin with a possible seismic wave arrival time of greater than four hours <p>WARNING A Tsunami Warning message is generated in one of two ways based on earthquake location:</p> <ul style="list-style-type: none"> • West Coast/Alaska Warning Station detects an earthquake of magnitude 6.5 or greater along the North American Continent that may have generated a seismic sea wave with an arrival time of less than three hours • Pacific Tsunami Warning Center detects an earthquake of 6.5 magnitude or greater in the Pacific Basin and a tsunami has been generated with an arrival time to be reported. <p>CANCELLATION A cancellation message will be sent when all danger of seismic sea wave has passed.</p>
<p>Activation</p>	<p>This plan becomes effective upon notification of a Tsunami Watch or Warning issued by the National Weather Service, or on order of the County Operational Area.</p>
<p>Concept of Operation</p>	<p>In the event this plan is activated, the designated risk areas (see below under Risk Areas) will be warned and advised to move to safer ground. In the event of a tsunami warning or upon the decision to do so , street closures leading to the waterfront and marina might be considered. The public will be warned using the following methods:</p> <ul style="list-style-type: none"> • Emergency service vehicles using PA systems and sirens • Providing Leaflets door-to-door • Announcements on Radio 1610 and the Berkeley Cable TV Channel • Announcements via the Emergency Alert System • Broadcasts on Marine Channel 16 (marina officer or Coast Guard) <p>Public information will become a critical component of the warning process. Local and national media will have also received the tsunami warning and will be covering the event. Land based phone lines may become overloaded with callers to 911</p>

Tsunami Response Plan and Checklist

	<p>wanting information. Cellular phones may be clogged and impede first responders.</p> <p>See Tsunami Checklist for specific actions required in the event of a tsunami watch or warning.</p>																
<i>Area Security</i>	<p>After an area has been evacuated, police patrols should set up roadblocks, barricades, and/or a system of patrols to maintain cordon lines and prevent criminal opportunities. Traffic Control Points to restrict sightseer traffic to the coast may be put into place as required.</p>																
<i>Area Re-entry</i>	<p>Evacuated areas must remain closed to the public until after the threat of a Tsunami no longer exists. The decision to allow re-entry will be made by the city Emergency Service Director or a designated alternate in consultation with the appropriate public safety officials.</p>																
<i>Responsibilities</i>	<p>Each agency assigned Incident Command responsibilities will control operations within its area of responsibility.</p> <p>This plan establishes procedures for the evacuation and control of the following areas at risk from tsunami (seismic sea wave) action:</p> <table border="0"> <thead> <tr> <th><u>RISK AREA</u></th> <th><u>INCIDENT COMMAND</u></th> </tr> </thead> <tbody> <tr> <td>Golden Gate Fields: Grandstands</td> <td>City of Albany</td> </tr> <tr> <td>Golden Gate Field: Stables</td> <td>City of Berkeley</td> </tr> <tr> <td>I-80/Gilman Off-Ramp</td> <td>CHP</td> </tr> <tr> <td>East Shore Park</td> <td>E. B. Parks District</td> </tr> <tr> <td>West Frontage Rd (Gilman-Ashby)</td> <td>BPD</td> </tr> <tr> <td>Berkeley Marina</td> <td>BPD</td> </tr> <tr> <td>Aquatic Park</td> <td>BPD</td> </tr> </tbody> </table>	<u>RISK AREA</u>	<u>INCIDENT COMMAND</u>	Golden Gate Fields: Grandstands	City of Albany	Golden Gate Field: Stables	City of Berkeley	I-80/Gilman Off-Ramp	CHP	East Shore Park	E. B. Parks District	West Frontage Rd (Gilman-Ashby)	BPD	Berkeley Marina	BPD	Aquatic Park	BPD
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Berkeley Marina	BPD																
Aquatic Park	BPD																



Tsunami Response Checklist

When to use this Checklist:

- This plan becomes effective upon notification of a **Tsunami Watch or Warning** issued by the National Weather Service, or on order of the County Operational Area.

How will a Tsunami Watch or Warning be delivered:

- A **tsunami watch or warning** will be transmitted to Berkeley via the CLETS system, via phone or both.
- The Communications Center should immediately notify the watch commander or equivalent of the CLETS message. It should not be held.

What is a Tsunami Watch or Warning:

WATCH

A Tsunami Watch message is generated in one of two ways based on earthquake location:

- West Coast/Alaska Warning Center detects an earthquake with a magnitude of 6.5 or greater generated along the North American Continent with a possible seismic sea wave with an arrival time of **greater than three hours**
- Pacific Tsunami Warning Center detects an earthquake of magnitude 6.5 or greater in the Pacific Basin with a possible seismic wave arrival time of **greater than four hours**

WARNING

A Tsunami Warning message is generated in one of two ways based on earthquake location:

- West Coast/Alaska Warning Station detects an earthquake of magnitude 6.5 or greater along the North American Continent that may have generated a seismic sea wave with an arrival time of **less than three hours**
- Pacific Tsunami Warning Center detects an earthquake of 6.5 magnitude or greater in the Pacific Basin and a tsunami has been generated with an arrival time to be reported.

CANCELLATION

A cancellation message will be sent when all danger of seismic sea wave has passed.

Tsunami Response Plan and Checklist

Upon Receiving a **Tsunami Watch** notification:

- Contact the Alameda County Operational Area (OES) at (925) 803-7800. After hours, contact Alameda County Radio Dispatch at (510) 667-7721.
- Verify the tsunami watch information.

Upon verification of the **Tsunami Watch**:

- Notify the Watch Commander and DCO immediately. Do not hold watch notification.
- Notify the PIO. This is very important. Comm Center staff should also notify key City of Berkeley staff including Fire Department, OES, Parks and Waterfront, HHS and Public Works staff.
- Consider activating the DOC (Department Operations Center)
- Review tsunami plan.
- Anticipate media inquiries and heavy phone calls.
- Consider warning the following areas with an advisement (see attached) to move to safer ground (ie: voluntary evacuation):
 - ✓ Golden Gate Field: Stables (Berkeley jurisdiction)
 - ✓ East Shore Park (be sure to notify E. B. Parks District)
 - ✓ West Frontage Rd. between Gilman and Ashby
 - ✓ Berkeley Marina including all docks, businesses, restaurants and hotel.
 - ✓ Berkeley Pier
 - ✓ Aquatic Park visitors
- Warnings should be carried out via the following means:
 - ✓ Emergency service vehicles using PA systems and sirens
 - ✓ Providing Leaflets door-to-door
 - ✓ Announcements on Radio 1610 and the Berkeley Cable TV Channel
 - ✓ Announcements via the Emergency Alert System (via the Operational Area)
 - ✓ Broadcasts on Marine Channel 16 (BPD marina officer or Coast Guard)
- Consider preparing or deploying traffic control and street closures leading to and from the waterfront and marina. Sightseers may actually be headed toward the area to view a tsunami event.
- Monitor CLETS for additional warnings or cancellations.

Tsunami Response Plan and Checklist

Upon Receiving a **Tsunami Warning** notification:

- Contact the Alameda County Operational Area (OES) at (925) 803-7800. After hours, contact Alameda County Radio Dispatch at (510) 667-7721.
- Verify the tsunami watch information.

Upon verification of the **tsunami warning**:

- The Communications Center should immediately notify the watch commander or equivalent of the CLETS warning message. It should not be held.
- Notify the PIO. This is very important. Comm Center staff should also notify key City of Berkeley staff including Fire Department, OES, Parks and Waterfront, HHS and Public Works staff.
- Activate the DOC (Department Operations Center).
- Command staff should consider asking for a Local State of Emergency to be declared.
- Review tsunami plan.
- Anticipate media inquiries and heavy phone calls.
- Evacuations centers should be identified for people being evacuated. These areas should have shelter and restrooms.
- Initiate warnings and mandatory evacuations of the following areas with an advisement (see attached) to move to safer ground or the identified evacuation centers:
 - ✓ Golden Gate Field: Stables (Berkeley jurisdiction)
 - ✓ East Shore Park (be sure to notify E. B. Parks District)
 - ✓ West Frontage Rd. between Gilman and Ashby
 - ✓ Berkeley Marina including all docks, businesses, restaurants and hotel.
 - ✓ Aquatic Park visitors

Evacuations:

- Evacuations should be carried out via the following means:
 - ✓ Emergency service vehicles using PA systems and sirens
 - ✓ Providing Leaflets door-to-door
 - ✓ Announcements on Radio 1610 and the Berkeley Cable TV Channel
 - ✓ Announcements via the Emergency Alert System (via the Operational Area)

Tsunami Response Plan and Checklist

- ✓ Broadcasts on Marine Channel 16 (BPD marina officer or Coast Guard)
- Emergency traffic control should be deployed to maintain street closures leading to and from the waterfront and marina:
 - ✓ Golden Gate Fields: Stables
 - ✓ I-80/Gilman Off-Ramp (notify CHP for assistance)
 - ✓ East Shore Park (notify E.B. Parks for assistance)
 - ✓ West Frontage Rd (Gilman-Ashby)
 - ✓ Berkeley Marina
 - ✓ Aquatic Park
- Sightseers should be kept out of the area (PC 402).
- Citizens in the marina should be encourage to evacuate in their cars, if possible, taking only basic supplies, including special medications, important papers, water, snacks and some clothing.
- Citizens unable to evacuate on their own will be assisted by City of Berkeley staff. The citizen's location should be reported to the DOC, and arrangements made for their safe relocation. Consider using Public Works, HHS bus or BFD ambulance to evacuate infirmed or citizens unable to evacuate on their own.
- Citizens unwilling to evacuate should be advised to seek higher ground.
- Confirm opening of evacuation shelters with City Health and Human Services Staff.
- Move City vehicles and equipment out of the marina as time allows and away from threatened areas.
- Alert police units and other city staff in the evacuation area of anticipated time of tsunami arrival. Give them a cut-off time to get out of the area themselves. Consider the use of spotters, watching wave action on the bay side of the shoreline.
- Maintain contact with the Operational Area OES to provide situation updates and coordinate evacuation and road closures.
- Maintain evacuation for a minimum period of two hours after arrival of last wave or upon ALL CLEAR transmitted by Operational Area/County OES. Monitor CLETS for additional warnings or cancellations.

Tsunami Response Plan and Checklist

Specific Action to be taken if tsunami occurs and damage results:

- Maintain full evacuation until minimum of two hours after arrival of last wave or upon ALL CLEAR from Operational Area/County OES. Additional waves may occur.

- Maintain security of damaged areas from re-entry by non-residents and property owners and the media.

- Initiate "windshield" damage assessment by field patrol units. Damage should be reported to the DOC. DOC should compile damage assessment reports for dissemination to the City EOC and the Operational Area/County OES.

- Request City Environmental Health Department and Toxics inspect damaged areas to ensure areas are safe for residents. Consideration should be given to requesting BFD HazMat to inspect hazardous material areas in the marina for signs of leakage. Areas for inspection by the above services are:
 - ✓ Sewage pump station at University and Marina Blvd. (Contact City of Berkeley Electrical Depart for assistance.)
 - ✓ Fuel storage tanks on the point near OCSC Sailing (#1 Spinnaker Way)
 - ✓ Methane gas equipment in Cesar Chavez Park (Service Company is SCS Services, Modesto, CA)

- Upon approval by City Environmental Health, Toxics and Fire staff that areas are safe for resident re-entry, allow residents, property owners, the press, and other authorized individuals to enter area.
 - ✓ Establish response priorities and mutual aid requirements. Keep Operational Area/County OES up-to-date on events in damaged areas.

SAMPLE Public Information Format

We have been warned by the National Weather Service that a Tsunami, or seismic sea wave, (may have) (has been) generated in the Pacific and may strike our coast. If a wave was generated, it will arrive here at approximately _____.

Tsunamis have done great damage on the California coast. The most recent one in 1964 killed 12 people in Crescent City. They were not evacuated in time or were allowed to return to the evacuated area too soon. This tsunami also did damage in the Bay Area.

Our responsibility is to warn everyone within the inundation area. Temporary evacuation areas are being established at _____.
Information will be given to you at these locations as to when or if American Red Cross Shelters will be opened at these locations.

A tsunami is not a single wave, but a series of waves. It is important to stay out of the risk area until you are advised that re-entry may begin. Waves may be as far apart as one hour and may be as high as twenty feet.

Traffic Control Points may be set up at strategic locations to reduce traffic flow toward the shoreline.

Acronyms and Terminology

Acronyms

ARB	Air Resources Board
CALTRANS Tables)	California Department of Transportation (DOT in State Agency
CALOSHA	California Occupational Safety and Health Administration
CALWAS	California Alert and Warning System
CCC	California Conservation Corps
CDC	California Department of Corrections
CDF	California Department of Forestry and Fire Protection
CDFA	California Department of Food and Agriculture
CHP	California Highway Patrol
CLETS	California Law Enforcement Teletype System
CNG	California National Guard
CSWC	California State Warning Center
CYA	California Youth Authority
DFG	California Department of Fish and Game
DHS	California Department of Health Services
DIR	California Department of Industrial Relations
DMAT	Disaster Medical Assistance Team
DOD	United States Department of Defense
DOE	United States Department of Energy
DOE	United States Department of Education
DOJ	California Department of Justice United States Department of Justice
DOT	United States Department of Transportation
DPR	California Department of Pesticide Regulation
DTSC	California Department of Toxic Substances Control
DWR	California Department of Water Resources
EAS	Emergency Alert System
EMSA	California Emergency Medical Services Authority
EOC	Emergency Operations Center
EOPT	Emergency Operations Planning & Training (an OES Division)
ETA	Estimated time of arrival
FEMA	Federal Emergency Management Agency
FOSC	Federal On Scene Coordinator
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FTB	California Franchise Tax Board
HHS	United States Department of Health and Human Services
HMICP	Hazardous Materials Incident Contingency Plan
ICG/ITSU System in	The International Coordination Group for the Tsunami Warning the Pacific

Tsunami Response Plan and Checklist

ITIC	International Tsunami Information Center
LFA	Lead Federal Agency
MLLW	Mean Lower Low Water
NAWAS	National Alert and Warning System
NCP Plan	National Oil and Hazardous Substances Pollution Contingency
NEHRP	National Earthquake Hazard Reduction Program
NEST	Nuclear Emergency Support Team
NOAA	National Oceanic and Atmospheric Administration
NRT	National Response Team
NTHMG	National Tsunami Hazard Mitigation Program
NWS	National Weather Service
OA	Operational Area
OEHHA	California Office of Environmental Health Hazard Assessment
OES	California Office of Emergency Services
PTWC	Pacific Tsunami Warning Center
REOC	Regional Emergency Operations Center (OES)
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SSWWS	Seismic Sea Wave Warning System
SOC	State Operations Center
SWRCB	California State Water Resources Control Board
THRUST	Tsunami Hazard Reduction Using System Technology
TIME	Tsunami Inundation Mapping Effort
TWC	Tsunami Warning Center
USNSN	United States National Seismic Network
UTC	Universal Coordinated Time
WC/ATWC	West Coast/Alaska Tsunami Warning Center
WCM	Warning Coordination Meteorologist
WMD/NBC	Weapons of Mass Destruction/Nuclear, Biological, Chemical
USCG	United States Coast Guard
US EPA	United States Environmental Protection Agency

Terminology

Arrival Time: Time of arrival, usually of the first wave of the tsunami, at a particular location.

ETA: Estimated Time of Arrival. Computed arrival time of the first tsunami wave at coastal communities after a specific earthquake has occurred.

Horizontal Inundation Distance: The distance that a tsunami wave penetrates onto the shore. Measured horizontally from the mean sea level position of the water's edge, it is usually measured as the maximum distance for a particular segment of the coast.

Inundation: The depth, relative to a stated reference level, to which a particular location is covered by water.

Inundation area: An area that is flooded with water.

Inundation Line (limit): The inland limit of wetting, measured horizontally from the edge of the coast, defined by mean sea level.

Local/Regional Tsunami: Source of the tsunami is within 1000 km of the area of interest. Local or near-field tsunami has a very short travel time (30 minutes or less), mid-field or regional tsunami waves have travel times on the order of 30 minutes to 2 hours.

Note: "Local" tsunami is sometimes used to refer to a tsunami of landslide origin.

Run-up: Maximum height of the water onshore observed above a reference sea level. Usually measured at the horizontal inundation limit.

Seiche: An oscillating wave (also referred to as a seismic seawave) in a partially or fully enclosed body of water. May be initiated by long period seismic waves, wind and water waves, or a tsunami.

Tidal Wave: Common term for tsunami used in older literature, historical descriptions, and popular accounts. Tides, caused by the gravitational attractions of the sun and moon, may increase or decrease the impact of a tsunami, but have nothing to do with their generation or propagation. However, most tsunamis (initially) give the appearance of a fast-rising or fast-ebbing tide as they approach shore, and only rarely appear as a near-vertical wall of water.

Travel Time: Time (usually measured in hours and tenths of hours) that it took the tsunami to travel from the source to a particular location.

Tsunami Response Plan and Checklist

Tsunami: A Japanese term derived from the characters "tsu" meaning harbor and "nami" meaning wave. Now generally accepted by the international scientific community to describe a series of traveling waves in water produced by the displacement of the sea floor associated with submarine earthquakes, volcanic eruptions, or landslides.

Bibliography and References:

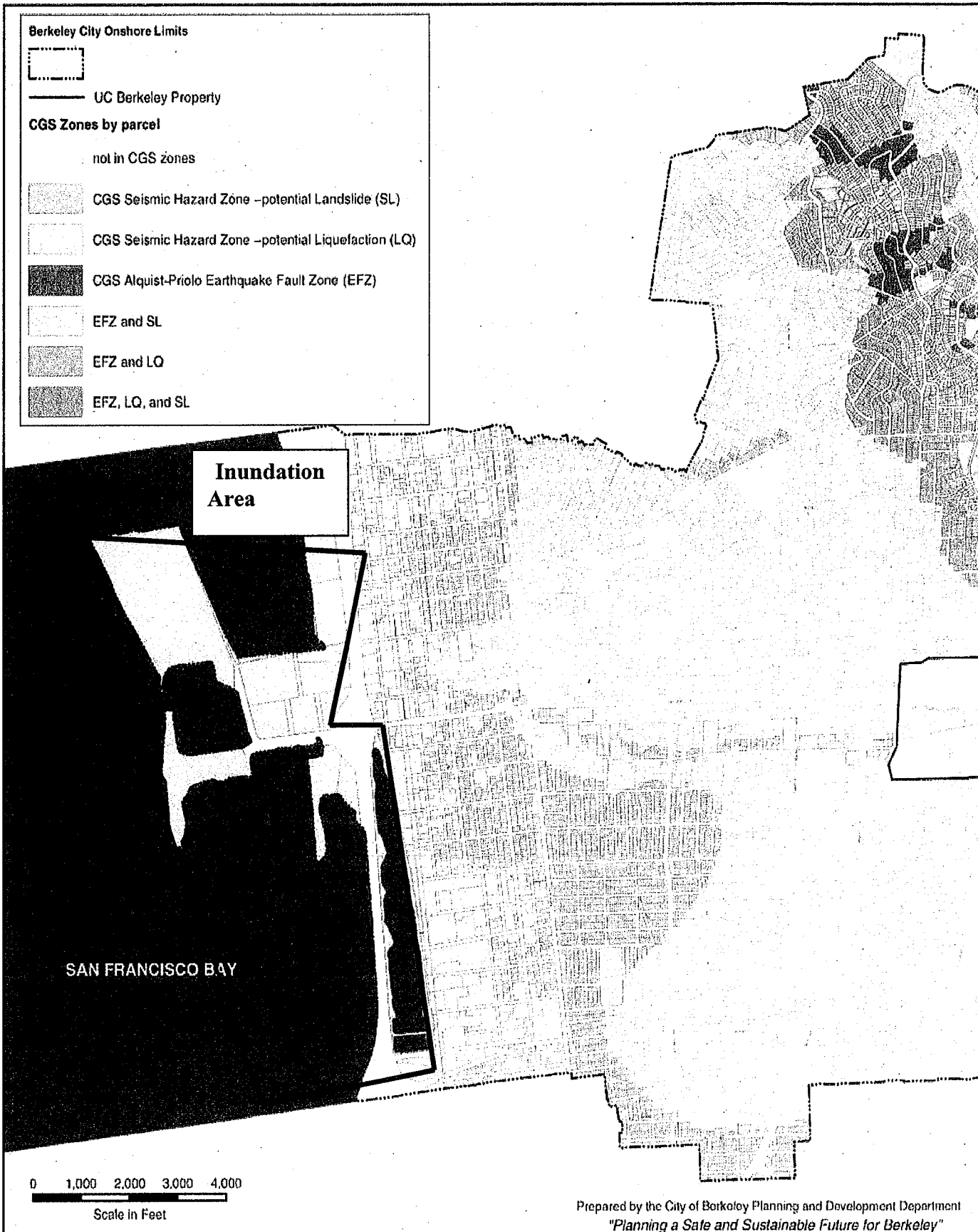
1. California State OES: Legal Guidelines for Controlling the Movement of People and Property During an Emergency.
2. City of Berkeley General Plan
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4. California Emergency Service Association: Tsunami Tabletop Exercise 2005
5. California State OES: Local Planning Guidance on Tsunami Response

Tsunami Response Plan and Checklist

Checklist for a NIMS – Compliant EOP Based on Template from NIMS Implementation Plan

Plan Element	Checklist Complete	Adoption Date	EOP Page or Section	Comment
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.			Page 1 "Purpose"	
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.				
Facilitates response and short-term recovery activities.				
Is flexible enough to use in all emergencies.				
Describes the EOP purpose.			Page 1 "Purpose"	
Describes the EOP situation and assumptions.				
Describes the EOP concept of operations.			Page 3	
Describes the EOP organization and assignment of responsibilities.				
Describes the administration and logistics of the EOP.				
Describes EOP development and maintenance.				
Describes the EOP authorities and references.			Page 1 "Authority"	
Contains functional annexes.			Page 5 "Checklist"	
Contains hazard-specific appendices.				
Contains a glossary			Page 11-13	
Pre-designates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.			Page 4 "Responsibilities"	
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.			Page 6,7	

Tsunami Response Plan and Checklist



**Homeland Security Advisory System
Law Enforcement Actions**

<p align="center">Low Condition</p> <p align="center">Green</p>	<p>Low risk of terrorist attack. The following Protective Measures may be applied:</p> <ul style="list-style-type: none"> • Refining and exercising preplanned Protective Measures • Ensuring personnel receive training on agency-specific Protective Measures • Regularly assessing facilities for vulnerabilities and taking measures to reduce them
<p align="center">Guarded Condition</p> <p align="center">Blue</p>	<p>General risk of terrorist attack. In addition to the previous measures, the following may be applied:</p> <ul style="list-style-type: none"> • Checking communications with designated emergency response or command locations • Reviewing and updating emergency response procedures • Providing the public with necessary information
<p align="center">Elevated Condition</p> <p align="center">Yellow</p>	<p>Significant risk of attack. In addition to the previous measures, the following may be applied:</p> <ul style="list-style-type: none"> • Increasing surveillance of critical locations • Coordinating emergency plans with nearby jurisdictions • Assessing further refinement of measures in relation to the current threat information • Implementing, as appropriate, contingency and emergency response plans
<p align="center">High Condition</p> <p align="center">Orange</p>	<p>High risk of terrorist attack. In addition to the previous Measures, the following may be applied:</p> <ul style="list-style-type: none"> • Coordinating necessary security efforts with armed forces or law enforcement agencies • Taking additional precaution at public events • Preparing to work at an alternate site or with a dispersed workforce • Restricting access to essential personnel only
<p align="center">Severe Condition</p> <p align="center">Red</p>	<p>Severe risk of terrorist attack. In addition to the previous measures, the following may be applied:</p> <ul style="list-style-type: none"> • Assigning emergency response personnel and pre-positioning specially trained teams • Monitoring, redirecting or constraining transportation systems • Closing public and government facilities • Increasing or redirecting personnel to address critical emergency needs

Facilities of Concern - Treat as Confidential

Facility Name	Location	Concern / Threat / Danger Level L=low M=medium H= high
Pacific Coast Chemical	2424 4 th	Chemical Storage/H/M
Berkeley Iceland	2727 Milvia	Chemical Storage/M/L
Bayer Corporation Campus	Dwight/7 th	Chemical Storage/M/L
Bryant Laboratory	1101 5 th	Chemical Storage/L/L
Calypt Biomedical	1440 4 th	Chemical Storage/L/L
Electrochemical Design	829 Heinz	Chemical Storage/L/L
Howlett Machine Works	746 Folger	Ammo ??? /L/L
Roche Diagnostic	2929 7 th	Chemical Storage/L/L
Flint Ink	750 Gilman	Chemical Storage/L/L
Permanente Med. Group	1725 Eastshore	Chemical Storage/L/L
Polymer Technology Group	2810 7 th	Chemical Storage/L/L
Takara Sake	708 Addison	Chemical Storage/L/L
Xoma Corp	804 Heinz	Chemical & Racin ??/L/L
Asphalt Products	1001 Ashby	Flam. Tanks /L/L
Atlas Welding	1224 6 th	Gas Storage/L/L
Pacific Coast Steel	Eastshore/Gilman	Liquid Oxygen Tank/L/L
Electro Coatings	893 Carlton	Chemical Storage/L/L
Lawrence Berkeley Lab	1 Cyclotron Rd.	Chemical Storage/M/M
LBNL Receiving	2700 7 th	Various /L/L
University of California	Main Campus	Chemical /M/M
University of California	Off Campus	Various/L/L
Univ. of Cal. Receiving	San Pablo/Folger	Various/L/L
Calif. DHS Lab	2151 Berkeley Way	Chemical & support/M/L
Calif. Toxics Lab	700 Heinz	Chemical & support/M/L
DoJ Lab	Bancroft/Bolivar	Chemical & support/M/L
Alta Bates Main Campus	2450 Ashby	Liq. Oxy. & support/M/L
Alta Bates Herrick Campus	2001 Dwight	Liq. Oxygen Tank/L/L
Bart Stations and Tunnels	Berkeley	Access problems/M/L
Oakland Airport Fuel Line	Railroad Right-of-Way, underground except at Ashby and in Albany at Buchanan	High pressure jet fuel/M/H

Threat is based on security or lack of, access to chemical storage, potential as a target and support functions should an attack occur.

Hazard is based on what is at the location and what impact it would have if attacked.

BERKELEY POLICE DEPARTMENT TRAINING AND INFORMATION BULLETIN



DATE: October 30, 2008

NUMBER: 285

SUBJECT: BERKELEY EMERGENCY NOTIFICATION SYSTEM

PURPOSE

The purpose of this Bulletin is to educate and guide employees in the use of the Berkeley Emergency Notification System (BENS), an emergency telephone notification system hosted by the FirstCall Interactive Network (FirstCall) of Baton Rouge, Louisiana. When activated, BENS dials telephone numbers from either preplanned fixed lists, or lists created on demand. BENS utilizes a computer mapping system with integrated residential and business telephone numbers and address information to deliver high speed emergency notifications to telephone (landline-cellular), e-mail, pager and SMS-PDA communication networks.

ACTIVATION AUTHORIZATION

BENS provides the ability to communicate critical public safety information and instructions to a large number of locations and people clearly and efficiently. As such, BENS will only be used in a public safety emergency.

BPD command staff members, Supervisory Public Safety Dispatchers, and the Public Information Officer are the only personnel trained and authorized to activate the Police Department's BENS account.

DEFINITIONS

Access Code: A personal password chosen by an authorized user. The code is a mandatory prerequisite for system activation.

Activation: The process through which the City of Berkeley identifies a group of telephone numbers to which an emergency telephone message is delivered.

Authorized User: A department member approved by the Chief to activate the FirstCall system, must be registered in the FirstCall system, and have an assigned personal user name and access code.

Check Number List: A list of telephone numbers that the FirstCall system will automatically dial and deliver the message to first. This list is intended to advise others within the City that a message is being sent. It also adds a layer of security by making staff aware of system activation and offering the opportunity to listen to the message.

Fixed Calling List: A predetermined list of telephone numbers. A fixed list might contain a special group to call (i.e., BSHNT, CMT), all sworn employees, or all employees.

***Entire text is revised.**

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Fixed lists must be prepared and in place with FirstCall prior to activation.

Geographic Activation: An activation in which the set of numbers to be called represents a geographic area (i.e., ¼ mile around an address, 3 blocks north and 3 blocks west of an intersection, etc.)

Hot Spot: A predetermined point of risk (i.e., a hazardous material use or storage facility.)

Interactive Message: A message that requests or requires touch pad input from the recipient (i.e., "If you have understood this message please press 1 now.")

Message: The information delivered to the telephone. The system has the capability to deliver messages in over 140 different languages. All messages created in the field must contain, "*Please listen to this important emergency message from the Berkeley Police Department.*" Pre-scripted messages will be maintained in the attached appendix.

Previous Incident: A completed activation. Referencing previous incidents is important to deliver an "all clear" message or to update information delivered in the earlier message.

Sector: A predetermined area defined by a grid, shape or district (i.e., Thomas Brothers Map Page.)

User Name: A personal name chosen by an authorized user. The name is a mandatory prerequisite for system activation.

PROCEDURES

General Information

There are two ways to contact the FirstCall Response Center and initiate a notification:

- by telephone (800-928-5549), or
- via the Internet and Virtual Private Network (VPN) software.

Within the Public Safety Building, FirstCall's VPN software, titled "Go Global", is installed and available on Communications Center Console 3.

To initiate a BENS notification by telephone, authorized users must have three pieces of access information available:

- City of Berkeley's Account Number
- The individual's User Name
- The individual's Access Code.

To initiate a BENS notification by via the Go-Global VPN software, authorized users must have four pieces of access information available. In either case, the user should have a prerecorded message selected or have a custom message composed.

*Entire text is revised.

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- City of Berkeley's Network User Name
- City of Berkeley's Network Password
- The individual's User Name
- The individual's Access Code.

As a security precaution, FirstCall personnel cannot access an individual's log-in information and, as such, will not allow a system notification without it.

There are three types of notification sequences available to authorized users: Geographic, Fixed Calling Lists, and Previous Incident. Definitions of each are offered above.

BENS always begins a call sequence by delivering the message to a list of check numbers. The check number list contains telephone contact numbers for:

City Manager
Deputy City Managers
City Public Information Officer
Police Chief
Police Captains
Police Public Information Officer
Communications Center
Fire Chief
Deputy Fire Chief
Office of Emergency Services Manager
Public Works Director
Deputy Public Works Director
Health and Human Services Director
Public Health Officer
UCPD Communications Center

After a complete activation FirstCall will email a detailed summary report, including a WAV file of the message, to the Office of Emergency Services Manager. This report contains the report number necessary to initiate a "previous incident" notification.

Activation (Geographic)

A BENS activation for a particular geographic area is accomplished in the following manner:

- 1) Contact the FirstCall Response Center.
- 2) Provide the Berkeley Police Department's BENS account number.
- 3) Provide your BENS user name.
- 4) Provide your BENS access code.
- 5) Select a message type:

*Entire text is revised.

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- Prerecorded
 - Custom
 - Custom interactive message
- 6) Record your message, if necessary.
 - 7) Identify the start or focal point of your area:
 - Address (select an address or address-range).
 - Intersection (any two intersecting named roadways).
 - Hot Spot (a predetermined point of risk).
 - 8) Create the calling area:
 - Radius (specify a radius around a particular area/focal point).
 - Multiple Street (create an area defined by named roadways).
 - Sector (a predetermined area defined by a grid/shape).
 - 9) Confirm with the operator the details of the activation and your intent to initiate the notification.

Activation (Fixed List)

A BENS activation for a fixed call list(s) is accomplished in the following manner:

- 1) Contact the FirstCall Response Center.
- 2) Provide the Berkeley Police Department's BENS account number.
- 3) Provide your BENS user name.
- 4) Provide your BENS access code.
- 5) Choose the preplanned list(s) in your account group you want to notify. The Police Department has three preplanned lists:
 - HNT (all BSHNT members)
 - CMT (all CMT members)
 - COMMAND (Chief, Captains and Lieutenants)
- 6) Select a message type:
 - Prerecorded
 - Custom
 - Custom interactive message
- 7) Record your message if necessary.
- 8) Confirm with the operator the details of the activation and your intent to initiate the notification.

***Entire text is revised.**

TIB #285 BERKELEY EMERGENCY NOTIFICATION SYSTEM (10/30/2008)Activation (Previous Incident, "All Clear")

A BENS activation regarding an "All Clear" message associated with a previous notification is accomplished in the following manner:

- 1) Contact the FirstCall Response Center.
- 2) Provide the Berkeley Police Department's BENS account number.
- 3) Provide your BENS user name.
- 4) Provide your BENS access code.
- 5) Provide the previous incident report number.
- 6) Select a message type:
 - Prerecorded
 - Custom
 - Custom interactive message
- 7) Record your message if necessary.
- 8) Confirm with the operator the details of the activation and your intent to initiate the notification.

BENS MANAGEMENT

The City of Berkeley's Office of Emergency Services Manager is the administrative point of contact with FirstCall. The OES Manager has responsibility for overall management of the account and service. Participating City Departments have the responsibility to manage account details, such as the creation and maintenance of prerecorded messages or fixed calling lists.



Douglas N. Hambleton
Chief of Police

*Entire text is revised.

TIB #285 BERKELEY EMERGENCY NOTIFICATION SYSTEM (10/30/2008)

APPENDIX

SAMPLE EMERGENCY MESSAGES

The following sample messages can be used whenever appropriate. Any of these messages can be changed to suit the circumstances of an emergency. Any emergency message that is sent using this system should be followed with an 'all clear' message when the emergency situation no longer exists.

General 'Stay Inside' message (non-specific)

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

There is an emergency situation in your area. The police department is asking that you shelter-in-place by staying inside, closing all windows and doors, and shutting off all heat and air conditioning systems. Please do not use your telephone or cellular phone to call the police or fire departments unless you have a personal emergency. Please tune in to radio station 1610 AM for more information.

Once again, there is an emergency situation in your area. The police department is asking that you shelter-in-place by staying inside, closing all windows and doors, and shutting off all heat and air conditioning systems. Please do not use your telephone or cellular phone to call the police or fire departments unless you have a personal emergency. Please tune in to radio station 1610 AM for more information.

Thank you for your cooperation.

Haz-Mat Incident message

Note: This message is designed for situations where the public is asked to shelter in place inside their homes or businesses. Should a situation exist where a particular shelter location has been established and evacuations are occurring, the message should be revised to identify and provide direction to the shelter location.

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

There has been a chemical accident near your area. As a precautionary measure, you are asked to shelter in-place. Stay inside and shut all your doors and windows. Turn off your air conditioner or heating systems. Try to keep as much outside air from coming into your home or place of business as possible.

Do not use your telephone or cellular phone unless you have a personal emergency. Do not call 9-1-1 unless it is an emergency. You will be notified when the situation has returned to normal. Tune to local radio station 1610 AM for more information.

Repeat - there has been a chemical accident near your area. Please stay indoors until you are notified that it is safe to go outside.

*Entire text is revised.

TIB #285 BERKELEY EMERGENCY NOTIFICATION SYSTEM (10/30/2008)

Thank you for your cooperation.

Armed Subject message

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

Berkeley Police officers are searching for an armed subject in your area. Please stay indoors and lock your doors and windows. If you see or hear anything unusual, please call 9-1-1 immediately.

Once again, the Berkeley Police officers are searching for an armed subject in your area. Please stay indoors and lock your doors and windows. If you see or hear anything unusual, please call 9-1-1 immediately.

Thank you for your cooperation.

Serious Crime message

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

Berkeley Police officers are currently investigating a serious crime that has occurred in your area. Please stay indoors and lock your doors and windows. If you see or hear anything unusual, please call 9-1-1 immediately.

Once again, Berkeley Police officers are currently investigating a serious crime that has occurred in your area. Please stay indoors and lock your doors and windows. If you see or hear anything unusual, please call 9-1-1 immediately.

Thank you for your cooperation.

Missing Person message

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

Berkeley Police officers are currently searching for a missing person in your area. The missing person is:

<Name and full description>

If you have seen this person, please call 981-5911 immediately.

Once again, Berkeley Police officers are currently searching for a missing person in your area. The missing person is:

<Name and full description>

If you have seen this person, please call 981-5911 immediately.

***Entire text is revised.**

TIB #285 BERKELEY EMERGENCY NOTIFICATION SYSTEM (10/30/2008)

Thank you for your cooperation.

Generic "All Clear" Message

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

The emergency situation that was previously reported in your area no longer exists, and conditions have returned to normal.

Thank you for your cooperation.

Missing Person Returned message

Please listen to this important message from the Berkeley Police Department and the Berkeley Emergency Notification System.

The missing person that was previously reported in your area has been located.

Thank you for your cooperation.

*Entire text is revised.

TIB #285 BERKELEY EMERGENCY NOTIFICATION SYSTEM (10/30/2008)

SAMPLE CALL-OUT MESSAGES

BSHNT Call-Out

This is a message from the Berkeley Police Department and the Berkeley Emergency Notification System.

There is a BSHNT situation occurring in Berkeley and the Team is being activated. You are instructed to report immediately to the Public Safety Building for assignment. Commanders and Team Leaders should call the Communication Center immediately.

Once again, there is a BSHNT situation occurring in Berkeley and the Team is being activated. You are instructed to report immediately to the Public Safety Building for assignment. Commanders and Team Leaders should call the Communication Center immediately.

CMT Call-Out

This is a message from the Berkeley Police Department and the Berkeley Emergency Notification System.

There is a CMT situation occurring in Berkeley, and the Team is being activated. You are instructed to report immediately to the Public Safety Building for assignment. Commanders should call the Communication Center immediately.

Once again, there is a CMT situation occurring in Berkeley, and the Team is being activated. You are instructed to report immediately to the Public Safety Building for assignment. Commanders should call the Communication Center immediately.

Command Emergency

This is a message from the Berkeley Police Department and the Berkeley Emergency Notification System.

There is an emergency situation in Berkeley. All command officers are asked to call the Communications Center immediately.

Again, there is an emergency situation in Berkeley. All command officers are asked to call the communications center immediately.

*Entire text is revised.

Disaster Annex:

MASS DISASTER FATALITY MANAGEMENT

Mass Disaster:

A significant mass disaster will most likely result in a mass fatality event as well. Mass fatalities may occur as the result of different types of events:

- Natural disaster.
- Large-scale accident.
- Use of chemical, biological, radiological, nuclear or high explosive agent.

Government Code 27491 mandates that the coroner or the coroner's appointed deputy examine the body, make identification, determine the circumstances, manner and means of death, perform evidence collections, process personal effects, and as circumstances warrant, isolate or decontaminate, transport and store human remains.

The Code states that for purposes of inquiry, the body of one who is known to be dead from any of the causes, or under any of the circumstances that cause sudden and unexpected deaths, shall not be disturbed or moved from the position or place of death without permission of the coroner or the coroner's appointed deputy.

Public Health Concerns:

Epidemiological studies show that dead bodies present a small public health risk. Victims of natural disasters, accidents or WMD events usually die from trauma and are unlikely to have acute or "epidemic-causing" infections

WMD:

In the event of an international release of a biological agent resulting in mass casualties such as plague, cholera, typhoid, tuberculosis, anthrax or small pox, there is an increased risk of spreading disease primarily through water or vectors.

The microorganisms responsible for these diseases have a limited ability to survive in a body that is cooling after death. Generally, during a mass disaster/fatality event the public does not have close contact with the dead therefore, the risk that dead bodies pose for the public is extremely small.

Procedures:

In the event of a mass fatality incident or disaster, make notification to the Coroner's Office. Inquire as to how the incident should be handled. Proceed as specified.

Private Person Arrest Form.pdf



BERKELEY POLICE DEPARTMENT

2100 Martin Luther King, Jr. Way, Berkeley, CA 94704

TEL: (510) 981-5900, TDD: (510) 981-5799, FAX: (510) 981-5744

EMAIL: police@cityofberkeley.info

Case # _____

CITIZENS ARREST FORM

BPD-130 (rev. 03-29-2013)

DETAILS

REPORTED DATE / TIME / DAY	FOLLOW UP BUREAU	SUSPECT <input type="checkbox"/> IN CUSTODY	SUSPECT <input type="checkbox"/> CITE RELEASE	SUSPECT IDENTIFIED <input type="checkbox"/> COMPLAINT
----------------------------	------------------	--	--	--

ARREST INFORMATION

I _____, DO ARREST _____
NAME OF COMPLAINANT NAME OF PERSON ARRESTED

FOR THE CRIMES OF: _____

SIGNED: _____

WITNESSED BY: _____ DATE AND TIME: _____

VICTIM STATEMENT

STATEMENT TYPE				
<input type="checkbox"/> WRITTEN			<input type="checkbox"/> AUDIO	
RACE	SEX	DOB	AGE	
ADDRESS	PHONE	LICENSE	STATE	PFN

I, _____, reside at _____
NAME ADDRESS
 in the city of _____ and wish to provide the following statement:
CITY

This is a true and correct statement as told to the Berkeley Police Department. (or STATEMENT CONTINUED)

SIGNED: _____ LOCATION SIGNED: _____

DATE AND TIME: _____

REPORTING / WITNESSING OFFICER	BADGE	DATE / TIME	REVIEWED BY SUPERVISOR	PAGE
--------------------------------	-------	-------------	------------------------	------

Mileage Reimbursement.pdf

City of Berkeley
AUTO RECORD FOR MILEAGE REIMBURSEMENT

NAME _____ DEPARTMENT & DIVISION _____ JOB CLASS _____
 AUTO YEAR & MAKE _____ MONTH & YEAR RECORDED _____

THIS AUTO RECORD FOR MILEAGE REIMBURSEMENT MUST BE SUBMITTED WITHIN 60 CALENDAR DAYS FROM THE LAST DATE RECORDED OR FORFEIT REIMBURSEMENT

DATE	ORIGIN	DESTINATION	TIME START - END	PURPOSE / CONTACT PERSON	BUDGET CODE Fund/Dept/Div/Act/Proj	* Meters or Bridge Tolls	Garage	Odometer/MapQuest START	END	MILES	TOTAL
TOTALS											
										<i>2018 Fed IRS Mileage Rate = \$0.545</i>	

Note: See current AR 7.2 for further information & details. * **Note:** no receipts needed for parking meters/bridge tolls, unless required by your dept.

Office Use Only: CERTIFICATION OF ATTEMPT TO USE: City Carshare Vehicle _____ City Fleet/Pool Vehicle _____

I certify that mileage reimbursement is requested for vehicle use incurred in the performance of official duties for the City of Berkeley. I further acknowledge that I am personally responsible for all costs incurred which are not consistent with City policy, and violation of AR 7.2 is subject to disciplinary action.

<u>Employee Signature</u>	<u>Printed Name</u>	<u>Date</u>
<hr/>	<hr/>	<hr/>
<u>Supervisor Signature</u>	<u>Printed Name</u>	<u>Date</u>
<hr/>	<hr/>	<hr/>
<u>Dept Head Signature</u>	<u>Printed Name</u>	<u>Date</u>
<hr/>	<hr/>	<hr/>

**Alameda County Double Blind Sequential
Lineup Identification Form.pdf**

ALAMEDA COUNTY DOUBLE BLIND SEQUENTIAL LINEUP IDENTIFICATION FORM

Agency Name:	Case Number:
Date:	Time:
Investigator/Officer presenting lineup:	Location of lineup:
Others present during identification:	
Witness name:	DOB:

Select the appropriate witness admonition below. The admonition should be read verbatim prior to conducting the lineup.

USE FOR PHOTO LINEUP

In a moment, I am going to show you a series of six individual photos. The person who committed the crime may or may not be included. Even if you identify someone during this procedure, I will continue to show you all the photos in the series. The investigation will continue whether or not you make an identification.

Keep in mind that things like hair styles, beards, and mustaches can be easily changed and that complexion color may look slightly different in photographs. You should not feel you have to make an identification. It is just as important to exclude innocent persons as it is to identify the perpetrator.

Do not discuss your case with other witnesses.

The photos will be shown to you one at a time. Take as much time as you need to look at each one. If you wish to see a photo again, you will be shown all photos again.

Do you understand these instructions? _____
(WITNESS RESPONSE) (WITNESS INITIALS)

 Signature of Witness Viewing Lineup Date Time

USE FOR PHYSICAL LINEUP

In a moment, I am going to show you a series of six people. The person who committed the crime may or may not be included. Even if you identify someone during this procedure, I will continue to show you all the people in the lineup. The investigation will continue whether or not you make an identification.

Keep in mind that things like hair styles, beards, and mustaches can be easily changed and that complexion color may look slightly different. You should not feel you have to make an identification. It is just as important to exclude innocent persons as it is to identify the perpetrator.

Do not discuss your case with other witnesses.

The people will be shown to you one at a time. Take as much time as you need to look at each one. If you wish to see a person again, you will be shown all of the people.

The individuals you will be shown will not be named; they will be assigned numbers. If the suspect in your case is in the lineup, remember their number.

If you wish to have a certain person in the lineup speak, wear a hat, walk rapidly, etc., make this request to the investigator conducting the lineup, and all of the people in the lineup will be asked to do the same thing. No person in the lineup will be singled out to speak or perform.

Do you understand these instructions? _____
(WITNESS RESPONSE) (WITNESS INITIALS)

Post lineup identification procedure:

If the suspect is present, place an "X" in the box below that matches the number of the suspect. If the suspect is not present, do not mark any box. If you believe a person who was present is the suspect, but you are not sure, place a "?" in the box below that matches the number of that person.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#1	#2	#3	#4	#5	#6

 Signature of Witness Viewing Lineup Date Time

Report Writing Manual Update 2019.pdf



BERKELEY POLICE DEPARTMENT

REPORT WRITING MANUAL



PURPOSE

Writing a good police report is a vital part of conducting a complete and comprehensive investigation. The purpose of this Manual is to update the report writing regulations for the Berkeley Police Department. This Manual is being issued to take the place of the 2003 Special Order #03-026 "Report Writing Regulations" which had previously taken the place of the 1991 General Order R-31 "Report Writing Rules".

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/ or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or California Constitutions.

REPORT WRITING - DEFINED

Report writing is defined as the accurate recording of facts and other pertinent information, presented in a clear, complete, and logical manner, so that the information may be communicated to others.

REPORT WRITING - GOALS

The first goal of report writing is to present all relevant information with clarity, accuracy, completeness and objectivity. The second goal is to apply the basic principles of correct and appropriate written expression.

The two goals are not separate; they are integral parts of the process of written communication that constitute a police report.

DEFINITIONS

Listed below are definitions pertaining to this Policy:

- Initial Report: The Case Report written by the handling employee documenting the details of the preliminary investigation.
- Supplemental Report: A report that provides additional information about the case. This may include:
 - Reports prepared by employees designated to assist the employee who prepares the initial report.
 - Follow-up reports to an initial investigation.



BERKELEY POLICE DEPARTMENT

REPORT WRITING MANUAL



- Attachments: Documents that accompany reports (diagrams, statements, ID reports, etc.).
- Report Forms: Various forms the Department has developed and/or uses, to ensure that specific topic areas will be addressed during the-investigation and recording of an incident.

REPORT WRITING CHARACTERISTICS

Reports shall have the following characteristics:

- Accuracy: Employees are expected to make every effort to ensure that reports are accurate- (without error}, and factual (supported by evidence). Accurate names, addresses, dates and times, etc., are absolutely essential to a good report. When opinions and conclusions are necessary, they shall be labeled as
- Clarity: Employees shall take particular care to prepare reports that are clear and understandable. Reports shall not be written in such a way that they are likely to be misinterpreted by different readers. Employees shall avoid the use of vague or ambiguous words that are likely to mislead or confuse the reader of the report.
- Completeness: Reports shall fully document details of the investigation. A complete report will tell the reader everything known about the incident, and document the assigned and assisting officers' activities to the current stage of the investigation. Reports that require an oral explanation are not considered complete.
- Conciseness: A report is concise when the full message is provided in as few words as possible. When useless words are eliminated, the report will be shorter and more direct; essential words will stand out. Avoid repetition, but do not omit relevant information.
- Objectivity: Reports shall be written in an impartial, unbiased, and unemotional manner.
- Legibility: All hand-printed reports are required to neat and legible.

DEPARTMENT FORMAT

Department format refers to the way our Department requires information to be organized and presented in the narrative/supplemental portion of the report. This format excludes those reports qualified for handling via Mobile Data Terminals/Mobile Data Browsers.

Each format topic shall be written in capital letters and underlined. If the format category(s) is not applicable or pertinent, then it does not need to be included.

The format categories for Departmental narrative/supplemental reports are as follows:



BERKELEY POLICE DEPARTMENT

REPORT WRITING MANUAL



Case Report	Short Report	Supplemental Report	Narrative Report	Incident Report
SUMMARY: INVESTIGATIVE NARRATIVE: DISPOSITION:	INVESTIGATIVE NARRATIVE:	(adding person or property to report) ADDITIONAL:	(adding only narrative language) ADDITIONAL:	INCIDENT:

SUMMARY

Requires a brief synopsis to be provided detailing the basic facts and elements of the crime(s).

- Example: An unknown subject pointed a gun at Smith and demanded his wallet. Fearing for his life, Smith gave his wallet to the suspect.
- Example: An unknown subject(s) pried open the locked front door to the residence at 833 Gilman Street. The subject stole two laptops and remains outstanding.
- Example: Joe Johnson, the Tower Record security guard, saw Davis place a DVD inside her jacket and leave the store without paying for the merchandise. Johnson signed a Citizen's Arrest form. Davis was cited and released.

STATEMENTS

Written or recorded statements shall be taken for in-custody cases, including those cases involving private person arrests. (Note: In situations such as a petty theft from a business, the security guard's report can suffice as the statement, providing the elements of the crimes have clearly been articulated).

Written or recorded statements shall be taken in cases when the case is being sent to the District Attorney's Office for consideration of criminal charges.

A supervisor may also direct an officer to take a written or recorded statement regardless of the offense classification (e.g., complex investigations, civil matters, etc.).

If an officer is unable to take a written statement, the reason(s) should be indicated in the report (e.g., victim in the hospital, witness refusal to give a written statement, etc.).

WRITTEN STATEMENTS

A written statement is a first person, chronological narrative of the events of the crime. It should include the victim's or witness' description of the suspect(s) and a verbatim account of what the suspect said and did. Be sure to include as much other relevant detail (such as weapon description and use) as the person can remember. The individual's statement should always include a description of the actions that establish the elements of crime required.

The officer should write the statement for the victim or witness. This ensures the statement while being as complete and as accurate as possible, remains concise and focused. The statement should be in



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



the person's own words as much as possible. For example, the officer should not write a victim/witness statement using police "jargon" type terms or abbreviations.

PROCEDURES

Written statement: Initially ask the open ended question of "what happened?" and allow the victim to tell you about the incident in their own words. As they do this, write down notes, including questions you'd like to follow up on. Such as if the person says, "The guy ran away and I called the police", you may follow up with, "what did the man look like? Which way did he go? Where did you call the police from?" etc.

After you've asked your follow up questions, attempt to repeat the story from the beginning to the person. You may start writing the statement at this point. Write up to a point in the story and ask if they have anything to add to the statement so far, if not, continue writing a paragraph or page at a time and clarify, if needed, with the person as you go. Any corrected errors or added language should be initialed. Once finished writing the statement, always ask if they have anything else to add. Then have the person read and sign each statement page. If they are unable to sign the statement, or subsequently refuse, this should be written in the signature block and in the report.

LANGUAGE BARRIERS

In language barrier situations, the officer should attempt to find an appropriate bilingual officer/employee or translator to take a statement. There is a need for flexibility in situations involving language barriers. For example, a Spanish speaking victim might want to give their statement in Spanish. The bilingual employee should prepare a summary of the statement for inclusion in the investigation. It might also be necessary for the bilingual employee to later re- write the victim/witness statement in English.

SUMMARIZE / PARAPHRASE

Victim/Witness Summarized or Paraphrased Statements:

- Summarize (cover the main points briefly)
- Paraphrase (restate using different words without changing the meaning)

Summarize or paraphrase statements made by involved parties. Use separate paragraphs for each involved person. The statement should answer who, what, why, where, when, and how for each victim and witness. Do not blend statements.

Example: Smith told me he parked and locked his car in the parking space in front of the apartment building at 2112 Haste Street. Smith said his car is equipped with a factory alarm system, which is activated when a door is opened. Smith forgot to take his cellular telephone, leaving it in plain sight on the passenger seat when he parked the car. Smith said he did not give anyone permission to enter his car and take the cellular telephone.



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



RECORDED STATEMENTS

If a statement is tape recorded, the officer should provide a summary of the statement in his/her investigative report.

SUSPECT STATEMENTS

Statements denying the crime, giving an alibi or some other excuse concerning the crime are very important because recently arrested suspects will often have very little time to concoct convincing falsehoods.

While taking the suspect's statement, officers should ask questions related to the suspect's account of the incident. For example, if a suspect gives

Officers should make note of the time when advising the Suspect of his/her Miranda rights and the suspect's exact response to that warning, including any waiver of those rights. Even if a suspect does not waive his/her Miranda rights, officers should keep in mind that volunteered or spontaneous statements that are not the result of any questioning by the police, are still admissible, and accordingly, should be reported in detail.

Officers should refer to the Temporary Custody of Juveniles Policy for additional Miranda juvenile guidelines.

DISPOSITIONS:

Describe the disposition of property, evidence, vehicles, persons arrested, etc. This category also covers the investigation status or additional steps that are warranted.

Example: I booked the purse into BPD Property Room for safekeeping.

Example: I booked the stereo into the BPD Property Room. I entered the stereo into APS (Automated Property System) as 'evidence'

Example: Officer Perkins booked Brown into BPD jail for burglary and possession of stolen property.

Example: Freeman indicated she wanted to pursue battery charges against Waldman. Case forwarded to the DA for consideration of charging.

Example: Pauley is compiling a list of all the property stolen from her home. This case will be forwarded to Property Crimes for follow up.

INVESTIGATIVE CASE STATUS

- **Closed Status:** This status shall be used only when conditions meet the requirements of the Department's major disposition code that includes the Uniform Crime Reporting Regulations and supplements thereto. In most cases, "closed" will be used only when the responsible has been identified, arrested, and/or the investigation completed. The case may also be closed with the arrest of one suspect, even if more are outstanding or unknown.



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



- **Suspend Status:** This status shall apply in cases where the assigned employee has investigated all leads and is unable to accomplish more to close the case. Suspended means the investigation is inactive and no further reports will be submitted until additional information or evidence is developed to restore it to active status. To be suspended, the report must be reviewed and the suspension approved by a Supervisor.
- **Follow-up Status:** This status shall apply to a case under active investigation which needs additional investigation which the officer cannot complete. This may be due to time constraints or staffing. Follow up responsibilities for Patrol and the Investigations Division can be found in the Preliminary Investigations Policy.

ROUTING

Employees preparing reports shall ensure the report is submitted in AEGIS. If there is an in-custody arrest or a request for a complaint, the PC Dec needs to be added to the "In-Custody" box.

GENERAL REPORTWRITING REQUIREMENTS

Completed Preliminary Investigation

The activities of an employee assigned to investigate an incident shall be decisive and constitute a definite step toward the completion and disposition of the case. A completed preliminary investigation is one which, when reviewed, leaves no initial questions unanswered; the reviewer can recognize whether further investigation (follow-up) is warranted or whether the case should be suspended from further active investigation.

First Person

Reports shall be written in the "First Person" writing style. Employees shall not use terms such as, "this officer", "Reporting Officer" (or "R/O"), "the undersigned" etc., when referring to themselves in reports.

Active Voice

Reports shall be written in "Active Voice" writing style. In addition to making reports more concise, the active voice style clearly specifies who did what action, an essential element of law enforcement reports.

Example: In the *passive* voice sentence, "A gun was found to be under the bush" the reader does not know "who" found the gun. In the active voice, the sentence would read, "I found a gun under the bush."

Example: "The knife was collected and placed into evidence." This is *passive* voice and is not acceptable. In active voice, the sentence would be written as "Officer Johnson collected the knife and placed it into evidence."



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



Labeling

The practice of "labeling" (referring to persons as "Victim #1", "V#2", "Witness", "suspect" should be avoided in those cases where the person's name is known. If the person's last name is known, it should be used.

For example, if John Smith is a victim of burglary, he should be referred to as "Smith" throughout the narrative instead of "V#1" or Victim #1". Exceptions to this requirement are as follows:

- Cases where a subject's name is not known: In those situations, refer to persons as "Suspect #1", "S#1" etc. is allowed.
- Same surname: If two or more persons involved in an incident share the same last name, they shall be identified by use of their first initial and last name, or by an involvement code ("V", "W", "RP", etc.) preceding their last name. Example: J. Smith said his daughter, R. Smith, saw a suspicious-car driving around their neighborhood the day prior or (V) Jones said his son (RP) Jones was home asleep when their home was broken into.
- Penal Code 293: Victim Exceptions: Per California Penal Code Section 293, investigating officers shall notify victims of specific offenses that they have the option of requesting their name not be a matter of public record. The name and any identifying information of such a victim shall be listed only on the first page of the Case Report. All other references to the victim within the report shall use the term "victim" as required by Penal Code Section 293.

Confidentiality

Although Penal Code Section 11107 and Government Code Section 625.4 have been commonly construed as making police reports "confidential", recent court decisions have held that absent specified circumstances, the entire report must be made available to the public. Victims and witnesses, who request that their names remain "confidential" shall be told that their request will be noted. However, the Department cannot guarantee that any information contained in a report will not be provided to suspects, the public, or the press.

Abbreviations

Only common, widely accepted abbreviations shall be used. Race/Sex/Age Group abbreviations are specifically outlined in General Order R-27.

Jargon

Employees shall avoid the use of police jargon and phraseology when writing reports. Reports shall be written in a clear, natural writing style so that they will be understandable and of use to individuals outside the law enforcement environment.

Slang and Profanity



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



Slang or profanity shall not be used except as necessary to quote statements made by suspects (e.g., for modus operandi purposes). When reporting verbatim statements made by victims, witnesses or suspects, quotation marks shall be used as appropriate.

Opinions/Conclusions

Except when appropriate (e.g., a narrative summary for the purposes of establishing credentials, law enforcement expertise, articulation of probable cause, factors supporting a detention and/or arrest, etc.), opinions and conclusions should not be present in the report. An officer's report shall not include words or phrases that belittle, ridicule or humiliate persons, groups or institutions unless the words or phrases are material to the incident or complaint being investigated.

Information contained in police reports must be objective and relevant to the investigation.

WRITTEN REPORTS

Written reports should be written in block form (without indentation), single-spaced, with double-spacing between paragraphs. Hand written reports shall be written in all capital letters, and with a black ink pen. Paragraphs should contain details for one topic area. Every sentence in a paragraph must relate to the paragraph's main idea.

Case/Page Number(s)

Employees are to ensure that all documents filed have the report case number in the upper right corner on each page (including both sides of a document if writing appears on each side) i.e. a criminal arrest history printout shall have the case number written in the upper right hand corner.

FIELD NOTES

There will be situations where employees may find it useful or necessary to write notes prior to the preparation of the report. Current law does not require the retention of field notes once the report is written; however, notes may only be discarded if:

1. It is done in "good faith, and with no intent to hide or deceive.
2. The destruction of notes does not violate a Department regulation or policy.

It shall be Department policy that field notes may be discarded once the report has been written and the report accurately reflects the contents of the notes.

Exceptions: An exception are those cases where notes contain information not directly transferable to the police report; these notes should be retained and booked as evidence.

PERSONS - DESCRIPTIONS

Employees shall obtain complete identifying information, whenever possible, from all persons



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



contacted. Complete information shall include the last name, first name, and middle initial or middle name.

Telephone numbers shall include area codes. Officers should get alternative methods of contact whenever possible, such as email addresses, home phone, work phone, etc.

If the individual is temporarily staying elsewhere, include the temporary address in the report narrative.

- Exception: This requirement does not pertain to cases involving domestic violence. To ensure the safety of the victim(s), temporary addresses should never be included in police report. The assigned officer shall ensure this contact information gets conveyed to investigative personnel (e.g., via e mail, memorandum, voice mail message).

PROPERTY AND EVIDENCE

Many reports will involve property. Whether lost, found, stolen, recovered or taken for observation, there are specific guidelines established by the California Department of Justice (DOJ) for the reporting of property. BPD personnel must be familiar with and follow carefully the DOJ requirements.

Individual items of property shall be listed with the report and categorized as follows:

- Stolen
- Recovered
- Lost
- Evidence
- Safekeeping
- Recovered

Provide a physical description, model name or number, color, size and other condition or defect.

If the item is unusual or difficult to describe, supplement the report with a sketch or photograph, if available. The goal is to provide as much detail as possible in order to help identify the item later if needed.

Provide the serial number or other identifying number for the item.

Value: Known or estimated 100% value, rounded to the next whole dollar. Use exact values where necessary to establish crime class or in cases where exact value is essential to accuracy of the report (e.g., an in-custody shoplifting case).

In most other cases, the victim's evaluation can be accepted.

Use the retail value for articles subjected to depreciation because of use, etc., or other factors that cause the value to decrease with use. Insurance companies will determine fair market value.

Use the wholesale cost (cost to the merchant) of goods stolen-from inventory, warehouses, etc.



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



Use replacement cost for new or almost new items.

SUBMISSION OF REPORTS

Procedures for Uniform personnel: Uniformed personnel are defined as Patrol Team members, Special Enforcement Unit/Drug Task Force, Bike Officers, Reserve Officers and Community Service Officers. Uniformed personnel are expected to file each day, before closing their tour of duty, a full report of their activities in connection with the cases assigned to them.

When applicable, this includes offense forms, supplementals, diagrams, or other reports assigned by a supervisor.

Uniformed personnel shall submit all completed reports into AEGIS for review. Any additional documents which need to be attached to the case should be placed in the appropriate Patrol Team report tray.

LATE REPORTS - PATROL

The following list illustrates those types of reports and/or situations that could qualify for late submission of a police report providing the "Late Report" request has been approved by a supervisor.

- A protracted, in-progress case still requiring several hours of investigation and/or report writing. Example: An assault via deadly weapon with the assigned officer responsible, for compiling a comprehensive narrative, as well as coordinating the supplemental reports of all assisting officers.
- Completion of non-critical reports (e.g. cold burglaries, non-custodial theft reports, etc.) that would otherwise require expenditure of paid/compensatory overtime for the reports to be submitted during the same tour of duty. Example: An officer assigned to a non-injury collision involving multiple vehicles, driver statements, witnesses, etc.
- An officer's inability to get a mandated statement from a witness or victim during their tour of duty (e.g., victim in the emergency room, witness left Berkeley prior to police contact, etc.).

Unless there are mitigating circumstances, reports involving any in-custody arrests or missing adults/juveniles should not be approved for late submittal.

Supervisors need to keep in mind the officer's schedule. For example, reports should not be approved for late submittal if an officer is going on his/her days off.

LATE REPORTS - DD / SPECIAL ASSIGNMENTS

Report Submittal Procedures for Investigative personnel: Investigative personnel are defined as Traffic Officers, Detective Bureau, Special Investigations Bureau officers and Identification Technicians. Due to the nature of their assignment, the initial report and/or supplemental investigative reports they have



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



been assigned should be filed within a week.

Investigative personnel shall get supervisory approval for any exception to the above requirement.

A situation warranting an exception to the submission requirements might be an internal investigation.

Supervisory personnel assigned to various investigative units (e.g., Traffic Bureau, Detective Bureau, Special Investigation Bureau and Identification Technicians) are responsible for setting up procedures governing report submittal and review processes.

PATROL SERGEANT REPORT REVIEW AND ROUTING PROCEDURES

Sergeants shall ensure they review those reports submitted to AEGIS respective to their Patrol Team.

Sergeants, who supervised other uniformed personnel (e.g., Special Enforcement Unit/Drug Task Force, Community Service Officers, Community Services Bureau/Crime Analysis Unit, Bike Officers, Reserve Officers, etc.), shall ensure they review all reports submitted by their personnel during their work shifts.

A sergeant whose officer is staying late to work on an IN-CUSTODY case shall confer with another

GENERAL REPORT INFORMATION

INVESTIGATIVE NARRATIVE

- a. The Date and time of the incident (occurred/dispatched/on-scene)
- b. Who responded? (Units/Officers)
- c. Where did you respond from?
- d. The information you received from Dispatch at the time of the call (the information may be limited or even conflicting but it is good to have in the report). Dispatch may relay:
 1. What's happening, a particular crime, etc.
 2. Who is calling it in (Reporting party, both sides of an argument, multiple callers, etc.)
 3. What if anything the dispatcher hears, i.e. sounds of a struggle, crying, etc.
 4. Prior events (prior domestic violence incidents, flags on the residence)
 5. Suspect description, location or direction of travel
 6. Suspect vehicle information (if applicable)
- e. Your initial observations of the scene:
 1. What did you see as you approached?
 2. What did you see once you got there



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3. Who did you see
 4. What was their reaction to seeing the police?
 5. What did you see/hear as you approached?
 6. What did you see/hear when you got there?
 7. Who did you speak to? (What was their emotional condition/Physical condition)
- f. Your initial actions:
1. Secured the scene, (handcuffed persons, separated parties, cleared residence, etc.)
 2. Requested additional resources, (more cops, medical, supervisor, etc.)
- g. Describe the scene
1. Injuries, people's demeanor, condition of the house
 2. Evidence located, by whom and where
- h. Your investigation
1. Identification of parties (identified as RP, victim or how determined to be victim, relationship between parties)
 2. Brief statements of involved parties
- i. Investigative actions
1. Crime determined or no crime determined
 2. Suspect arrested or identified
 3. Statement of involved parties (written or recorded)
 4. Transportation of suspect/victims/witnesses
 5. Evidence collection
 6. Records checks
 7. Booked evidence

SHORT REPORTS

“Short” reports consist only of an “Investigative Narrative”. Short reports are appropriate when there are no suspects or leads, such as a 459 auto or 10851. For example:

INVESTIGATIVE NARRATIVE:



BERKELEY POLICE DEPARTMENT REPORT WRITING MANUAL



On 2/23/13 at 1147 hrs I contacted Nead at her home regarding a stolen auto report. Nead advised she parked her vehicle last night at 1800 hrs on the west side of Ellis St. just north of Russell St. Nead advised she came out this morning and saw it was gone. Nead advised that she left the vehicle locked, all keys are accounted for and no one has permission to drive the vehicle.

I gave Nead advice and a report receipt. I conducted an area check for the vehicle with negative results. I entered the vehicle into SVS and had Dispatch broadcast a BOLO.

Nothing further.

DESCRIPTIVE WORDS

When describing a scene, it is often easy to use a basic description to get to the next portion of the report, i.e. "the apartment was in disarray". However, you aren't doing the scene justice, especially if details may become useful at a later time. So instead of, "the apartment was in disarray", you might say, "I observed dirty clothing on the floor and on the furniture. Dirty dishes in the sink, flies throughout the apartment, I could smell the strong odor of ammonia and observed a dirty litter box in the corner. Beer bottles and cigarette butts littered the coffee table.

You may think writing this is redundant when you have a body camera or there was video taken of the scene, but usually those looking at the case initially won't view the video until much later. It's imperative to convey situation to get the attention of the reader, to paint the picture and help them understand what happened.

Comm Center Manual 2018.pdf

Berkeley Police
& Fire
Department

2018

Communications
Center
Operations
Manual

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CALL TAKING

SCOPE

The function of the Police Dispatcher working call taking is to provide 24 hour a day telephone service to the public for information as well as routine or emergency assistance. Dispatchers shall follow these standardized procedures and expectations for call processing.

CALL TAKER EXPECTATIONS

1. **CONTROLLING THE CALL: Where, What, When, Weapons, Who:** The call taker must maintain control of the call in order to receive the answers to the most important questions in the shortest period of time.
2. **VERIFICATION AND ACCURACY: Verify details that are received through the initial line of questioning:** The call taker will use active listening and repeat back to the caller the information he/she provided in order to confirm the documented details.
3. **COMPASSION AND PATIENCE**
 - a. **Help the caller understand what is happening:** The call taker will use a firm yet reassuring tone of voice with the caller, stating that you are going to help and will need to ask a number of questions in order to do so.
 - b. **Commit the caller to staying on the line and working with you as long as it is safe to do so:** The call taker will state that it is very important for the caller to remain on the line as long as it is safe to do so, and to provide the best information possible in response to the questions being asked. The call taker will emphasize to the caller that there will be some moments of silence or side conversations with other dispatchers as the details are entered, but that they not ignoring him/her nor ending the call and the caller should be advised not to hang up during these periods.
 - c. **Explain what will happen next:** The call taker will remain on the line with the caller as long as is possible to continue information gathering and to assure the caller that help will be sent. However, if it is necessary to end the initial call, assure the caller that units will respond as soon as possible. If the caller asks when officers might arrive, the call taker may state that they cannot estimate the time because there are too many variables. When appropriate, the call taker may add that there may be a delay due to higher-priority calls or high call volume.
4. **PROFESSIONALISM: Speak calmly and clearly and with enough volume for the caller to hear you.** The call taker should project authority, yet portray understanding and appropriate empathy through a steady and reassuring tone. Speak in clear and understandable terms; do not use departmental codes or jargon.
5. **RESPECT:**
 - a. **Do not demonstrate an argumentative demeanor,** and do not question the integrity or validity of the caller or the reported incident. What may appear improbable or unlikely upon first report may in fact be what has occurred.
 - b. **Do not use sarcasm or diminish the caller's perceived importance/urgency of the reported situation. Do not patronize the caller.** All callers should be treated with understanding and dignity, regardless of how well they can articulate or explain what has occurred and/or how well they are able to cooperate/comply with the call intake process the call taker is performing.

PROCEDURE FOR INFORMATION GATHERING

The call taker shall obtain the basic information from the caller using the **5 W's format (Where, What, When, Weapons, Who)**, as well as any secondary questioning necessary to provide pertinent information to Control and Field Units. When appropriate, the call taker may ask callers near the end of the call if there is anything they would like to add. All information must be documented in the narrative window of the CAD mask.

1. **WHERE (Location):** The call taker will make every attempt to enter an accurate location of **where** the Incident occurred into the CAD call mask.
2. The call taker shall request the exact location of the incident (structure addresses, street names, intersections, directional identifiers).
3. If specific location is unknown, the call taker shall request landmarks or estimated proximity to landmarks.
 - a. The call taker will tell the caller and any witnesses to remain at their current location (unless determined unsafe) until officers arrive.
 - b. **Address Verification.** The call taker shall verify all addresses reported. If the address
 - c. provided by the caller matches the ALI display, the address may be considered verified. In
 - d. the event there is a discrepancy, additional steps must be taken to verify the location of the
 - e. incident being reported, such as repeating the address twice and/or enunciating each digit of
 - f. the address if necessary to clarify.
4. **WHAT (Nature of the Incident):** The call taker shall interview the caller in order to ascertain **what** happened
5. Determine the appropriate call type
6. Ask the caller if there are there injuries or if anyone requires medical attention
 - a. If **medical attention is required, copy call to Fire, document the nature of the injuries and status of scene security in the call's narrative.**
 - b. If there are injuries and no police response is required, the call taker will then transfer the caller to ACCREC for pre-arrival instructions, per the EMD policy.
7. **WHEN (Time of Occurrence):** The call taker shall interview the caller to ascertain **when** the incident happened.
8. The call taker will determine if the incident is in-progress, just prior, or a cold report.
 - a. In Progress: Incidents occurring now or within past 2 minutes
 - b. Just Prior: Incidents occurring 2-10 minutes prior or incidents occurring more than 10 minutes prior but the current location of the responsible is known
 - c. Cold Reports: Incidents occurring more than 10 minutes prior where the current location of the responsible is not known
 - d. **3.2 If the call type is a priority 1 or 2 and the incident is in-progress, just prior (10 minutes or less), or if the suspect is still on scene, the call taker shall make the call "ready for service" immediately after the incident location is verified and the call type is determined.**
9. **WEAPONS (First Responder/Citizen Safety Hazards):** The call taker shall ascertain if there are any *weapons* involved or other potential on-scene *hazards*.
 - a. Weapons: The call taker shall ask the caller if any weapons were seen, simulated or verbally threatened.
 - b. Intoxicated or Mentally Disturbed Subjects: The call taker will conduct a secondary line of questioning when a caller reports erratic or unusual behavior or the belief that someone is intoxicated or mentally disturbed.

- c. The call taker shall ask the caller if there are any other on-scene **hazards** that could potentially harm responding units.

5. **WHO (Descriptions of Involved Subjects):** The call taker shall attempt to obtain full suspect descriptions using the following interview format:

- | | | |
|---------------------------|--------------------------------|--------------------------------|
| 1. Race and/or complexion | 6. Weight | 11. Shirt /Dress |
| 2. Gender | 7. Hair (color, length, style) | 12. Pants/Skirt/Shorts |
| 3. Juvenile or Adult | 8. Eyes (glasses) | 13. Shoes |
| 4. Age (or approximate) | 9. Headwear | 14. Other distinctive features |
| 5. Height | 10. Coat | |

For in-progress or just prior priority 1 and 2 calls, the call taker must ascertain whether the suspect is still in sight or if they have left the scene. **If the suspect has left the scene, the call taker shall first ask the caller for the direction of travel, time element and a description of the mode of transportation (i.e. foot, vehicle, bike). The call taker shall immediately enter this information into the narrative window of the CAD call mask before obtaining any suspect description(s).**

“Hot call” Abbreviated Description Format: When obtaining information for in-progress or just prior priority 1 and 2 calls, **the call taker shall update the call narrative with new information as it is available by pressing <ENTER>**. The following abbreviated interview format should be used in order to provide critical information as quickly as possible.

- | | | |
|----------------------------------|---|--------------------------------|
| 1. Race and/or complexion | 5. <ENTER> | 9. Height and weight |
| 2. Gender | 6. Head wear | 10. Hair (length and style) |
| 3. Juvenile or Adult | 7. Outermost layer of clothing, top and bottom. | 11. Eyes (eyewear) |
| 4. Age (Specific or approximate) | 8. <ENTER> | 11. Other distinctive features |

The following order should be used to document physical descriptions of **transportation modes**:

1. **Vehicles:** The call taker shall use the CYMBAL format (**Color, Year, Make, Body type, Additional Characteristics, License plate**) to ask the caller for a description of a vehicle. The call taker will also ask the number of occupants, position of suspect (i.e. Driver, front or back seat passenger) and direction of travel.
2. **Bus:** The call taker shall ask the caller the Bus Company, coach number, route number and direction of travel.
3. **BART:** The call taker shall ask the caller the BART station name, platform information and train information (i.e. Richmond, Fremont, San Francisco) and train Direction
4. **Bike:** The call taker ask the caller the bike color brand, and type (i.e. Black Diamondback Mountain Bike) and direction of travel.

911 EMERGENCY CALLS

STANDARDS AND DEFINITIONS

1. **Standard for Answering 9-1-1 Calls.** At all times, ninety five percent (95%) of all 9-1-1 calls in the communications Center should be answered within twenty (20) seconds (approximately 6 rings). During the hours of 1000-1900, ninety percent (90%) of all 9-1-1 calls shall be answered within ten (10) seconds (approximately 3 rings).
2. **Order of Answering Priority.** It is the responsibility of on duty call takers to answer all in-coming calls. All phone calls shall be answered in order of priority.
 - a. 1st priority will be 9-1-1 lines
 - b. 2nd priority will be emergency 7/10 digit phone lines
 - c. 3rd priority will be non-emergency lines
 - d. 4th priority will be fire, administrative and/or internal phone lines
3. **Standard Answering Protocols**
 - a. **9-1-1 lines.** All 9-1-1 lines shall be answered “**9-1-1, what is the address of the emergency?**”
 - b. **7 digit emergency and non-emergency lines:** the call taker shall clearly identify both the answering Agency and themselves.
 - c. **Fire, administrative and/or internal phone lines.** When answering in house and direct connect lines, the call taker shall clearly identify both the answering agency and themselves.
4. **WIRELESS 911 PHASES- Wireless 9-1-1 Call Routing**

All wireless and wireline 9-1-1 calls are received in the Communications Center on the same trunks. This system has been implemented to insure that wireless calls are handled in the same manner as wireline calls.

Phase 0 (Zero) Occurs when a wireless 9-1-1 call is delivered to the Communications Center with or without call-back or location information. In an Enhanced 9-1-1 environment the Communications Center may receive the following information: the tower-face or routing telephone number identifier, location of the tower that is handling the call and wireless service provider.

Phase I Occurs when a wireless 9-1-1 call is delivered to the Communications Center with the following information: wireless phone call back number, location of the tower that is handling the call and identification of the wireless service provider responsible for the tower that is handling the call.

Phase II Occurs when a wireless 9-1-1 call is delivered to the Communications Center with the approximate location of the wireless caller based on the X, Y (longitude and latitude) coordinates determined by the system. In the event Phase II information is not delivered with the initial call data, **the call taker should wait ten (10) seconds before initiating a re-transmittal.**

TRANSFERRING CALLS

1. **Non-Emergency Calls Received on Emergency Lines.** If a call is of a non-emergency nature and it is received on an emergency telephone line, the dispatcher will advise the caller that they have called on an emergency line and will direct the caller to a non-emergency line. It is not recommended that the call be transferred to an administrative line, since that may tie up the 9-1-1 trunks.
2. **Transferring Emergency Calls.** When emergency calls need to be transferred to another agency,

the dispatcher will transfer the call without delay. The dispatcher will advise the caller: "Please do not hang up; I am connecting you with (name of the agency)." The dispatcher should stay on the line until the connection is complete and all pertinent information has been relayed to the answering PSAP.

4. **Misrouted Calls/ Incorrect ANI/ALI Information.** Calls may be received by this Agency that are intended for another Agency or display incorrect location information on the ALI screen. The call taker should complete an Alameda County Report of Misroute or Incorrect ALI Information form and forward it to a Supervisor for processing.

PROCESSING CALLS (LANDLINE AND WIRELESS)

1. **Abandoned Calls/Disconnects.** The call taker will attempt a call back when a **landline or wireless** 9-1-1 call is received and the call disconnects before the dispatcher can determine if assistance is needed. The dispatcher will call the number back once to make this determination. If the phone is busy or there is no answer, additional attempts to contact the caller will not be made by the dispatcher. If the callback attempt goes to voicemail, no message will be left. **If the call taker is unable to make contact and verify that no assistance is needed, a call for service shall be created using the CFS type "A911 or W911".**
2. **Silent Calls.** In compliance with Public Law 101-336, also known as the *Americans with Disabilities Act*, all silent calls will be interrogated with a TTY/TDD to determine if the caller is attempting to report an emergency using a special communications device for hearing impaired individuals. **If the call taker is unable to verify that no assistance is needed, a call for service shall be created using the CFS type "A911 or W911" and attempt to communicate/contact shall be documented in the call narrative.**
3. **Contact.** If contact is made with the caller, the call taker shall interview the caller to determine whether a Police, Fire or Medical response is required.
 - **Indicated emergency.** Any evidence of an emergency situation requires that the call taker initiate efforts to re-contact the caller to determine the nature of the incident and an accurate location for appropriate public safety response. **If attempts to contact the caller are unsuccessful, a call for service shall be created based on the caller location provided by the ANI/ALI. Extraordinary attempts to locate a Phase I or II wireless 9-1-1 disconnect caller will only be made in the instance where an emergency is clearly indicated.**
 - **Discretion.** The call taker should pay close attention to background noise, tone and word choice of the caller as additional evidence to assist with determination of the status of the 9-1-1 call. The time of day and location of the caller may be additional clues to indicate whether a response is necessary. **In any situation where the call taker believes an emergency situation may exist, a call for service shall be created.**
 - **Foreign language calls.** The dispatcher will contact the language line for assistance in processing the call. The dispatcher will give the Agency's client ID 901104 and specify the language needing translation.
4. **Cancellation.** Communications personnel may disregard a wireless or landline 9-1-1 call if there is evidence that the call is one of the following situations:
 - **9-1-1 Misdial.** A call is classified as a 9-1-1 misdial when the caller stays on the line and admits to the misdial. **No call for service will be created.**

- **Unintentional 9-1-1 call.** A call is classified as unintentional when the call taker can hear conversation, radio, etc. in the background and have listened sufficiently and checked with a TTY/TDD to determine that there is no indication of an emergency situation. **No call for service will be created.**
- **Children playing on the phone/ Prank calls.** Call takers will call back a suspected prank caller. Children playing on the phone and prank calls should be treated as a real emergency until proven otherwise. The called party will be questioned to determine if further action is needed or a response is required.
- **Chronic prank calls.** At the call taker's discretion a call for service may be created using the CFS type "AID" and call nature of "to dispatch", to have field units issue an admonishment to the prank caller.

5. **Phase 0, 1 or 2 calls:**

When a wireless call is received and distance displayed on the ALI exceeds 50 meters (150 feet) the call taker shall create a call for service using the call type "W911" and enter the location information and document the distance in the call narrative. **If no sounds of distress or emergent circumstances are detected by the call taker, the call will be documented and closed without being dispatched.**

When a wireless call is received and distance displayed on the ALI is less than 50 meters (150 feet) a call for service shall be created using the CFS type "W911" and the call taker shall enter the location information and document the distance in the call narrative. **If the call taker is unable to make contact and verify that no assistance is needed, an officer shall be dispatched for an area check.**

6. **Documentation.** Call takers will document with whom they spoke, the reason 9-1-1 was dialed (e.g. nature of the call, or accidental, misdial) and any other explanatory or "intuitive" observations discerned from the call. A disposition should be added to the call record for statistical analysis and documentation.
7. **Redundant Calls.** Redundant calls occur when several calls have been received on the same incident. The call taker will make sure that the caller is reporting the same incident and not an unrelated one. Once the call taker is sure that the caller is reporting an incident that has already been received and any additional pertinent information is obtained, the caller will be advised that the call information has already been reported. These calls should be disconnected as soon as possible in order not to tie up any 9 -1-1 lines unnecessarily.

EMERGENCY MEDICAL DISPATCH (EMD)

1. **Purpose and Scope:** The purpose of this procedure is to provide members of the public, when calling for emergency medical assistance, with first aid pre-arrival instructions that will assist the victim while waiting for the arrival of emergency first responders. This procedure outlines how callers are to be connected to qualified dispatchers at the Alameda County Regional Emergency Call Center (ACRECC) to provide Emergency Medical Dispatch (EMD). Emergency Medical Dispatchers (EMD) do not diagnose medical conditions, nor do they give medical advice. They instead provide basic instructions over the telephone, following an established protocol, to assist in the care of the patient until fire and medical personnel arrive. ACRECC has adopted the National Academy of Emergency Medical Dispatch (NAEMD) as the EMD standard for our service area.
2. **Procedure:** EMD services are provided by ACRECC dispatchers. Berkeley Public Safety Dispatchers (PSD's) shall not give instructions intended to be covered by an EMD dispatcher. The transfer of an emergency call should be done in accordance with the State Mandatory Standard.
 - a. **State Mandatory Standard:** When transferring a 9-1-1 call, the transferring agency should advise the calling party that the call is being transferred. The transferring agency should remain on the line until the call has been successfully transitioned to the receiving call taker. 9-1-1 calls may only be transferred once. Should a 9-1-1 call be inadvertently transferred to the wrong agency, that agency will perform the interrogation and relay the information to the proper agency. (State of California 9-1-1 Operations Manual Fifth Edition).
3. **Call Processing:** All calls for medical assistance shall, whenever possible, be immediately transferred to ACRECC for EMD instructions once the nature and location of the emergency has been determined. The call taker will enter the appropriate call for service (Police, Fire or both) and advise the caller that they are being transferred to an Emergency Medical Dispatcher.
 - a. For in progress crimes the call taker should attempt to obtain nature of crime, suspect information and scene security information and remain on the line after transferring the call in order to provide updates as needed.
 - b. When transferring the call to ACRECC, the call taker will announce the call and if at all possible, remain on the line and monitor the information in order to update responding Police and/or Fire units.
 - a. The announcement should include the following:
 - o This is Berkeley; we are transferring a caller with a medical emergency.
 - o State the chief complaint (difficulty breathing, broken leg etc...)
 - o Provide the call back number of the caller.
 - c. Should the ACRECC dispatcher obtain relevant information after the call taker has terminated the call, it is the responsibility of that dispatcher to re-contact BPD and relay the information.
 - d. If the call is received via a transferable non-9-1-1 line, the call taker shall obtain the location of the incident and the call back number of the caller in case the transfer does not go through. The call taker shall transfer the caller to ACRECC using the appropriate emergency seven digit number, announce the call and follow the procedures as if the call was a 9-1-1 transfer.

INTERNET-BASED INCIDENT REPORTING (COPLOGIC) CRITERIA

General Order C-7 Internet-Based Incident Reporting establishes a policy and procedure for the Department's internet-based incident reporting system (CopLogic). A main tenement of that General Order is that our department will remain true to our established value of excellent customer service. This Captain's Instruction is effective immediately and is intended to provide further detail on how the availability of CopLogic will be shared by the Communications Center with community members who are making a crime or incident report.

The call taker shall use the following criteria to determine if it is appropriate to offer internet-based reporting:

1. The caller is reporting one or more of the following crimes:
 - a. Harassing phone calls (PC 653(m))
 - b. Vehicle tampering (VC 10852)
 - c. Identity theft (PC 530.5)
 - d. Theft, petty or grand (484 or 487(a))
NOTE: stolen license plates do not apply, due to the need for an SVS entry
 - e. Vandalism (PC 594)
2. **AND** the crime or incident lacks investigative leads and no detailed suspect information is available
3. **AND** the crime occurred in our jurisdiction (CopLogic reports cannot be entered for Out Aid type reports)

The call taker shall provide the caller the following information and may use the following script:

"Due to the type of crime and circumstances you are reporting, you may choose to file a report online. If you choose to file on line, I can email you instructions and a web link <https://www.cityofberkeley.info/onlinereport/> to make the report at your convenience. You will immediately receive a tracking number and once the report is approved, you will be emailed a digital copy (usually within 3-4 days).

You may also chose to file a report in person or by phone. If you chose to make the report in person or by phone, we will dispatch an officer as soon as one is available-- usually within 60 to 90 minutes. You will immediately receive a case number and may request a copy of the report from our Records department (usually available within 10-14 days of request). Which option would you prefer?

If the caller would like to make an online report and they meet the criteria above, the call taker can verbally provide the web link or email instructions as follows:

1. In Outlook, click New (new message)
2. In the From field, type **Communications Center** (If the From field is not visible, click on Options tab and click Show From)
3. Enter the recipients email address and then cut and paste the following text into the body of the email:

Thank you for your inquiry into online reporting. To make an online report:

- a. **Click on the hyperlink- [ci.berkeley.ca.us/onlinereport/](https://www.ci.berkeley.ca.us/onlinereport/)**
- b. **Follow the detailed instructions from there. Please do not respond to this email. This mailbox will not accept incoming messages. Please call 510-981-5900 with any questions.**

POLICE DESK/CHANNEL ONE

SCOPE

The function of the Police Dispatcher working the Police Desk (Control), is to provide dispatch services by analyzing, prioritizing, and processing calls, while maintaining radio contact with Field Units. Control's role in regards to officer and citizen safety is pivotal and should always be the highest priority when working this position.

1. Control shall analyze calls for service, determine the appropriate response action, and ensure proper documentation occurs.
 - a. Control shall update the CAD record or incident log, and maintain accurate call narrative or documentation.
 - b. Control shall assign and coordinate responders to incidents based on the nature of the incident, the priority of the incident, and available resources.
 - c. Control shall track and document incident and unit status, and radio activity.
2. Control shall maintain radio contact with Field Units to ensure safe, efficient and effective response to calls for service.
 - a. Control shall consistently identify, analyze, and relay pertinent incident information including call updates, BOLO (Be on the Look-Out) and attempt to locate information.
 - b. Control shall obtain acknowledgement of calls for service from responders, and monitor and acknowledge radio traffic.
 - c. When provided updates from field units, Control shall state the field unit's identifier and *only* repeat or "parrot" information that relates to unit safety, suspect information or changes in unit location when field units are actively assigned to a call.
 - d. Control shall analyze and evaluate all available information in order to identify the potential for escalation of the incident and perform status checks (Rings) to determine scene and responder safety.
 - a. Any want or warrant information documented in the narrative by a call taker shall immediately be relayed to responding units. When want or warrant information is discovered after a unit has arrived on scene shall be relayed using a confidential (10-36) format.
 - e. Control shall analyze and disseminate information to additional responders and resources including, but not limited to, Hazmat teams, Fire and EMS Unit and Mutual Aid Agencies.
 - f. Control shall comply with regulations of the Federal Communications Commission (FCC) that directly apply to public safety radio.
3. Control shall properly apply Agency notification guidelines to daily operations and special events.
4. Control shall coordinate resources with other entities where necessary.
 - a. Control shall properly apply Agency defined mutual or automatic aid procedures and coordinate with other entities as necessary.
 - b. Control shall fulfill their role in ICS, NIMS and state and local emergency operations plans.
5. Control shall identify and relay pertinent shift activities to a relief dispatcher at shift or position change.
6. Control shall coordinate assigned radio channels and/or talk groups.
7. Control shall participate in Agency defined post-incident activities.

FIELD UNIT STATUS/AVAILABILITY

1. Control shall ensure that the CAD status board accurately reflects the location and status of units in the field.
2. All field units shall advise of their status on Channel 1.
3. All field units assigned to calls must **verbally** acknowledge receiving the call. The primary officer will verbally acknowledge the assignment first, using their Unit ID and response status of either, "Copy, 10-4 or enroute or reassign." After the primary unit's acknowledgement, the cover unit(s) will acknowledge using their Unit ID and response status of either, "Copy, 10-4 or enroute or reassign"

ASSIGNING CALLS FOR SERVICE TO FIELD UNITS

1. **When a new Call for Service is received by Control, the location, narrative and CFS type shall be reviewed for accuracy and completeness prior to assignment.**
 - a. Confirm the location is verified or overwritten correctly.
 - b. Control shall relay to responding units any pertinent information that the call taker has received from the reporting party using the **5 W's format (Where, What, When, Weapons, Who)**
 - c. Review the narrative of the call and broadcast information that enhances the safety of responding units and assists in apprehending suspects.
 - d. Control shall begin an assignment by broadcasting the unit identifiers and call type only. After receiving verbal acknowledgment from the units assigned Control will then provide call type, location, and details.
2. **Dispatching Priority 1 & 2 in-progress and just prior calls without complete information:**
 - a. Once the location and the call type have been determined Control will:
 1. Begin assigning units to the call, broadcasting any information available.
 2. Advise responding units that the call taker is attempting to obtain additional information
Example: "1 Adam 4 with 1 Adam 12 and 1 Adam 22 to cover, 211 just prior, West Frontage and University. Still getting further"
 - b. Control shall promptly update responding units as additional information is entered into the call narrative by the call taker.
3. **Self-Dispatching:** Officers may MDT self-dispatch themselves to Priority Zero, Priority 2 cold reports, and any lower priority calls.
 - a. For the purpose of Officer Safety and board accuracy, **officers may not MDT self-dispatch themselves to Priority 1 or in-progress Priority 2 calls.**
 - b. Officers shall verbally inform control whenever MDT self-dispatching is done, for the purpose of providing required cover and maintaining board accuracy.
4. **Calls For Service - Not Ready for Dispatch:** There are several factors which may cause a delay in making a call ready (i.e. attempting to clarify the crime, time element, location or a language barrier). Until the "ready for dispatch" function is activated, Control will not see the call in their pending call for service window.
 - a. Officers seeing a pending call for service not yet broadcast may ask Control for information about the call on Channel 1.
 - b. For the purpose of officer safety, Officers shall not computer self-dispatch or be eb-route until a call is complete and ready for dispatch.

ASSIGNMENT OF CALLS FOR SERVICE

Control will make a reasonable effort to evenly assign calls for service so that the workload is distributed equally among the workforce. Control shall use the procedure outlined as follows:

1. Control will attempt to assign reports to the appropriate beat.
2. Control will use swing units according to their specific assignment. There are numerous options available to field supervisors regarding assignment of swing officers. The swing officer's call sign assigned will dictate assignment (specific geographical areas, citywide or special projects).
3. If the beat officer or a swing unit is not available, other officers from adjoining beats will be assigned, based on the Standard Order of Assignment.
4. Dispatching shall be done via CAD recommendation or Unit beat proximity.
5. A Field Supervisor may reassign a detail in order to best utilize patrol resources.
6. Assignment time limits shall be established by the priority of the Call For Service Type:
 - a. Priority 1 calls: Immediate
 - b. Priority 2 calls: Within 20 minutes
 - c. Priority 3 calls: Within 60 minutes
 - d. Priority 4 calls: Within 90 minutes

COVER ASSIGNMENTS

1. No officer shall knowingly be sent to any call without adequate cover. Control will dispatch the recommended number of units according to CAD recommendation, based on the CFS type and Alert Notifications.
2. When a detail requires a cover unit(s), Control shall assign the units simultaneously.
3. An assigned officer or supervisor may request that additional cover units be assigned.

STANDARD ORDER OF ASSIGNMENT

PRIORITY 1 CALLS

1. Beat officer (or Early Out, when appropriate)
2. Geographic or Citywide swing officer
3. Neighboring Beat Officer
4. Other geographical swing officer
5. Any available Officer
6. Flat broadcast
7. Break or divert officers from lower priority calls.

PRIORITY 2 CALLS –IN PROGRESS OR JUST PRIOR

1. Beat officer (or Early Out, when appropriate)
2. Geographic or Citywide swing officer
3. Neighboring Beat Officer
4. Other geographical swing officer
5. Any available Officer
6. Flat broadcast
7. Break or divert officers from lower priority calls

PRIORITY 2 CALLS- COLD REPORT

1. Beat Officer
 - a. If the beat officer is assigned to a priority 2, 3 or 4 cold report when a pending call's timer expires (20 minutes), attempt to contact the Beat Officer and inform them of a call holding in their beat. You may ask them for an estimated time of availability or if the call should be reassigned
2. Geographic or Citywide Swing Officer
3. Other geographical swing officer
4. Any available Officer

PRIORITY 3 CALLS

1. Beat Officer
 - a. After timer expires (60 minutes), attempt to contact the Beat Officer and inform them of a call holding in their beat. You may ask them for an estimated time of availability or if the call should be reassigned to another officer
2. Geographic or Citywide Swing Officer
3. Other geographic swing officer
4. Any available Officer

PRIORITY 4 CALLS

1. Beat Officer
 - a. After timer expires (90 minutes), attempt to contact the Beat Officer and inform them of a call holding in their beat. You may ask them for an estimated time of availability or if the call should be reassigned to another officer.
2. Other geographical swing officer
3. Any available Officer

EARLY-OUT OFFICERS

The early out officer will be available to respond to calls for service by 0500. The early-out officer will be dispatched to all calls for service as detailed below. At the direction of a field supervisor, Control may hold a call for service. Direction to do so shall be documented in the narrative of the call and shall include who and why the hold was authorized.

1. Early out officers will handle major calls for service that occur between 0500-0600 hours.
2. At the discretion of the Off-going team's Sergeant, the early-out officer may be assigned to take over or relieve off-going officers on major incidents occurring prior to 0500.
3. Early-out officers will be assigned as cover officers as needed.
4. Unless assigned to a Priority 1 or 2 call, early-out officers are expected to attend their team briefings.

HOLDING CALLS FOR SERVICE

All calls for service will be assigned according to the Standard Order of Assignment Policy and within the time limits established by the priority code of the call.

1. Calls for service will not be held for an oncoming team unless dispatch is directed to do so by a Watch Commander, senior sergeant or dispatch supervisor.
2. Holding/Handing calls off due to time of day:
 - a. **Weekend Shifts:** If a call assigned within the last two hours of the shift is complex or extensive in nature, Control will assign the call based the Standard Order of Assignment Policy and Priority code time limits if the oncoming team's early-out officer is not available. Once the early-out officer is available, a field sergeant will determine if the call will remain with the off-going officer as primary or be handed off to the next team.
 - b. **Weekday Shifts:** If a call assigned within the last hour of an off-going team's shift is complex or extensive in nature, Control will attempt to utilize off-going officers as cover units only. If a primary assignment must be made to an off-going officer, a field sergeants will determine if the call will remain with the off-going officer as primary or be handed off to either an oncoming team or overlapping team officer.
3. Any direction to hold or hand off a call for an early-out or oncoming beat officer shall be documented in the narrative of the call and shall include who and why the delay was authorized.
4. Preservation of Available Units: Control will not refrain from dispatching units to calls for service with the sole intention of retaining available units in the City.
 - a. Any direction from a field supervisor to hold calls for the purpose of keeping officers available shall be documented in the narrative of the call and shall include who and why the delay was authorized.

SITUATIONAL DENIAL/LIMITATION OF SERVICE

1. A Field Supervisor may direct the Communications Center not to take priority 2 cold and lower priority calls. Dispatchers will provide a brief explanation to reporting parties as to the reason for the denial or limited service and will advise citizens to call back at a later time to make their report.
 - a. Examples of when a denial of service may be necessary include: Major incidents, Protest/Demonstrations, Catastrophic events, Any event which severely impacts the availability of field units
2. **The Communications Center will not deny service for any Priority 1 or Priority 2 calls in progress or occurring just prior.**
3. Cop Logic will continue to be offered to citizens reporting Priority 2 cold reports that meet the criteria for online reporting.

"CODE 4" ASSIGNMENTS

1. In Progress/ Just Prior Priority 1 and 2 Assignments: Field units must be on scene before advising "Code 4" after which, any cover unit will be cancelled.
2. Priority 2 Cold calls and Lower calls: The primary officer may acknowledge with their designator (unit ID) and advise "Code 4", at which time control will cancel the cover unit(s).
3. Self Initiated Activity: When self-initiating activities (On-views) officers will either advise "code 4" or Control will dispatch the recommended number of units based on the CFS type of the self-initiated activity. The cover officer assigned will continue to respond unless the primary officer advises Code 4.
4. **"I'll advise" and "Code 4 for now" are not acceptable responses and should not be used.**

FLAT BROADCASTS/ BREAKING AND DIVERTING OFFICERS

The term “flat” refers to a situation where the status board shows there are no available units to assign to a call for service.

1. Flat Broadcasts are allowed for Priority 1 or Priority 2 in-progress or just prior calls only, for the purpose of alerting all units of the call.
2. At no time should a call be “flat broadcast” if any units show as available on the status board. If there are some, but not enough available units, Control will broadcast the call by assigning the available units and open dispatching for cover unit(s).
Example: “2a14, 2a16 with 1 unit to break and cover, 245 via knife, 2130 Martin Luther King”
3. If there is not a sufficient voluntary response to the flat broadcast, Control shall break or divert the sufficient number of units to respond to the call. This includes units 10-7, Code 7, 10-19 paper and those assigned to lower priority calls.
4. Field Supervisors may direct Control to reassign cover assignments to other units at their discretion. Any direction to do so shall be documented in the narrative and include who directed the reassignment.

CODE 33’S

1. A Code 33 (Emergency traffic only) may be initiated by field units or Control.
2. If additional information is received after officers arrive on scene that may jeopardize the safety of a first responder or citizen, Control will initiate a “Code 33” and take the appropriate action of relaying the additional information and/or getting a “ring” from officers.
3. Under normal circumstances, Control will dispatch all assignments on Channel 1 for the purpose of Officer Safety and accurate unit status monitoring. When a Code 33 is initiated, the event will remain on Channel 1.
 - a. Normal Channel 1 duties will move to Channel 2, until the event is called “Code 4, Code 34” by a unit on scene. Field units not assigned to the event shall switch to Channel 2 for assignments while monitoring Channel 1.
4. Field units have the option to ask for a Code 33 on Channel 2.
 - a. Control will continue normal operations on Channel 1 and a dispatcher assigned to Channel 2 will assume control of the incident on Channel 2.
 - b. Regular Channel 2 dispatch functions will then be moved to Channel 3 (RB1), until the event is called “Code 4, Code 34” by a unit on scene.
5. Once the incident is called “Code 4, Code 34” normal traffic will resume on all channels.

“THREE TONE ALERT” BROADCASTS

Control will alert all officers of an impending emergency, urgent broadcast, specific crime occurring or having occurred just prior by initiating the “three tone” alert.

1. Control will press and hold the Alert-3 button until 3 audible beeps are transmitted, then announce the following information: “Berkeley Units, a _____ (type of incident) via (if available) In-progress/just prior at _____ (location), still getting further...”
2. Control shall assign the recommended number of units to respond, based on the CFS type beginning with the Unit who will be assigned as primary, followed by the appropriate the cover units, if applicable.
 - a. If the CAD status board does not show enough available units, Control will make the following announcement: “Berkeley Units (# of units needed to meet recommendation) are needed to break and respond to the (type of incident) at (location)”.
 - b. If no unit volunteers to break, the Police Control Dispatcher will break the number of units required to meet the CFS response recommendation.
3. Non-urgent radio traffic shall cease on activation of a three tone alert, and shall not resume until the broadcast is complete.
4. Control will continually update responding officers with priority give to information relative to officer safety, such as weapons, involved vehicles, directions of flight, descriptions and location of involved parties, or changes to the CFS type and/or time element.
5. Officers should monitor radios at all times, at a volume allowing them to receive the three tone alert with the exception when doing so would jeopardize the officer’s personal safety or adversely affect an operational situation.
6. The following CFS types shall be broadcast immediately and shall receive a “three-tone” alert prior to broadcast if:
 - a. Based on the information given by the RP, the crime is in-progress or; occurred less than five minutes prior
 - b. *The Communications Center has received special instructions from a Sergeant or higher rank to do so due to special circumstances (crime series, intel, BOLO, etc.)

- | | | |
|-----------------|---|---|
| • 245 PC | • 220 PC | • 459 |
| • 246 PC | • 261 PC | • 207 or Armed Hostage Situation |
| • 211 PC | • 1199 | • 1071 |
| • 212.5 | • Outside Agency Hot Chases (car and foot) | • Gun |
| • 215 PC | | |

OFFICER NEEDS HELP 11-99

Occasionally, a citizen will call and say that an officer needs help or assistance. You should:

- Immediately determine the location of the officer
- Query the citizen on what is going on
- Enter a call for service (1198 code 3 or 1199) and call out to the Police Radio Dispatcher that an officer needs help
- Keep the caller on the phone until we get there, constantly updating all pertinent information
- Get suspect information
- Weapons involved, etc

Note: If the citizen initially tells you that the officer yelled out for the citizen to call the police, you should immediately determine the location of the officer

- Enter a call for service (1199) and call out to the Police Radio Dispatcher that an officer needs help
- Continue steps listed above

If another police agency calls asking for cover for one of their officers in our jurisdiction, you should:

- Immediately determine the location of the officer
- The code of response (1, 2, or 3)
- What's going on
- Enter a call for service via 1198 activity code
- Find out why the cover is needed
- If it's related to a car stop, get the vehicle description (CYMBL)
- If it's related to a pedestrian stop, get the suspect description (s)
- Keep the other agency on the phone until we arrive

If another agency calls in a car chase into our jurisdiction, you should:

- Get the location
- Direction of travel
- Immediately enter a call for service via "HOT" activity code
- Plug your phone into the jack
- Monitor channel 1 traffic for any questions from responding officers
- Vehicle description
- Speed
- Reason for the chase
- Get your map out
- Keep updating directions of travel until we arrive or the chase leaves our city

If another agency calls in a foot pursuit into our jurisdiction, you should:

- Get the location
- Direction of travel
- Immediately enter a call for service via "FOOT" activity code
- Plug your phone into the jack
- Monitor channel 1 traffic for any questions from responding officers

- Suspect description (s)
- Reason for the chase
- Get your map out
- Keep updating directions of travel until we arrive

FIELD UNIT NON-RESPONSE

If a field units cannot be raised on the air after two attempts on Channel 1, Dispatch shall make a reasonable attempt to locate the unit using the following methods:

1. Attempt to contact the field unit on all radio channels and via the PSB Voicemail
2. Dispatch officers to the last known location
3. Attempt to contact the unit by cell phone.

If these efforts are unsuccessful, the Watch Commander will be notified and will determine what further action will be taken to locate the field unit and ascertain their welfare.

HEIGHTENED OFFICER SAFETY DISPATCH PROTOCOL

At the direction of a Field Supervisor, heightened officer safety field operations may be implemented (i.e. 9 beat configuration, bravo units only, no cancelling of cover prior to arrival, holding of cold calls, etc.) The activation and de-activation of such operations will be made either verbally on Channel 1 or, by MDT or telephone, if necessary.

PATROL CODE 7'S

Every effort will be made to ensure that officers can take Code 7 and/or Sports care. All personnel should be aware that calls must be dispatched within the timeframe established by their priority.

1. Prior to granting Code 7 to an officer, Control will check the CAD status board for any unassigned calls holding in the Officer's beat and determine if the call needs to be dispatched to the Officer prior to Code 7. Priority 1 and 2 calls shall not be held in order to allow an Officer a Code 7.
2. Control will grant Code 7 or Sports Care to a maximum of two officers at a time, per team. A field supervisor has the ability to grant Code 7 to more than two officers after being apprised by Control of call volume, officer availability and any other pertinent information.

RADIO CHANNEL ASSIGNMENTS

To ensure that radio operation is effective and efficient while complying with the rules and regulations set down by the regulating agencies and to acquaint all Berkeley Police personnel with the use of police radios, radio channels and Federal regulations affecting their use these guidelines are established.

Personnel using any available radio channel will follow procedures as outlined:

1. **BPD Channel 1 (BPD 1)** is the primary talk group used by the Berkeley Police Department. The Communications Center will utilize channel 1 to dispatch calls for service to field units. Likewise, field units will broadcast all self-initiated activity on channel 1, except where doing so will hinder the safety of personnel.

- a. When it is determined that there is a need to change channels the selection of a secondary channel should be made after considering the type of incident involved and the constraints upon the secondary channel.
2. **BPD Channel 2 (BPD 2)** is another talk group option to BPD Channel 1, and should be utilized for non-priority radio traffic, such as non-emergency requests by Patrol (case numbers, tows, call backs to alarm companies etc...). BPD Channel 2 becomes the primary frequency during a Code 33 on Channel
3. **BPD Channel 3 (BPD RB1)** is another talk group that is used for non-emergency inquiries on subjects, vehicles and property. When Channel 2 is being used as the main talk group during a Code 33 on Channel 1, then Channel 3 will also be used for non-priority radio traffic, such as non-emergency requests by Patrol.
4. **Specialized Talk Groups:** There are other talk groups used for specialized events, SEU, DD, Parking Enforcement etc. These include **Channel 4 (TAC 1)**, **Channel 5 (TAC 2)**, **Channel 6 (BPD INV 1)**, **Channel 7 (BPD INV 2)**, and **Channel 8 (BPD PRKG)**. These channels are typically not monitored by the Communications Center.
5. **BFD Channel 1 (BER1)** is the primary talk group utilized by Berkeley Fire Department for calls for service. There are other talk groups used by BFD which include: **BFD Channel 2 (BER2)**, **BFD Command 11 & 12**, **BFD TAC 31 & TAC 32**
6. Advanced notification to the Communications Center Manager and Dispatch Supervisors should be made as soon as the scheduled date(s) of a special operation is confirmed. This will allow the opportunity to appropriately staff the Communications Center to best assist those radio users. Upon notification of a special operation, arrangements can be made with the Communications Center Manager to have those channels monitored during their special operation.

FIRE DESK OPERATIONS

SCOPE

The function of a Fire Desk Dispatcher is to provide dispatch services by analyzing, prioritizing, and processing calls while maintaining radio contact with responders to ensure safe, efficient, and effective responses to requests for fire services, in accordance with local, state, and national standards. A fire service dispatcher may receive calls for service by incoming telephone calls, CAD incidents, radio traffic, and other methods.

1. The Fire Desk dispatcher shall be able to analyze radio traffic and calls for service and determine the appropriate response action.
2. The Fire Desk dispatcher shall accurately create and update the CAD record or incident log, and maintain accurate call narrative or documentation.
3. The Fire Desk dispatcher shall determine the nature and priority of incidents and assign available resources accordingly.
4. The Fire Desk dispatcher shall consistently identify, analyze, and relay initial pertinent incident information to field units as appropriate.
 - a. The Fire Desk Dispatcher shall obtain verbal or electronic acknowledgement of calls
 - b. The Fire Desk Dispatcher shall evaluate information and relay updates as appropriate.
 - c. The Fire Desk Dispatcher shall analyze and disseminate information to additional responders and resources including, but not limited to: Hazmat teams, Forest Service, EMS, Law Enforcement, etc.
 - d. The Fire Desk Dispatcher shall monitor and acknowledge radio traffic on assigned channels.
 - e. The Fire Desk dispatcher shall track and document radio activity, incident, and unit status.
 - f. The Fire Desk dispatcher shall analyze and evaluate all available information in order identify the potential for escalation of the incident and perform status checks to determine scene and responder safety.
 - g. The Fire Desk dispatcher shall properly process alarm signal tracking notifications, updates on alarm activity and relay notifications and updates to responding units.
5. The Fire Desk dispatcher shall properly apply Agency notification guidelines to daily operations and special events.
6. The Fire Desk dispatcher shall cooperate with and coordinate resources as follows:
 - a. The Fire Desk dispatcher shall proper apply Agency defined mutual aid procedures.
 - i. The Fire Desk dispatcher shall coordinate assigned radio channels and/or talk groups,
 - ii. The Fire Desk dispatcher shall understand and fulfill their role in ICS, NIMS and state and local emergency operations plans.
 - b. The Fire Desk dispatcher shall participate in all Agency defined post-incident activities.
7. The Fire Desk dispatcher shall identify and relay pertinent shift activities to dispatchers relieving them for breaks, shift change or position change.

8. The Fire Desk Dispatcher shall comply with regulations of the Federal Communications Commission (FCC) that directly apply to public safety radio.

ADDRESSING UNITS ON THE RADIO

1. A standard method for addressing users on the radio shall be strictly adhered to. Communication will begin with the identifier of the unit being called, followed by the phrase “this is” and the identifier of your unit.
 - a. The radio identifier for the Fire Dispatcher shall be “Berkeley” followed by the channel number. On White Fire 1, the Fire Dispatcher shall be “Berkeley Fire White1”.
2. It is critical for units to use the proper identifier when addressing the Fire Dispatcher on the radio, especially when the dispatcher is working more than one channel. This permits the dispatcher to determine which channel the caller is on. Adherence to this procedure will assist the Fire Dispatcher with utilization of two channels simultaneously, such as the dispatch channel and a TAC channel for a multi-unit response.

UNIT TRANSMISSIONS TO THE FIRE DISPATCHER

1. **Unit messages** to the Fire Dispatcher which are of significant length shall be transmitted only after acknowledgement from the Fire Dispatcher.
 - a. When traffic is at a low level and the length of a transmission is short, mobile units may transmit without clearance from the Fire Dispatcher.
 - b. When transmitting without clearance, the officer must not only be conscious of on-going traffic but must also assume responsibility that the message was received by the Fire Dispatcher. If they do not acknowledge the transmission, it should be retransmitted.
 - c. Signing off is done by the unit which initiated the communication giving its unit identifier and the word “Clear”
2. Unit to Unit Transmissions may be utilized whenever it will contribute to increased field efficiency. Before starting transmissions, units shall be alert not to interfere with on-going radio traffic.
3. **Acknowledge Messages.** “Copy” followed by a repeat of (parroting) the message shall be used to confirm that a message was understood.

Example:

Medic 5 “Berkeley 1, M5 is third-up at the Drill Tower”

Fire Dispatcher “Copy, M5 third-up at the Drill Tower”

4. **Portable Radio Identifier—“X”**

To avoid confusion between the apparatus radios and portable radios, portable radio transmissions shall be followed by the identifier “X”.

Example:

E1 Officer: “Berkeley 1 this is E1-X”

FIRE DISPATCH PROCEDURE

1. **Channel Assignment.** Upon receipt of a pending call for service in CAD the Fire Dispatcher shall make a determination of what Command and Tactical Channels (if any) shall be assigned to the incident.
 - a. Three or more resources assigned to an incident shall receive a command and tactical channel.
2. **Pre-Alert.** The Fire Dispatcher shall issue a pre-alert broadcast for the incident on Berkeley Fire 1. The pre-alert is designed to be a rapid announcement to alert field companies of an incident, prior to initiation of paging tones and formal voice dispatch
 - a. All companies shall cease any radio transmissions until the call is dispatched, denoted by the phrase "time-out XX:XX"
 - b. The pre-alert shall consist of:
 - Single Company or Routine Emergency Dispatch**
 - Transmit of 3 tones
 - Announce event type, response district and address or location
 - Full Assignment Dispatch**
 - Single tone (approximately 3 seconds in length)
 - Announce event type, response district and address or location
3. **Recommendation, Ringtown, and Broadcast.** After completing the pre-alert broadcast, the Fire Dispatcher shall review the CAD company recommendation for the incident. The Communications Center may modify the company selection based on additional information or circumstantial factors.
 - a. Upon acceptance of the company selection for dispatch, the Fire Dispatcher shall initiate the dispatch through the CAD. CAD will alert the assigned companies by activating the Comtech ring down paging alert tones.
 - b. Upon completion of the alerting tone sequence, the Communications Center shall broadcast a voice dispatch over Berkeley Fire 1 by transmitting the following information:
 - Company assignment
 - Incident nature
 - Location
 - Cross-street
 - Command and tactical channel(s) assigned (if applicable)
 - Time out
4. **Relaying Information.** Any important information gained by the Communications Center shall be relayed to responding companies on the Command channel. Examples include special access information, life safety hazard, potential rescue, information and response by BPD, or multiple callers.
 - a. When dispatching non-Berkeley Fire resources assigned during the initial dispatch, the Communications Center shall use the terminology "_____ " on order" to indicate that resources from an agency are being requested as part of the assignment. Examples include: CalFIRE, PPlus, Oakland Fire.

- b. **When transmitting event types** during the initial dispatch, the Communications Center shall provide a brief description and essential safety information along with the basic event type, when additional information is known. Examples include, but are not limited to the following:
- "Structure Fire "Apartment on Fire"
 - "Investigation "Smell of Smoke"
 - Hazardous Condition "Wires down"
 - Medical Aid "Shooting"
5. **En Route Acknowledgement** Companies shall go enroute within 60 seconds or less (NFPA, 2016, pp. 11-12). If the Communications Center does not receive an "En Route" acknowledgement within the allotted time, Communications Center shall send the next closest appropriate company and notify the Battalion Chief.
6. **Unit Notifications** Companies dispatched as part of an additional alarm, special request or upgrade of the assignment shall be advised by the Communications Center.
- Examples:
- "Engine 2, Engine 4, Medic 2, Truck 2; 2nd Alarm, Structure Fire....."
- "Truck 5, Engine 5, Battalion 2; Upgrade for Extrication Assignment....."
7. **Descriptors:** When transmitting locations, the Communications Center will provide additional descriptors to the location if the incident involves a commercial occupancy or is in a rural area (Tilden Park). Descriptors for commercial occupancies should be the occupancy name, such as "Peet's Coffee". Descriptors for rural areas include picnic areas, access roads, and mile approximations.
8. **Dispatch Arrival Condition Reports** Initial condition radio reports are required to be immediately voice transmitted on the assigned Command Channel by the first unit arriving on all fires.
- a. Follow-up condition reports should be transmitted on the following types of incidents once information can be determined: Extrication vehicle accidents, rescues, multi-casualty incidents, hazardous materials incidents, BART incidents
- b. Condition reports on routine incidents which assigned companies can handle should be avoided
- c. The Communications Center shall acknowledge and parrot the transmitted size- up and condition reports on Command Channel. This is to insure that all responding companies and command officers hear the report.
9. **Assignment of Command and Tactical Channels to multi-company responses.** A command and tactical channel shall be assigned to the following Call For Service Types: Fire, Extrication Assignment, Freeway Response, Water Rescue, Rescue, Haz-Mat, BART, MRA, any incident involving three or more department resources, or at the request of a company or chief officer
10. **Monitoring.** The Communications Center shall monitor the assigned Command Channel and assumes the designator of the assigned Command Channel.
11. **Acknowledgement:** Responding companies shall acknowledge response on the assigned Command Channel, by transmitting "En Route". If the unit is equipped with an MDC, the response acknowledgement shall be made on the MDC.

- a. First company or chief officer at the scene shall:
 1. Transmit a "condition report"
 2. Establish Incident Command
 3. Announce that they are switching to the assigned tactical channel once Incident Command switches to the tactical channel, the responding resources shall switch to the assigned Tactical Channel.
 4. The Fire Dispatcher will monitor but generally not transmit on the assigned tactical channels.
 5. Once Incident Command has been established, all radio traffic between incident management personnel (IC, Divisions, Groups) and resources operating on the incident shall be conducted on the Tactical Channel.

COMMAND CHANNELS

Command channels shall be assigned by Communications Center for the purpose of communication between the scene Incident Commander and Communications Center. A command channel is assigned during any response that require three (3) or more resources. This channel serves as the unified ordering point and coordination point for the incident.

1. Upon assigning a command channel the Communications Center shall continually monitor the assigned command channel, until such time the incident is "under control" or the Incident Commander releases the assigned channels.
2. The assigned command channel shall serve as the travel channel on multi-company responses until the IC switches to a tactical channel.
3. Any important information gained by the fire dispatcher shall be relayed to responding companies or Incident Commander on the assigned command channel. Examples include: special access information, life safety hazard, victims trapped or any other mission critical information.

TACTICAL CHANNELS

Tactical channels are used for communication between incident command personnel and resources operating on the scene of incidents. They shall be used for the sole purpose of tactical radio traffic and are not intended to be used for IC to dispatch center communication.

1. A tactical channel shall be assigned by the Communications Center to any response that requires three or more resources.
2. On large or complex incidents it may be necessary to assign multiple tactical channels. This shall be requested by the IC to the Communications Center.
3. The assignment of a tactical channel is not necessary for routine incidents such as medical aids, fire alarms, or vehicle accidents without extrication. "Berkeley 2" may be used for routine unit to unit radio traffic.

COVER-IN

1. A unit, which has been moved-up to cover-in at a station, other than its own, shall retain its normal radio identifier. For example: If E7 were to cover-in at station 2 and E4 at Station 5 because of a 2nd alarm, they would maintain their normal identifiers, but they would be dispatched geographically as if they were E2 and E5.
 - a. Those engines covering other stations should be put out of service so they are not moved out of the downtown districts.
2. Request for cover-in by an outside agency shall be made as follows by the Communications Center:
 - a. To request Albany Fire, call Albany dispatch directly.
 - b. All other requests for cover-in shall be routed through Alameda County Regional Emergency Communications Center (ACRECC).

STATUS MODES

1. Companies with MDC's shall utilize the MDC to status themselves unless responding to outside agencies. Outside responses shall be updated via radio. MDC statuses for incident responses include: Enroute, Staging, On Scene, Transport, Arrival at hospital, Available
2. Medic Units shall be assumed to be transporting Code 2 unless the unit specifically advises the Fire Dispatcher that they are transporting Code 3.
3. Once a company is available from an incident, the company shall update their status with the Fire Dispatcher using the following MDC status: In Service, Out of Service, Out of Service Training

DISPATCH ORDER MODEL

The order model for radio communications provides a framework for radio traffic. It assures that messages are understood by providing confirmation. It also provides for effective two-way communication through the use of a standard radio contact format.

1. Communications shall be regulated by the following (order model) procedures. Sender transmits the receivers ID and then the senders ID ("hey you, it's me").

Example:

"Engine 4" (Receiver),
"Truck 2" (Sender)
2. Receiver transmits their ID to indicate that they are ready to receive the message. **"Go ahead" shall not be used.**

Example:

"Engine 4"
Sender re-transmits the receivers ID and then gives the message, in clear text terminology. "Engine 4, report to Division 2....."
3. Receiver will acknowledge receipt of the message by a brief restatement of the message (parroting).

4. The Fire Dispatcher shall acknowledge all communications directed to him/her by a brief restatement of the message. Particular attention shall be given to condition reports, updated condition reports, request for resources and any life safety hazard information.
5. "Copy" shall only be used to acknowledge long, non-emergent messages.

REQUEST CANCELATIONS

Companies ordering the cancelation of other responding companies shall advise the Fire Dispatcher to cancel a specific company or the balance of the assignment. Examples include, "Berkeley 1",

The Fire Dispatcher shall transmit companies to "cancel". When multiple companies are canceled the Fire Dispatcher shall perform a roll call. Example: "All companies responding to San Pablo can cancel, acknowledge on Berkeley 1."

INCIDENT CLOCK

The fire dispatcher shall start an Incident Clock upon the dispatch of structure fire, hazardous materials incident, or when other conditions appears to be time sensitive or dangerous.¹

1. Notification of incident length shall be transmitted to the IC via the Command Channel at 10-minute increments. No acknowledgement is needed, this communication is one-way. The time notification shall serve as notice to the IC of condition present and total length of time lapsed.²
2. It is at the discretion of the IC to transmit the incident length information over the assigned tactical channel.
3. The Incident Clock shall be terminated when incident is declared under control or when the IC requests the termination of the Incident Clock.

GREATER ALARMS

A greater alarm (2nd or /MASRL1-6) can be requested, by the Incident Commander, during the condition report or at any time subsequent to the initial condition report. The paramount objective is to efficiently dispatch and verify greater alarm responses without interfering with tactical communications at the incident. Greater alarm and full assignments dispatch procedures are identical. The verification of the units responding can be via MDT or Verbalized on Berkeley channel-1 to reduce the radio traffic on the tactical channel dedicated to the fire.

1. **Pre alert (notification of companies):** Select the **single tone** for three seconds on Channel 1 and say: **"Upgrading the full assignment at 923 Hilldale Ave to a second alarm."**
2. **Alert (dispatch of companies):** Select the companies due from the run card by clicking on the **Upgrade** button within the CFS located in the unit tab (Veh icon). Press "Dispatch" and units are attached to call. "OR"

¹ NFPA 8.2.4

² NFPA8.2.4.1

- On the Com-Tech FAC, select (All call), **Green Means Go, wait for it!**
- Dispatch the call (in this order) Example:
- Units (s) "E-7,E-4,E-1, T-2, M-1
- Call Type 2nd Alarm Structure Fire;
- Location/address 923 Hilldale Ave, 9-2-3-Hilldale Ave
- Cross Streets Cross Streets Billie Jean Path / Poppy LN
- Respond on **"Respond on Command (11/12) Tac Channel (31.51.32.52) assigned"**
- Time Out Time Out (current time) Hours"

The Fire Dispatcher will advise BC2 that the 2nd Alarm companies are responding only after companies response have been confirmed via CAD or the company (s) has given verbal notification. For that company (s) who status does not show enroute via CAD or has not given verbal notification the dispatcher will attempt verification via radio and/or by calling the station. If both attempts fail the dispatcher shall notify the BC2 and send the next due company

Example: Dispatcher advises BC2 that 2nd Alarm companies are responding on Berkeley Command (11/12)

Dispatcher: "BC2, all companies are responding to the 2nd Alarm at 923 Hilldale Ave"

Example: Dispatcher unable to verify Engine 7's response to the assignment

Dispatcher: "BC2, all companies are responding to the 2nd Alarm at 923 Hilldale Ave, less Engine 7. No response from Engine 7 via radio or landline. Sending next due engine."

3. **2nd alarm protocol.** When the fire desk dispatcher acknowledges a 2nd alarm request he/she shall assign another dispatcher to dispatch the 2nd alarm.
4. **Simultaneous full assignments.** When simultaneous full assignments are dispatched, each assignment shall respond on a separate tactical channel. The initial full assignment shall respond on initial Command Channel assigned and Tactical Channels assigned and subsequent full assignments shall respond on the next available Tactical Channel.

Example: Units are working a fire at 2110 Center St. on Berkeley 2. A second structure fire is reported at 2375 Telegraph Ave. You follow the same dispatch procedure for a full assignment, but you will announce that this is a second structure fire.
5. **Wildland fire plan mutual response agreement with neighboring agencies.** This plan addresses agreements with neighboring fire agencies to provide rapid and direct "Mutual Response" during the fire season or other periods of critical fire weather. The plan identifies seven (7) areas known as Mutual Response Areas (MRA). During the declared "Fire Season" or during periods of critical fire weather any report of a fire in the designated MRA Areas will receive a joint response. The 7 areas are identified as follows:
 1. NORTH BERKELEY MRA
 2. CENTRAL BERKELEY MRA
 3. SOUTH BERKELEY MRA
 4. PANORAMIC MRA
 5. OAKLAND MRA

6. EBRP MRA
7. SAN PABLO RIDGE MRA
8. MORAGA-ORINDA MRA

It is understood that all fire units responding to a MRA will follow the principles of the Incident Command System (ICS). The basic concept is for all responding units to operate under a single "Command" structure. The final supervision of the incident will be handled by the jurisdictional department, including investigation, reports, etc.

6. **MRA radio response.** EACH AGENCY WILL FIRST VERIFY THEIR RESPONSE ON THEIR OWN RADIO FREQUENCY PRIOR TO SWITCHING TO CDF-TAC2
 1. Berkeley units will verify response to Berkeley Fire Channel 1 then switch to CDF-TAC2
 2. The Communications Center will retain channel priority on Berkeley 1.
 3. Because the Communication Center does not have the ability to capability to monitor CDF-TAC2, the responding Battalion Chief (BC2) will monitor both CDF-TAC2 AND Berkeley Fire Channel 1 for the duration of the incident.
 4. When the incident is terminated the Battalion Chief will advise units to return in-service once their assignment is complete.
 5. Fire companies will return to Berkeley Channel 1 and advise the Communications Center of their in-service status on Berkeley Channel 1.

5150 TRANSPORT POLICY

BPD & Mental Health units must follow the BFD Guidelines and medical criteria attached for 5150 calls requiring a MED2/5150 transport.

BFD Must respond 1st for a 5150 call if the following applies:

1. Patient is 65yrs or older
2. Violent/Code 3 response needed for the 5150
3. Children 11yrs or younger—they have to be transported to Children’s Hospital
4. Medical Clearance is needed
5. Self-Committal (they are not on a 5150 hold/ they are going voluntarily)

To call PPLUS directly for a 5150/MED2 transport when requested, the incident must meet the following criteria (ex: when we called AMR directly)

1. Patient is 12-64yrs of age
2. No Medical treatment needed

ALSO NOTE: Calls for a 5150 transport from BART PD, UCPD, CHP ETC, shall follow the same guidelines as stated above. **DO NOT tell these agencies to call PPLUS themselves as BFD handles their EMS services.**

RESPONSIBILITIES

1. Query, Enter, Modify, Update, Cancel of records, as necessary
2. Fully complete Telecommunications Log on all inquiries
3. Monitor and respond to all radio transmissions on Channel 3
4. Filing/record keeping and validation of DOJ records for BPD
5. Knowledge of DOJ procedures, systems and reference materials.
6. Primarily responsible for answering and processing requests received on the Channel 3 or the RB1 telephone lines.
7. Answer and process requests received on other radio channels/phone lines as needed.

SECURITY

1. RB1 operators have a responsibility to maintain confidentiality at all times. Dissemination of information to officers is regulated by DOJ and defined by department policy. Misuse of confidential records not only violates department policy but also is against the law. The following are laws relating to CLETS files:
 - a) 502 PC; Theft, destruction, falsification, removal of in-house computer information
 - b) 11076 PC; Dissemination of authorized agencies
 - c) 11078 PC; Listing of agencies to whom information can be released or communicated
 - d) 11142 PC; Authorized person furnishing records or information to an unauthorized person
2. ***Any information accessed through the CLETS system is not for public release.***
3. We provide information for Berkeley Police officers; other agencies have their own access and should not be calling for our records. Note: UCPD will call on their direct line with questions, and this is acceptable - they have a different switch than we do and their down times are different than ours.

DEMONSTRATION OR DISPLAY OF RECORDS

1. Actual ("live") records are not to be used for training or demonstration purposes. Most of the systems in CJIS offer a Test Message Program. This program allows you to perform all of the functions of a system without jeopardizing "live" records. For information on how to use the Test Message Program, refer to the section on TEST MESSAGES FOR ON-LINE TRAINING where examples of test message formats are shown for each of the different systems.
2. **Note:** Access is defined as the ability to hear or view any information provided through the CLETS.
3. Once information from the CLETS is in the law enforcement or criminal justice agency's network, the agency is directly responsible for maintaining the security and integrity of the data. Any secondary dissemination of the data must be secure and available only to those who are authorized to receive the data. The law enforcement or criminal justice agency must comply with the policies and regulations associated with the release of that data.

CONFIDENTIALITY OF INFORMATION FROM THE CLETS DATABASE

1. Only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS terminal. Any information from the CLETS is confidential and for official use only.
2. Information from the CLETS is on a "right-to-know" and "need-to-know" basis.
3. Authorized personnel shall not inquire into their own record or have someone inquire for them.
4. Accessing and/or releasing information from the CLETS for non-law enforcement purposes is prohibited, unless otherwise mandated, and is subject to administrative action and/or criminal prosecution.
5. The CLETS terminals and information from the CLETS must remain secure from unauthorized access.
6. Information from the CLETS may be faxed from one secure location to another secure location. Both the agency faxing the information and the agency receiving the information are responsible for its security.
7. All information from the CLETS must be stored in a secure and confidential file.
8. When an agency determines information from the CLETS is no longer needed, the data and/or systems records shall be securely disposed of to prevent access by unauthorized personnel. Such disposal shall include a method sufficient to preclude recognition or reconstruction of data and verification that the procedures were successfully completed. Disposal methods must meet the requirements stated in PPP (Policies, Practices and Procedures) Section 1.9.11.
9. Information received from a CLETS terminal must be maintained separately from non-law enforcement information.
10. Terminals must be away from public view with a log on/log off, password process in place.
11. A unique password must be assigned to each CLETS user and must meet the requirements stated in PPP section 1.9.8
12. Secondary dissemination and remote access to information from the CLETS using communications media (including the Internet) is allowed when a minimum set of administrative and technical requirements that include encryption and firewall requirements as specified in PPP sections 1.9.6 and 1.9.9 is met.

LAWS, POLICIES AND RAMIFICATIONS

The use of any CLETS provided information for other than official business may be a violation of Penal Code Sections 182.1, 502, 11140-11143, 13301-13304 and California Vehicle Code 1808.45

The use of CLETS for other than official law enforcement purposes may result with the employing agency seeking dismissal and/or prosecution of the employee.

1. In order to maintain the integrity of CLETS and to ensure the security of information received and transmitted by use of the system, the following policies shall be adhered to:
 - a. Reasonable measures shall be taken to locate equipment in a secure area to provide protection from vandalism or sabotage and to preclude access by other than authorized personnel.
 - b. Mobile digital terminals (MDTs), cellular phones, and/or radios may be allowed access to the DOJ criminal history information. Details of summary criminal history may be transmitted via MDT, cellular phones, and/or radio when a peace officer determines **there is reasonable cause to believe the immediate safety of the officer and/or the public is at significant risk.**
 - c. Each agency shall ensure the length of such transmissions from the agency to the officer does not create a potential safety hazard to the officer. **The use of such transmissions and the method of transmission shall be at the discretion of the local agency.** Agencies will be responsible for training officers using the MDT's when making requests for criminal history information. **Furthermore, the agency must keep an audit trail (RB1 Log) with justification of the need to know for each inquiry seeking summary criminal history information and any subsequent third party dissemination of that information.**
2. The Department of Justice conducts routine audits to ensure that criminal offender record information is used correctly. It obtains a computer printout of requests made at the agency during a specific time frame, obtains copies of the rap sheets, and verifies that the requests were made in connection with criminal investigations.
3. If misuse is discovered, it shall be brought to the administrator's attention. The Department of Justice requests that disciplinary action be taken and that DOJ be notified of the type of discipline. If the misuse is severe in nature, authorized persons or agencies may lose direct access to the criminal offender information maintained by the California Department of Justice.

DATABASE TRAINING

Training in message formats for access to information in the Criminal Justice Information System (CJIS) databases, National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicles (DMV), and Oregon Law Enforcement Data System (LEDS) is the responsibility of the Department of Justice. Training will be accomplished according to the following:

It is the responsibility of all city, county, state, and federal agencies that use information supplied via CLETS to participate in the Department of Justice's training programs to ensure that all personnel (i.e. terminal operators, peace officers, investigators, clerical, agency management/supervisors, etc.) are trained in the operation, policies, and procedures of each file that is accessed or updated. Training shall be provided only by the Department of Justice's Field Operations Program training staff or another certified CLETS/NCIC trainer.

Specifically, the training requirements are as follows:

1. The Telecomm Classroom Instructor will train, functionally test, and affirm the proficiency of all Dispatch Trainees in order to ensure compliance with CLETS/NCIC policies and regulations. This is accomplished by:
 - A. The trainee shall complete the CLETS/NCIC Telecommunications (Full Access) workbook.
 - B. The trainee must receive a passing score before being placed in the Telecomm floor training phase.
2. Biennially, the Communications Center Supervisor assigned oversight of Telecomm Operations shall provide functional retesting, and reaffirm the proficiency of all terminal (equipment) operators (full access/less than full access) in order to ensure compliance with CLETS/NCIC policies and regulations.
 - A. Every Department employee with either full, or less than full access shall complete the appropriate CLETS/NCIC Telecommunications. Proficiency will be determined by the trainee's ability to receive a passing score.

STANDARD OPERATING PROCEDURES

ABANDONED AUTOMOBILES (1124) WORK FLOW

ENTERING AN ABANDONED AUTO CALL FOR SERVICE

1. Create a NEW call for service (call type 1124)
2. Take info regarding the call as normal (location, RP info, details)
3. Add the auto to the vehicles tab as a Global Vehicle
 - a. VEHICLE ROLE= ABANDONED
 - b. Click the GLOBAL VEHICLE button. Enter the license plate number and search for the vehicle.
 - i. If it currently exists in Records, use that vehicle record (update any new info on the Global Vehicle record
 - ii. If not, click NEW and create a new vehicle (*must have either a FULL license plate or a VIN to create a new Global Vehicle*)
 - c. If the RP cannot provide either a full license plate or a VIN, note the info in the call Narrative.
 - d. Save the vehicle entry
4. Manually assign an incident number
 - a. ORI = CA0010300
 - b. INCIDENT TYPE= 1124
5. Clear the call

NOTE: do not enter a disposition. An 1124 call without a disposition is what triggers the vehicle to display on the daily report. Adding a disposition drops the vehicle from the list.

ORDERING A TOW FOR AN ABANDONED AUTO

1. Conduct a Cleared Call Search for the Incident Number
2. Reactivate the CFS (choose "Follow up" for the reason)
3. Open the CFS and order a tow using the SV Rotation
4. Clear the call and enter a disposition of "TOW"

POINTS OF EMPHASIS

- Always search for the Global Vehicle first and use it; we want to avoid creating duplicate jackets
- Update Global Vehicles records with new any new information whenever possible: make, model, model year, color, etc.
- Do your best to obtain a license plate (or VIN) from the reporting party. Entering vague vehicle info into the call narrative should be at last resort. The daily abandoned auto report displays global vehicle information. Without it, nothing will print on the report and the traffic staff must do additional research to locate the information.

ALARMS

General: There are two classifications of residential/commercial alarms, each requiring a different type of response: audible alarms (usually intrusion/burglar alarms) and silent alarms (usually panic, robbery, or duress alarms). Alarms are typically called in by private alarm monitoring companies on our 7 digit emergency lines. Citizens may also call reporting alarms that they can hear nearby.

Silent panic/robbery alarms (1033S) are Priority 1 calls, these include bank tracker alarms from Pronet (1033T) and ESP (1033G).

Audible intrusion alarms (1033A) are Priority 3 calls unless there is some kind of verification of the validity of the alarm. Verification can be done by either audio or video feedback from inside the premise that indicates some criminal activity, or on site by a responder, security or citizen that witnesses suspicious activity, i.e. broken glass, forced entry, or suspicious persons or vehicles in the area. A verified alarm would be upgraded to a higher priority activity code such as 459.

Vehicle alarms are classified as a 415e unless there are other factors that verify a crime has occurred. Once an officer has responded to a vehicle alarm and found it to be ringing continuously for 20 minutes, he/she can tow the vehicle per 22651.5(a) CVC.

Fire alarms are always audible and are Priority 1 calls. They are entered as residential (FA-RES) or commercial (FA-COM).

Call taker should obtain the following information and record it into the CAD call:

1. The type of alarm.
2. Address of the alarm; and Name of the business, if commercial;
3. Alarm company/RP name and call back number;
4. If the alarm is silent or audible;
5. What area the alarm covers or how it was activated;
6. The premise phone number and if residential last name of resident;
7. If an intrusion alarm, if there is any verification of the validity of the alarm.
8. If a vehicle alarm, description of the vehicle including license plate if possible.
9. Responder name, eta and vehicle description, if available.

Radio

Alarms are dispatched as a 2 unit response. When Officers respond to alarms from a financial institution that is open or during business hours they will ask for a call to be placed into the bank. The purpose of the call is to determine the validity of the alarm. If it was a false alarm, an employee will be asked to exit the building to speak with the officers and the clothing description of that employee should be broadcast.

A 1033T or 1033G activation occurs when money is taken in a bank robbery. The alarm activation is then tracked by radio frequency or gps. Dispatchers will receive updates on direction of flight via the Pronet monitor or the ESP link on the computer. This information should then be broadcast to the officers in the field.

If the alarm company receives verification (proper code) from the business or homeowner that the alarm is false, they will re-contact the dispatch center with this information. Document this information in the CAD call. If an officer has been dispatched advise the responding officer that he/she may cancel the response.

Fire Alarms are dispatched according to the protocols outlined in the Fire Training Manual. If the alarm company re-contacts the dispatcher to cancel a Fire Alarm, update the responding companies. The Engine Officer will make the decision to cancel or continue through to the call.

ASSAULT

General: An assault occurs when someone intentionally, knowingly or recklessly causes injury to another party. Ascertain quickly if an ambulance is needed. If an ambulance is needed create an additional medical call for Fire indicating that the scene is not secure and the nature of the injury.

Call taker should obtain the following information and record it into the CAD call:

- Address/location of occurrence
- Time element
- Weapon
- Suspect information and direction of flight
- Injuries
- Drugs or alcohol involved
- Children present or not
- RP information, contact or not
- If the call is in-progress and the caller is not in danger, keep them on the line. If this is not feasible, have the caller keep an open line as this may assist in getting further information.

Check alerts and prior calls for the address and the subjects involved

Classifications	Priority
245 (in progress)	1
245 (cold report)	2

Radio

In- progress is defined as: occurred within fifteen minutes of the call, or if it is possible the suspect(s) is still in the area.

In progress – required

- Dispatch the call in accordance with Lexipol policy 316.
- Tone alert the call
- Assign at least 2 units
- Update units with appropriate information in a timely manner

In progress – recommended

- Locate the incident on your map
 - Determine potential perimeter spots
 - Addresses that backup to the scene

DOMESTIC VIOLENCE CALLS

General: The safety of domestic violence victims, whether the threat of violence is immediate or remote, should be of primary concern, and calls reporting threatened, imminent, or ongoing domestic violence, and the violation of any protection order, including orders issued pursuant to Penal Code §136.2, and restraining orders, shall be ranked among the highest priority calls. Penal Code §13702 requires law enforcement agencies to implement written policies and standards for dispatchers.

Call taker should process calls for service as follows:

1. The dispatcher, when warranted, shall give a domestic violence incident call the same priority as any other life threatening calls and should, whenever possible, dispatch two officers to the scene.
2. While speaking with a victim of domestic violence the call taker shall not discuss the victim's desire to "press charges" or "prosecute." Any comment or statement which suggests placing responsibility for enforcement action with the victim is inappropriate.
3. During the initial call for assistance, the call taker should attempt to obtain the following information:
 - a. Is the suspect under the influence of drugs or alcohol? If yes, what substance?
 - b. Are children present?
 - c. Have the police been to this address before? If yes, how many times?
 - d. Does the victim have a current restraining order?
 - i. Call takers are not required to verify the validity of the protective order before responding to the request for assistance

CALLS FOR SERVICE RELATED TO ENCAMPMENTS

GENERAL

The presence of an established encampment should be treated differently than the report of a crime, as it requires broader resources across several departments, as opposed to a “simple” patrol response. It’s vitally important that we respond to these calls consistently, with respect and professionalism, from call intake at the Comm Center or Front Counter, all the way to engagement with community members in the field.

CALL TAKER

1. *If the call or comment is regarding the presence of and issues related to the existence of an established encampment BPD staff should:*
 - a. **Refer the reporting party to 3-1-1, Berkeley’s Customer Service Center, where the party may register their complaint or concern; and**
 - b. **Explain that:**
 - i. *The 3-1-1 Center gathers and reports encampment-related complaints to the City Manager’s Office, and*
 - ii. *Removal of established encampments requires significant resources from several departments, including a large number of police personnel, and is coordinated through the City Manager’s office.*

2. *If the report is regarding a crime, fire or medical issue regardless of whether the suspect appears to be homeless, or part of an established encampment, BPD staff shall take action as follows:*
 - a. *Officers in the field shall respond to reports as they would with any “flag-down” report of an in-progress/just prior crime.*
 - b. *Dispatchers shall enter calls for service as they would with any crime report, and dispatch accordingly.*
 - c. **As always, community members seeking guidance on when to call BPD should be advised to call 9-1-1 (for an emergency), or 981-5900 (non-emergency).**

3. Callers reporting resident(s) of Berkeley or Albany who appear to be experiencing homelessness, vulnerable or in need of services, or individuals who express a desire for services may be referred to the City’s HOTT team at 510-981-5273 or HOTT@cityofberkeley.info

GUN

General: Calls that shall be classified as a GUN:

- RP confirms seeing someone with a handgun or rifle and can give credible information
- 417 with a gun when suspect is still on scene

Call taker should obtain the following information and record it into the CAD call:

- Address/location of occurrence
- If known, name and DOB of person with the gun.
- Description of the person with the gun.
- Description of the gun.
- Description of the suspect vehicle.
- When the person with the gun was last seen.
- What the threat was.
- Any injuries.

Radio

Control shall immediately dispatch the GUN call by putting out a tone alert and assigning 3 units to the call. When units go 10-97 and make contact with the responsible, Control shall give the channel a code 33.

HIT AND RUN

General: Hit and run is defined as leaving the scene of a vehicle accident resulting in injury or property damage without exchanging or leaving the driver's information, VC 20001 and 20002 respectively. Drivers are required by law, to show drivers licenses, vehicle registration cards, evidence of financial responsibility, and current address to the other drivers or persons involved, or to any peace officer. Evidence of financial responsibility is usually an insurance company name and policy number.

Call taker should obtain the following information and record it into the CAD call:

1. Location of the accident and how long ago it occurred.
2. If there are any injuries;
3. RP's name, phone number, current location and vehicle description;
4. Suspect vehicle description, including any possible damage or other identifying characteristics;
5. Suspect vehicle direction of flight;
6. Suspect description.

Classifications	Priority
20001 In progress	1
20001 Cold report	3
20002 In progress	2
20002 Cold report	3

Note: The victim vehicle needs to remain in Berkeley so the damage can be verified by the responding officer. If the caller provides the license plate number of the suspect vehicle, run the plate and update the call for service.

Radio

In progress Dispatch 2 units.

IDENTITY THEFT

General: Identity theft is defined as a person who willfully obtains personal identifying information of another person, and uses that information for any unlawful purpose, including obtaining, or attempting to obtain, credit, goods, services, real property, or medical information without the consent of that person. Reports will be taken from any victim who resides in Berkeley when the crime occurred, regardless of where it occurred.

Call taker should obtain the following information and record it into the CAD call:

1. Address of occurrence (if occurred in Berkeley) or Victim's Berkeley address.
2. RP contact information
3. What happened
4. Suspect information?
 - Cold reports that occurred in Berkeley with suspect information will be entered for patrol response.
 - Online reporting should be offered to victims making cold reports with no suspect information.

MISSING PERSONS - 1057

General: Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law. It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance. *All missing persons reports shall be accepted regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code 14205)*

Call taker should obtain the following information and record it into the CAD call:

1. Address/location of occurrence
2. Time lapse
3. Missing person's name, dob and description
4. Does the missing person have any medical or psychological problems
5. Any associated vehicle
6. RP contact information

Radio

- Assign 2 units if the Missing Person is at risk and it is believed that they may be in the area.
- If the person reported missing is under 16 years of age, or if there is evidence that the missing person is at risk, a "Be On the Look-Out" (BOLO) bulletin shall be broadcast to on-duty personnel without delay.
- Any missing person investigation involving the following circumstances shall require the immediate notification of the on-duty **Watch Commander, or in his/her absence the Duty Command Officer.**
 - (a) The missing juvenile is under 12 years of age; or
 - (b) Where foul play is suspected, regardless of age.

Telecommunications/RB1

Entry

- Enter the missing person into the Automated Warrant System (AWS)/Missing Unidentified Persons System (MUPS)
- If applicable enter in any additional information that was provided by the officer for entry.

Removal

- When notified by teletype that missing person has been located by another agency, remove the person from AWS/MUPS (clear the entry) and route copies of the locate to Homicide and Records.
- When a Berkeley Officer receives notification that a missing person has been located, he/she may call dispatch and request that the missing person be removed from AWS/MUPS. In this event remove the person from AWS/MUPS and route copies of the locate to Homicide and Records.
- If a Reporting Party calls dispatch and reports that a missing person has returned, generate a new call for service, and reference the original case number in the call. Once an Officer has verified that the missing person has returned he/she will write a supplemental report and request that the missing person be removed from AWS/MUPS. Once this had been done remove the person from AWS/MUPS and route copies of the locate to Homicide and Records.
-

INCORRIGIBLE RUNAWAY JUVENILE - 601

General: *All missing persons reports shall be accepted regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code 14205).*

Call taker should obtain the following information and record it into the CAD call:

1. Address/location of occurrence;
2. Time lapse
3. Runaway juvenile's name, dob, and description
4. Possible location the juvenile may go to
5. Does the runaway juvenile have any medical or psychological problems
6. Any associated vehicle
7. RP contact information

Radio and Procedure for entry and removal are the same as noted above for Missing Persons.

TRACKING OF STOLEN CELL PHONES & ELECTRONICS

General: Calls related to tracking lost or stolen items via GPS tracking.

Call taker should obtain the following information and record it into the CAD call:

- Location where electronic device was tracked to.
- RP contact information.
- Has a theft report already been made? Was the device taken in a robbery?
- Suspect information?

Original theft occurred in Berkeley:

If a report has already been made, enter the call as an in progress 484 and cross reference the original incident.

If a report has not been made, enter as an in progress 484 for an officer to take report and make contact to recover loss.

Original theft occurred outside Berkeley jurisdiction:

If a report has already been made, enter the call as an Outaid.

If a report has not been made, enter a 10-62b for units to standby while victim attempts to recover the loss.

If the device was taken in a robbery (regardless of jurisdiction) enter the call as an in progress 211 and immediately notify the Watch Commander or Patrol Sergeant

RADIO

Regardless of the call type, at least two units will be dispatched.

REASSIGNMENT CARD SYSTEM

SCOPE

The Reassignment Card System is the process by which the Communications Center will fill unexpected staffing vacancies as well as to provide dispatchers a means to change their shift after the timesheets are established when certain vacancies occur.

PROCEDURE

While the Reassignment Card System is based solely on seniority, in cases of extreme exigency, a non-seniority based reassignment may be considered after consultation with the Communications Center Manager, the affected employee's supervisor, and SEIU 1021 Union Representatives.

Immediately after the annual timesheets are posted, every dispatcher who has completed the training program will be afforded the opportunity to fill out two reassignment cards requesting transfer to other shifts as openings become available. Reassignment cards must be received no later than 6 weeks before the start of a timesheet. This timeline may be adjusted by the Communications Center Manager's provided that all dispatchers received ample notice of the date change.

From the time the annual shift signup is distributed, to the start of the first (March) timesheet, cards received will be ranked according to dispatcher's seniority. All cards received after the start of the timesheet (regardless of seniority ranking) shall be date and time stamped and shall be placed behind any cards received prior to the start of the timesheet.

Upon determining that openings need to be filled, the Communications Center Manager will utilize the card system to fill them. The decision as to whether a vacancy has, in fact, been created remains at the discretion of the Communications Manager, but will be based largely on:

1. The medical opinion of the dispatcher's treating physician, if applicable.
2. The amount of time remaining in the timesheet.
3. The needs of the Department and membership to maintain adequate staffing.

The following rules also apply:

1. Cards will remain in effect until the end of the third (November) timesheet, or until removed (by a completed transfer, or at the dispatcher's request).
2. Prior to the start of the timesheet, dispatcher's completing reassignment cards shall submit them (via e-mail) to the assigned Supervisor.
3. After the start of the timesheet of the calendar year, all new cards submitted must be submitted to the assigned Supervisor via email for date and time stamping.
4. Dispatchers may, at any time during the year, change their reassignment cards(s). The old card will be discarded. The new card, reflecting the change, will be date and time stamped and placed in the back of the stack. **No more than three active cards per dispatcher may be on file at any time.**

5. When a reassignment card is used to **fill** a vacancy, it is removed from the stack and filed. A dispatcher, who has made a card move, may not complete a new card for the duration of that timesheet.
6. A dispatcher will be asked if he/she wishes to move prior to honoring the card request if the dispatcher chooses not to move, the card request will be discarded.

Filling a vacancy may involve honoring several dispatcher's card requests. Once a permanent card move is made, it is final. (See exception for temporary card moves under #2 below).

1. In the event that more than one dispatcher's reassignment cards come up during the same adjustment, only one card can be used. This will allow more dispatchers an opportunity to move, utilizing the card system.

Example #1- Both a Mid shift and a night shift are available at the exact same time and one person was the senior person for both of those shifts, then the senior dispatcher would choose their shift and the second most senior dispatcher would get the second choice.

2. If there is a temporary vacancy, the Communications Center Manager may offer a temporary reassignment card move that would be reversed by the return of the employee that created the temporary vacancy. This situation could occur when an employee is placed on modified duty or off-duty status for an extended amount of time due to injury or illness, or administrative leave. The card of the dispatcher who accepted the temporary reassignment is not discarded and is returned to its previous position at the end of the temporary assignment.

3. Regardless of the type of card move an employee makes, efforts will be made to accommodate that employees pre-selected vacation choices. **There is no guarantee that these choices will be honored when moving from one team/shift to another.** The Communications Center Manager will determine whether the vacation choices will be honored before the move is finalized.

Example #2- Dispatcher A, who works day shift is injured and unable to perform their normal duties. Dispatcher B works nights but has a reassignment card on file to go to day shift. Dispatcher C works swing shift and also has a reassignment card on file to go to day shift. The Communications manager offers Dispatcher B a temporary reassignment card transfer to day shift because he is senior to Dispatcher C. Dispatcher B does not accept the temporary transfer, so Dispatcher C is asked. Dispatcher C also refuses, so the temporary vacancy would be filled by either a trainee recently or eminently completing training, or by posting of overtime.

Example #3- Dispatcher A is promoted to Supervisor from Day shift, creating an opening. The Communications Manager determines that a permanent vacancy has been created. Both Dispatcher B and C have reassignment cards on file for Day shift, and both are currently on Swing shift. Dispatcher B is senior to Dispatcher C, and is offered a reassignment to Day shift through the end of third timesheet, but chooses not to take the transfer, as all of his/her vacation selections will not be available. Dispatcher C is offered the reassignment to Day shift and accepts the offer. This creates a permanent vacancy on Swing shift. The reassignment cards will be utilized again. If no one accepts the reassignment transfer the vacancy would be filled by either a trainee recently or eminently completing the training program, or by the posting of overtime.

COMMUNICATIONS CENTER FLOOR RULES AND EXPECTATIONS

REPORTING FOR DUTY

All personnel will report for duty prior to the start time of their shift and be prepared to relieve off going personnel or attend their team briefing. Food/beverage preparation/pick-up, moving of vehicles, locker room or outside department activities are not permitted during the first 30 minutes of a shift.

RELEASE FROM DUTY

Off-going personnel will not leave the Communications Center prior to a Supervisor or Actor's verbal advisement that they are released from duty. The advisement shall not occur prior to the Supervisor or Actor confirming all personnel scheduled to work the on-coming shift are present or accounted for.

DRESS CODE

When "Free Dress" is granted to Communications Center personnel, employees are given the option to report for duty on a "free dress" day, in non-uniform attire. Whenever the free-dress option is utilized, employees must report for duty in attire that is suitable for a professional workplace (i.e. Business Casual), as defined below.

The following items shall be considered suitable attire:

- Sweaters/cardigans
- Button down shirts, polo shirts and blouses
- Slacks, Dockers (Khakis), Skirts/dresses-- no more than 1 inch above the knee, or longer
- Peep-toe shoes, Close toe shoes, loafers, boots
- Athletic/tennis shoes
- Denim clothing (no tears, rips, cuts, holes where skin is exposed beneath)
- Athletic wear: only Sweatshirts, Hoodies, T-shirts, sweat pants displaying Dispatcher or First Responder (POLICE/FIRE) Logos

The following items shall not be considered suitable attire:

- Spaghetti strap or Tank tops
- Undershirts
- Revealing or sheer clothing that exposes the bosom, back or midriff
- Flip-flops, thongs or open-toe sandals
- Shorts
- Tight fitting spandex or lycra (leggings, Jeggings, workout attire) unless covered by tunics, sweaters or dresses 2 inches above the knee or longer
- Athletic Wear/sweats (other than described above)
- Beach Wear
- Clothing bearing sexually suggestive or profane symbols

CONDUCT

1. Work together as one team. Offer support and assistance to your teammates whenever necessary.
2. Be respectful and professional at all times and refrain from the use of inappropriate tone of voice, volume or language
3. Be kind to one another and treat others as you wish to be treated.
4. Due to the critical mission of the Communications Center, the noise level on the floor must be kept to a minimum in order to foster concentration to duties and the ability to hear all radio and phone transmissions. Unless conveying mission critical information, refrain from yelling or conversing “across the floor” or directly behind a dispatcher not involved in the conversation.
5. Sleeping is never allowed on the Communications Center floor. Employees wishing to rest on their lunch or break shall do so only in areas where permitted.

PERSONAL MEDIA DEVICES ON THE FLOOR

Cellphones: Cellphones must be on silent or vibrate mode and out of sight. Personal cellphone conversations are not allowed on the floor. If you receive an urgent call that you must answer, notify the Supervisor or Actor and request permission to leave the floor.

Do not leave the floor without notifying someone and receiving acknowledgement. Unexpected absence from the floor negatively impacts your team. Keep your call brief and return to the floor as quickly as possible.

Texting: While on the floor, text notifications should be on vibrate and continual text conversations are not allowed.

Headphones: Headphones not used in the course of employment are not allowed on the floor. No exceptions.

Television: Whenever the television is on, the volume should be off and closed captioning should be used. The only exception would be television broadcast directly and currently affecting the City of Berkeley

Personal Media Devices: Electronic reading devices are permitted but may not be used to view streaming media.

CODE 7/BREAK SCHEDULE

At the beginning of each shift, the Supervisor or Actor shall distribute a break/lunch sign-up schedule. All personnel will adhere to their designated time, unless a major in-progress incident necessitates postponing breaks/lunches.

Please refrain from scheduling off-site appointments on your code 7 or breaks. A delay in return may negatively impact your team. Whenever an appointment is absolutely necessary, notify the Supervisor or Actor when signing up for your code 7/breaks.

FOOD PREPARATION/RETRIEVAL/PICK-UP (INCLUDING PSB KITCHEN, RESTAURANT)

1. Cannot negatively impact minimum floor staffing requirements or pre-established code 7/break schedule.
2. Supervisor/ Acting Supervisor permission required

10– 7B BREAKS

1. Allowable whenever necessary.
2. Any personnel assigned to the floor (including Supervisor's, Manager, part time, per diem, officers, etc.) are required to notify floor personnel prior to leaving the floor for 10-7B

PARKING MATTERS

3. Moving/checking of personal vehicles cannot negatively impact minimum floor staffing requirements or pre-established lunch/break schedule
4. Supervisor/ Actor *permission* required

OFF FLOOR MEETINGS/CONVERSATIONS WITH SUPERVISORY STAFF

1. Supervisory Staff:
2. Dispatchers should refrain from leaving the floor for extended conversations with supervisory staff unless specifically requested to do so.
3. Unless emergent, Supervisors, Training Coordinators and the Communications Manager will confirm that minimum staffing requirements are met and the lunch/break schedule will not be disrupted by meeting with personnel actively assigned to the floor.

DESK ROTATION

1. (Full time PSD's):
 - a. Daily: Dispatchers will not work more than 5 hours on any desk during their work day.
 - b. Weekly: Dispatchers will work a minimum of 10 hours on each desk weekly.
2. CTO's actively training personnel are excluded from rotation during their normal shift. When working overtime, CTO's should make an effort to work a position other than the one they are actively training.
3. Supervisors/Actors will complete a Daily Supervisor Log tracking daily desk assignments and ensure personnel are rotating desks as required. Supervisors /Actors will document if active training precluded rotation of any position.

PART TIME AND PER-DIEM DESK ROTATION

Part time and per diem personnel is to offer relief to full-time personnel working any position they are qualified to work, whenever necessary. Part time and per diem personnel are exempt from the weekly requirement to work all positions, but should offer relief to all positions.

ABSENCE NOTIFICATIONS

When receiving an absence notification from Communications Center personnel:

Immediately Complete an absence slip including employee's:

- Name
- Badge
- Team
- Contact phone number.
- Inquire if illness is family or personal
- DO NOT ask the nature of the illness
- Notify Supervisor or Actor
- Supervisor or Actor take appropriate action (See Supervisor's Manual)

When receiving an absence notification from a patrol officer:

Immediately: Complete an absence slip including employee's:

- Name
- Badge
- Team
- Contact phone number.
- Inquire if illness is family or personal
- DO NOT ask the nature of the illness
- Call Sergeant's office immediately. If no answer, leave a message. If no answer, make notification to on duty sergeant over radio.

As soon as possible: Deliver absence slip to Sergeant's office.

ACTING SUPERVISING PUBLIC SAFETY DISPATCHERS

SCOPE

To insure there is always someone in charge of the Communications Center; insuring the unit is run in accordance with its Mission Statement as well as the unit's Values and Expectations.

PROCEDURE

Whenever a Supervisory Public Safety Dispatcher (SPSD) is not assigned on duty, or when they are on duty, but unavailable due to ancillary duties, an Acting Supervising Public Safety Dispatcher will assume supervisory duties. These duties consist of assuming the role of the floor supervisor for the Communications Center; assuring a focus on the mission and adherence to our values and expectations.

When functioning in the capacity of Acting Supervisor, the Acting Supervisor will have the same authority as tenured supervisors and should be treated with the same level of respect, compliance and cooperation normally due a Supervising Public Safety Dispatcher.

The duties of the Acting Supervisor are as follows:

1. Provide leadership.
2. Ensure the Communications Center is operating under the guidelines set forth in our Mission Statement as well as the unit's Values and Expectations.
3. Complete timesheet.
4. Handle all matters concerning the operation of the Communications Center during his/her shift.
5. If the Communications Center is unexpectedly going to be understaffed (below minimum staffing) then the Acting Supervisor is to arrange for overtime to be sold or to order (hold over or call in) necessary persons to work.
6. Handle Tier 2 calls as needed.
7. Liaison with the Patrol Watch Commander or Acting Watch Commander as necessary.
8. Document and relay to the SPSPD and Communications Manager any problems with personnel and/or equipments, and contact the appropriate department to have the problem fixed.
9. In the event of an emergency, the Acting Supervisor will send email notifications and be the liaison between the Communications Center and Patrol/Fire.
10. Complete a daily supervisors log which will include the following:
 - a) Attendance: personnel on duty, any tardy personnel (including reason for tardiness), as well as personnel on vacation, sick, FMLA, worker's comp or Union related absence.
 - b) Staffing: documentation of any staffing orders (including any refusal of an order) as well as ride-along's or recovery time permitted due to overstaffing.
 - c) Critical incidents/pursuits/shootings/fires
 - d) Personnel and Equipment related issues: The Acting Supervisor shall be required to document any behavioral, performance or equipment related issues, as well as any conversations/interactions with patrol or fire personnel related to their duties as Acting Supervisor.
 - e) Give a brief summarization of the day (i.e. was it busy? Slow? Extreme weather conditions, special events or exercises)

In the event that an Acting Supervisor is required, they will be placed into the role for a minimum of five hours (even if this overlaps with the on-coming or returning SPSD). This shall be noted on the timesheet so that the Acting Supervisor will be appropriately compensated. It is completely acceptable and routine for there to be more than one Acting Supervisor on duty at a given time however, only one will be designated and compensated.. An Acting Supervisor can also be designated as an opportunity for an SPSD to address outstanding staff work or work associated with their ancillary duties, in which case an Acting Supervisor would be appointed to cover the floor supervisor responsibilities.

Whenever possible, the duty of an Acting Supervisor will be pre-assigned to a dispatcher who is currently designated as an Acting Supervising Public Safety Dispatcher. In the event that the pre-assigned Acting Supervisor is unavailable it will go to the most senior Acting Supervisor on duty. In the event there is no Acting SPSD on duty, the Senior Public Safety Dispatcher shall assume the duties until they notify the Watch Commander. The Watch Commander may assign an on-duty patrol sergeant to supervise the Communications Center until an Acting SPSD, SPSD, or the Communications Center Manager become available. If they do not, in line with the Incident Command System model, supervisory responsibility will fall to the Watch Commander, who shall have the option of ordering the senior PSD on duty to carry out any needs of the Communications Center which may include but will not be limited to ordering of on-coming or off-going personnel to fulfill minimum staffing requirements.

STAFFING

SCOPE

To meet the minimum staffing requirements of the Communications Center through the use of both voluntary and mandatory overtime and mandatory orders.

PROCEDURE

MINIMUM STAFFING REQUIREMENTS:

SUNDAY- WEDNESDAY:

22:00-10:00 5

10:00-22:00 6

THURSDAY-SATURDAY:

Midnight-10:00 5

10:00-Midnight 6

OVERTIME: After determining the overtime hours necessary to meet the minimum staffing requirements of the Communications Center, the Supervisor, Manager or Appointee will first offer, then assign overtime in the following order:

1. Per Diem Dispatchers
2. Voluntary Standing Overtime Requests (3.25-15 hours) using redline method (PSD's and SPSD's only)
3. Mandatory Standing 3.25-8 hour overtime using redline method (all PSD's and SPSD's)
4. Voluntary Non-Standing Overtime Sign-up (OPEN to all including Officers, PEOs)
5. Mandatory Orders and/or Supervisor On-duty floor fill in

VOLUNTARY STANDING OVERTIME-15 HOUR MAXIMUM Prior to the beginning of each timesheet, Dispatchers and Supervisors may submit up to four (4) Voluntary Standing Overtime Request for a minimum of four (4) and a maximum of fifteen (15) hours each.

Voluntary Standing Overtime requests may be denied or modified due to:

1. Prior disciplinary action resulting in overtime restriction
2. Duty modification due to medical condition or illness
3. Open/Active Worker's Compensation case with duty modification

OVERTIME ASSIGNMENT: The Scheduling Supervisor will assign available overtime based on standing requests received. **The "red line" method will be utilized when more than one Dispatcher or Supervisor have the same standing overtime request.**

MANDATORY STANDING OVERTIME: Effective January 8th, 2017 all Dispatchers and Supervisors who do not submit a voluntary standing overtime request are required to submit a minimum of 3 mandatory standing overtime preferences. Each preference will be between 3.25 and 8 hours, depending on the slot(s) chosen. The preferences will be honored whenever possible, however, dispatchers and

supervisors may be assigned non-preferential overtime whenever necessary. **The "red line" method will be utilized to ensure fair rotation.**

Any Dispatcher or Supervisor who has failed to submit a mandatory standard overtime preference will be assigned overtime solely based on the staffing needs of the Communication Center.

GIVING AWAY OR SWAPPING OF MANDATORY OVERTIME: Giving away or swapping mandatory overtime is allowed. The Supervisory team must be notified via email of the slot giveaway or swap prior to the Sunday of the week the overtime occurs in. The notification shall include the date and time period(s) of the giveaway or swap and include the name of both employees involved.

Employees giving away mandatory overtime hours that leave them below the weekly minimum overtime hours for each dispatcher will be the first to receive mandatory orders that coincide with their workday.

MANDATORY ORDER PROCEDURE FOR UNFORSEEN ABSENCE: When a call off is received for the team scheduled to relieve a team currently on duty:

1. Using the timesheet and overtime book, the supervisor or actor will immediately perform a staffing count to determine if the unforeseen absence will affect the minimum staffing requirement.
2. The supervisor or actor will also check the overtime book to determine if the absent employee is scheduled to work overtime during any period of their absence (i.e., if the employee calls off for three days, all three days must be reviewed).
3. If the absence effects the minimum staffing requirement the Supervisor or Actor shall:
 - a. Immediately notify all floor personnel of the call off and ask if anyone is willing to voluntarily cover all or part of the open shift.
 - b. If there are no volunteers, the Supervisor or Actor will review the overtime book to determine if all on-duty dispatchers have met their weekly mandatory overtime requirements.
 - c. Any dispatchers falling below the weekly mandatory overtime hours shall be ordered first by reverse seniority.
4. If the Supervisor determines that all on-duty dispatchers have met their week mandatory overtime requirement, the Supervisor will immediately evaluate their own workload, obligations and project deadlines to determine if they can fill any or all of the open shift by committing themselves to the floor.
5. If the Supervisor determines that their workload, supervisory duties or project deadlines will not allow them to commit to the floor for all or part of the open shift, the Supervisor or Actor will attempt to contact off-duty personnel and determine if they are willing/able to work the open shift.
6. If the Supervisor is unable to fill the open shift with off duty personnel, a Mandatory order will be issued. Consideration will be given to the amount of overtime each dispatcher has is scheduled to work during their current work week. Whenever possible, the employee with the least amount of overtime hours for their current work week will be ordered.
7. The order will be recorded on the order log sheet in the resource folder for record keeping purposes.

SCHEDULING OVERSIGHTS, OVERTIME NO SHOWS, LATE ARRIVALS

At the very beginning of each shift the supervisor or actor will utilize the timesheet and overtime book to perform a "roll-call" to confirm all scheduled personnel are present prior to releasing personnel going off duty. If all scheduled personnel are not present or minimum staffing levels are not met the supervisor or actor will:

1. The Supervisor or Actor will attempt to contact the scheduled employee.
 - a. If contact is made, the scheduled employee will give their estimated time of arrival.
 - b. If the scheduled employee advises they will not be reporting for regular duty, a reason must be given and an absence slip will be completed by the Supervisor or Actor.
 - c. If the scheduled employee advises they will not be reporting for overtime, a reason must be given and the Supervisor or Actor will complete an No Show for Duty Form and notify all Supervisors and the Communications Manager via email.
 - d. If the Supervisor or Actor is unable to contact the scheduled employee, they will follow the mandatory order procedure to fill the vacancy and complete a No Show for Duty form. The Supervisor or Actor will notify all supervisors and the Communications Manager via email as soon as possible.
 - e. **No employee going off duty will be released before the Supervisor or Actor attempts to contact the scheduled employee.**

TARDINESS Employees reporting for duty more than 1 hour late for regular duty or overtime during a calendar year will be subject to progressive discipline.

1st occurrence: verbal counseling

2nd occurrence: written reprimand

3rd occurrence: personnel complaint.

Consideration will be given to acts of nature, weather and traffic related delays or any circumstances outside of the employee's control.

CHRONIC TARDINESS: Employees who are chronically tardy (0-59 minutes) will be subject to progressive discipline. The Supervisor or Actor will document the event in their supervisor log.

NO SHOW FOR DUTY: Failure to report for regular duty or scheduled overtime will result in the issuance of a personnel complaint.

1. If an employee is a "no-show" for scheduled overtime, an employee going off duty will be held over until the scheduled employee arrives or the Supervisor or Actor is able to fill the vacancy via alternate means.
2. **The supervisor or actor will immediately attempt to contact the scheduled employee.** If contact is made, the supervisor or actor will determine if the employee being held over can be released or must stay until the scheduled employee arrives. If the supervisor or actor is unable to make contact with the scheduled employee then the Mandatory Order Procedure for Unforeseen Absence should be followed.

MANDATORY ORDERS: Due to the minimum staffing levels required to operate the Communications Center, mandatory orders are often necessary to address unforeseen absences and unfilled overtime slots.

1. **Mandatory Orders differ from standing or voluntary overtime in length of notice and options given to the ordered employee.**
2. **Mandatory Orders will be assigned based on the staffing needs of the department,** with consideration given to availability of staff and prior overtime and representation commitments. Available employees who have not met their Mandatory Standing Overtime requirement, or have given their slot away will be ordered first, whenever possible. Employees previously assigned both Mandatory Standing and Voluntary Overtime during their work week, will be last to be ordered, whenever possible.
3. **ISSUANCE:** Mandatory orders may be assigned by any Communications Center Supervisor, Acting Supervisor or Communications Manager. In their absence, mandatory orders may be assigned by the Watch Commander, Senior Sergeant or Operations Division Captain.

MANDATORY ORDER NOTIFICATION: Employees will be notified via City email whenever mandatory orders are issued.

1. Employees choosing not to check the City email from their personal devices should call the Communications Center prior to their scheduled return to ensure they have the most up to date staffing information.
2. Likewise, whenever an order is issued to an off duty employee and the order occurs on the day they are scheduled to return to duty, the ordering employee should whenever possible, attempt to contact the employee via phone or text to notify them of the upcoming order.

REFUSAL OF A MANDATORY ORDER: Employees are not allowed to refuse a mandatory order. Refusal of an order constitutes insubordination and will result in a personnel complaint. In lieu of refusal, an ordered employee has the following options:

1. Find another employee to take the order
2. Trade orders with another employee
3. Shift flexing may also be approved on a case by case basis and is contingent upon its impact on the Center's minimum staffing requirements.

ORDER REFUSAL FORM: When a mandatory order is refused, an Order Refusal Form must be completed by both the ordering and the refusing employee. When an Acting Supervisor issues an order that is refused an order refusal form will be completed and forwarded to the Supervisor's for filing.

COMMUNICATIONS CENTER EVACUATION PLAN

SCOPE

The evacuation of the Communications Center may become necessary if circumstances arise that affect the safety of Communications Center personnel or their ability to complete their core duties and responsibilities. The Public Safety Building (PSB) currently has a Berkeley Police Department Emergency Action Plan that is posted throughout the building. The following plan functions in conjunction with that plan and is referenced in Section II.

EVACUATION PROCEDURES

1. The decision to evacuate or shelter in place may be made by the on-duty Watch Commander (or senior sergeant in their absence) or the on-duty Supervising Public Safety Dispatcher.
 - a. Any disagreement regarding this decision shall be resolved via the Chain of Command, by notifying the Communications Center Manager or Support Services Division Captain and the Operations Division Captain.
2. The Supervising Public Safety Dispatcher shall ensure that the following **notifications** occur:
 - a. Coordinate with the Watch Commander to contact the Public Information Officer regarding Nixle, Twitter, AC Alert and other community notifications as necessary regarding the overall incident and affected 9-1-1 communications,
 - b. Contact ACSO to advise of the need to evacuate, and request the transfer of Berkeley 9-1-1 lines. ACSO controls the switch to be flipped and once the transfer occurs, ACSO will notify Communication Center personnel of calls for service via radio channel LAW1 or landlines if necessary,
 - c. Control shall broadcast the Communications Center evacuation notification over all radio channels and request officers respond code 3 for assistance. All field units should hold the air and not self-initiate any activities
 - i. In the event of a full building evacuation, Control shall broadcast on all channels as well as throughout the PSB via the Public Address System regarding the emergency (reference: BPD EAP Section II).
 - d. As soon as practical, notification of the evacuation should be made to the Support Services Captain via the Chain of Command.
3. The Supervising Public Safety Dispatcher shall ensure that the following **equipment** is evacuated with Communications Center personnel:
 - a. Police & Fire portable radios and headsets. Additional radios and headsets are located in the Watch Commanders office, if needed,
 - b. The 2 phone laptops and 2 radio suitcases,
 - c. The SRT Laptop and both training laptops (All are equipped with CAD)
 - d. Manual call taking cards
 - e. Emergency backpacks

4. Supervising Public Safety Dispatchers are responsible for coordinating with the Watch Commander or their designee to:
 - a. assist and direct Communications Center personnel to the appropriate evacuation route,
 - b. identify and assist any employees with a disability who would need additional consideration or assistance, and
 - c. Confirm and report to the Watch Commander that all Communications Center personnel have evacuated the building.

5. During an evacuation, Communications Center personnel shall:
 - a. Follow instructions from emergency personnel, keeping noise to a minimum so you can hear emergency instructions,
 - b. Safely exit the building to the predesignated assembly point (South Lot)
 - i. WALK -- do not run. Do not push or crowd.
 - ii. Check doors for heat before opening. (Do not open door if hot)
 - iii. Use handrails in stairwells; stay to the right,
 - iv. Assist people with disabilities or who need extra help.
 - c. Await transport to the Traffic Substation or other designated secondary dispatch location,
 - i. Stage in the Mobile Command Vehicle if so instructed.
 - d. Stay together with other Communications Center personnel at the assembly point,
 - e. Move quickly away from the building and watch for falling glass and other hazards,
 - f. Once personnel have exited, they should NOT RETURN until notified that it is safe to do so.
 - g. If the situation goes beyond the end of Communications Center personnel normal shift, personnel should consult with the Supervising Public Safety Dispatcher and not leave without specific permission to do so (reference: BPD EAP Section II),
 - h. If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, and glasses.

6. Communication Center personnel should also take time prepare in advance for a possible evacuation:
 - a. Know your building's floor plan. Know where the stairs and fire extinguishers are located.
 - b. Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.

SHELTER IN PLACE PROCEDURES

During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, Communications Center personnel may be advised to shelter in place rather than evacuate the building.

1. The Supervising Public Safety Dispatcher shall ensure that as soon as practical notification is made to the Support Services Captain via the Chain of Command
2. The Supervising Public Safety Dispatcher shall ensure that the following occurs:
 - a. Notify the Watch Commander of what specific personnel are sheltering in place, and where they will be located. Personnel should stay inside the Communications Center unless otherwise approved or instructed by the Supervising Public Safety Dispatcher.
 - b. Personnel should not use elevators.

- c. Quickly gather supplies you may need such as food, water, radio batteries, etc.
 - d. If possible, personnel should drink bottled, stored water, not water from the tap.
3. In the event of a suspected chemical, biological or radioactive material release, the following measures may also be taken:
- a. Shut and lock all doors. (Locking them may provide a tighter seal against chemicals).
 - b. If there is time push a wet towel up against the crack between the door and the floor to seal it.

RETURN TO NORMAL OPERATIONS

The decision that the incident is “all clear” and it is safe to return to normal operations should be made by made by the Watch Commander or Incident Commander in consultation with the Supervising Public Safety Dispatcher.

1. Supervising Public Safety Dispatcher will begin facilitating a return to normal operations and shall ensure that:
 - a. Request assistance from Watch Commander or their designee for the transport of Communications Center personnel and equipment back to the Communications Center,
 - b. Confirm that all personnel are accounted for, and that there are no injuries or needs for medical attention. Complete any necessary injury paperwork
 - c. Notification of the all clear is made to the PIO, ensuring that necessary community messaging will occur,
 - d. Notification of the return to normal operations to the Communications Center chain of command,
 - e. Notification to ACSO that 9-1-1 lines can be restored to the Communications Center
 - f. All evacuated equipment should be inspected and returned to their normal locations
 - i. Document any damage to issues with equipment
 - ii. Make note of any equipment that needs to be restocked/repared
 - iii. Charge or change batteries on any items that need to be stored with a full charge
2. Communications Center personnel should:
 - a. Immediately report any injuries to the Supervising Public Safety Dispatcher
 - b. Provide feedback and participate in debriefs or post-incident activities as requested.

MANUAL DISPATCHING

SCOPE

When the Computer Aided Dispatching System fails, dispatching will be done manually, as outlined in this section. It is designed to provide a uniform procedure for dispatching during computer aided dispatch failures.

PROCEDURE

When the CAD System fails the procedures listed below for implementation of the manual dispatching system will be put into effect:

1. Communications Center will advise all police units of the failure and have them hold all but emergency traffic until advised. The Watch Commander will be notified as soon as possible and then determine the need to implement service reductions.
2. The Dispatch Supervisor or Acting Dispatch Supervisor on duty will contact Information Technology (IT) Department. A callout during non-regular hours is authorized if necessary to repair the system.
3. Communications Center staff will take the manual status boards and radio control cards from the storage location behind console #4. Distribute radio control cards to the consoles.
4. A supervisor may assign one of the backup dispatchers to assist the Control Dispatcher with the status board and unit status recording. If the CAD screen is still up, attempt to photograph or take a screen shot to memorialize the units' activity and location. If the screen is blank attempt to recreate as closely as possible. Immediately begin a welfare check (rings) of every unit on the street and record each units activity and location.
5. Once the unit status board is set up and all unit statuses recorded, clear all units for normal traffic, unless the Watch Commander has deemed it necessary to implement service reductions.
6. When operating on the manual system, the radio cards will be used in the below listed manner:
 - a. Use white cards for all Police assignments, blue cards for Fire and EMS assignments.
 - b. Beat- enter the number of the beat where the call for service occurred.
 - c. Unit Assigned- enter the call sign of the field unit assigned.
 - d. Location- enter the address or cross streets of the call for service.
 - e. Incident- enter the appropriate code as specified in the CAD process.
 - f. Reporting Person- enter the name of the person reporting the incident.
 - g. Address- enter the address of the reporting person.
 - h. Telephone- enter the telephone number of the reporting person.
 - i. Received by- enter the employee number of the person receiving the call.
 - j. Dispatched by- enter the employee number of the person dispatching the call.
 - k. Remarks- enter information necessary to ensure safe and proper response to the call for service
 - l. Document the time on the card for each action taken during the dispatch of the detail.
R- Time received
D- Time dispatched
A- Time arrived
C- Time completed

CAD CATCH-UP

Once the Computer System returns to normal service, the following procedures shall take place (CAD catch-up procedures).

Step one: TO BE COMPLETED PRIOR TO ANYONE LOGGING BACK INTO CAD.

1. Log in to Aegis Maintenance.
2. Go to CAD, General, CAD catch up maintenance.
3. Select "New", then complete the fields highlighted in yellow (Confirm ORI (PD), number of incidents that were generated while CAD was down, catch up reason (use maintenance)), then select save & save incident data. Repeat process for Fire ORI.
4. Log out of maintenance.

Step two: All users can log into CAD.

1. Go back in to Aegis CAD.
2. Select the CAD catch up icon (between notepad & call control panel) from the tool bar

COMMUNICATION CENTER TRAINING PROGRAM

SCOPE

Implement standards of Communications training and evaluation of Public Safety Dispatcher Trainees, and set forth the selection of members of the Communications Training Team including Communications Training Officers and Training Supervisors, a formalized Communications Training and Evaluation Program is established. The purpose of the program is to produce well-qualified Public Safety Dispatchers, to assign the duties and responsibilities of a Public Safety Dispatcher, and to establish and define the selection, duties, and responsibilities of Communications Training personnel.

ADMINISTRATION

The program will be administered on a day-to-day basis by members of the Communications Training Team including all floor Trainers, Supervisors and the Communications Center Manager. Classroom and floor training will be provided by any member of the Training Team designated to instruct or train a certain phase or portion. To assist trainee's in gaining a comprehensive understanding of the importance of the role of Public Safety Dispatcher's with regard to the various stakeholders outside of the Communications Center,

Classroom phases will also include presentations from various departments, including sworn police and fire personnel, whenever possible.

INSTRUCTION

All instruction will be consistent with and based solely upon the information provided in the Communications Center Training Manual and Policy & Procedure Manual. Trainers are required to remain knowledgeable of the content of the both manuals and provide classroom and floor instruction that is consistent with the standards set forth in both manuals.

A curriculum committee composed of Communications Training Officers and the Communications Training Supervisor and Communications Center Manager, will be established to ensure the ongoing validity and relevance of the training materials and formats used in this program.

INSTRUCTIONAL PHASES

Trainees will receive instruction in the five phases: Orientation, Call-taking, RB1, Fire Desk and Police Desk. A trainee's performance during this instruction phase will be documented using the following methods: Daily Training Evaluations (DTE), Coaching Training Report (CTR), Weekly Training Goals.

DAILY TRAINING EVALUATIONS (DTE)

Daily Training Evaluations provide standardized guidelines and should be utilized by trainers to document a trainee's performance. During each phase the trainee and trainer should complete daily journals. Based on the Daily Training Evaluations and journal notes, the trainer will complete a weekly Coaching Training Report.

COACHING TRAINING REPORT (CTR)

An accumulation of a trainee's progress over a two-week period. This evaluation ties together the daily evaluations of the trainee for the previous two weeks and documents if the trainee is meeting performance expectations. CTR's are to be completed bi-weekly by both the trainer and trainee.

The trainer's completion of a CTR should be based on the compilation of the following information:

1. Journal notes
2. Daily Training Evaluation
3. Weekly Goals Assessment (met/unmet)
4. Observation of / interaction with the trainer

The trainee's completion of a CTR should be based on the compilation of the following information:

1. Journal notes
2. Daily Training Evaluation Review
3. Weekly Goals Assessment (met/unmet)
4. Self-Assessment

WEEKLY TRAINING GOALS

Weekly training goals will provide the trainer a clear outline of the teaching topics to cover, as well as providing performance expectations and focused-based study guidelines to the trainee. At the beginning of each week, the trainer and trainee will meet and the trainer will explain the weekly training goals to the trainee, after which both the trainer and trainee will sign the form. The signed form will be given to the Training Supervisor for placement in the trainee's file.

EVALUATION / RELEASE FROM TRAINING

Communications Training Officers from the shifts to which trainees are assigned will attend evaluation sessions as needed to discuss progress and specific problems with the Training Team

While in the evaluation phase the trainee will continue to receive daily and bi-weekly evaluations. It is imperative to document any areas of weakness, along with the trainees overall performance, on these evaluations. The Training Officer must take a hard look at the trainee to determine if they can operate as a viable dispatcher for the department. It is crucial to provide accurate documentation of the trainee's progress before releasing them from the training program.

Under normal circumstances, Trainees will not be included in staffing or allowed to work independently until they successfully complete the training program, including Phase 4, as well as the three-week POST Certified Dispatcher Academy.

Communications Training Officers and trainees will follow the standardized training guidelines outlined in the Training Program Manual and Testing Material. Training Officers and Trainees will complete their Daily Evaluations and Bi-weekly CTR's.

Training Officers will update the Trainee's Competency Verification checklist with the date and CTO's initials, whenever a new training component is:

1. Explained
2. Demonstrated
3. Performed
4. How competency was determined
 - (a) Observation
 - (b) Role Play
 - (c) Written Exam
 - (d) Verbal Assessment

The responsibility for recommending a trainee's termination rests with the Communications Team.

Recommendations for release should be substantiated by documentation including Daily Training Evaluations, Bi-weekly CTRs, and Weekly Training Goals

ASSIGNED TRAINER

If the assigned Communications Training Officer is unavailable to train the trainee due to illness or any other reason, the Communications Training Supervisor or Communications Manager will assign the trainee to another trainer. Consideration will be given to the trainee's current shift and an effort will be made to place the trainee with another Training Officer on the same shift. If there is not an available Communications Training Officer on the same shift the trainee will be assigned to an available Training Officer on a different shift.

COMPLETION OF TRAINING PROGRAM

Successful completion of the training program is defined by the trainee's ability to successfully demonstrate proficiency in all phases, including the final evaluation phase. Proficiency must be documented in Daily Training Evaluations, Coaching Training Reports and Weekly Goal Assessments.

Upon completion of Phase 3 of the training program, a training officer will evaluate the trainee's ability to work as an independent dispatcher within the communications team. The Training Officer will be in the role of an observer/evaluator. During this time the Training Officer will not step in unless there is a liability or first responder safety issue involved. They will be there to answer questions and continue the training process, but not to do the work for the trainee. The Training Officer must assess how effectively, safely, and thoroughly the trainee performs their duties. They must determine if the trainee has retained the information afforded them during their training, and note any weak areas in their performance. The Training Officer must develop specific tasks to overcome any areas of deficiency noted, utilizing a worksheet if necessary. If the trainee cannot perform at a competent level, a decision will be made whether to re-phase the trainee or terminate them from the program.

COMMUNICATIONS TRAINING OFFICER

The Communications Training Officer directs trainees assigned to Communications Training Program and performs the duties and responsibilities of the Public Safety Dispatcher position. Duties and Responsibilities of the Communications Training Officer:

1. The Communications Training Officer has three roles to fulfill:
 - a. That of a Public Safety Dispatcher with full responsibilities.
 - b. That of a trainer demonstrating the necessary skills.
 - c. And, that of an objective evaluator of the standards of performance.
2. The Communications Training Officer must have the requisite skills necessary to become a reliable evaluator of the trainee's performance and to submit additional documentation as required.
 - a. The Communications Training Officer leads and directs trainees toward the attainment of the responsibilities and duties associated with the position of Public Safety Dispatcher.
 - b. The Communications Training Officer explains and demonstrates proper Communications procedures and departmental procedures.
 - c. The Communications Training Officer explains and complies with Departmental goals and objectives while maintaining and fostering a positive relationship with the trainee.
3. The Communications Training Officer establishes a business-like, yet friendly relationship with the trainees. The Communications Training Officer observes and evaluates the trainee's behavior, in accordance with prescribed departmental procedures.
 - a. The Communications Training Officer provides on-going instruction, utilizing innovative and practical techniques. The trainer has a responsibility to formulate, with the trainee, remedial training when necessary due to performance deficiencies. The trainer is further charged with the responsibility of recommending termination of the trainee when objective evaluation and documentation indicates that reasonable remedial training has not been successful.
 - b. On a regular basis, the Communications Training Officer prepares a verbal/written report on the relative progress of the trainee, presenting the report to the Communications Shift Supervisor, training team, Communications Training Supervisor, and the Communications Center Manager.
 - c. When the Communications Training Officer believes the trainee has gained sufficient skill and knowledge to operate as a solo Public Safety Dispatcher at the end of Phase 4-Evaluation, the Communications Training Officer or Communications Training Supervisor shall make such a recommendation to the Communications Center Manager
4. With the concurrence of the Training Supervisor and the Communications Manager, the trainee will be released from training and assigned as a independent Public Safety Dispatcher.
5. A curriculum committee composed of Communications Training Officers and the Communications Training Supervisor will be established to ensure the ongoing validity and relevance of the training materials and formats used in this program.

COMMUNICATIONS TRAINING SUPERVISOR

The Communications Training Supervisor will have the responsibility for the Communications Training Program. Duties and Responsibilities of the Communications Training Supervisor are:

1. The Communications Training Supervisor has two roles to fulfill;
 - a. that of a Communications Supervisor with full supervisory responsibilities,
 - b. and the Coordinator of the Communications Training Program.
2. As trainees are assigned to the Communications Training Program, the Communications Training Supervisor will ensure that the training and evaluation process are carried out.
3. The Communications Training Supervisor will draft schedules of Training Officer assignments for each trainee. He/She will also coordinate the materials needed for the training program.
4. The Communications Training Supervisor will set dates/locations for Training Officer Evaluation meetings and will chair the meeting.
5. The Communications Training Supervisor will be responsible for calling general staff meetings of the Communications Training Team, including one to be conducted prior to each group of trainees entering the program. (this will help ensure that trainers are up to date on training matters, have received all necessary training materials for their review and provide an opportunity for any questions or concerns to be addressed).
6. The Communications Training Supervisor will maintain the training lesson plans and training aids.
 - a. The Communications Training Supervisor will be responsible for the weekly review of the trainee's training guide and evaluation. Open, ongoing verbal communication and appropriate feedback to both trainees and trainers are essential for positive motivation and to ensure proper employee development.
 - b. The Communications Training Supervisor will ensure that accurate, detailed documentation of the Trainees training is maintained, addressing both satisfactory and deficient performance. This will provide a reference base regarding the substance of the program and/or the trainee's performance. Various methods and resources should be utilized to accomplish this task; review of the evaluation reports, oral communications with the trainer, the trainee, the patrol sergeants, and watch commanders and other dispatchers are recommended. Verbal tests, personal observation of performance, review of CAD incident histories and monitoring pre-selected telephone and radio traffic from the 24-hour tape are also suggested methods to aid in this evaluation.
 - c. The Communications Shift Supervisors will monitor the training and evaluation of trainees to ensure that personality conflicts between a trainee and a Communications Training Officer are identified and corrected as needed.

COMMUNICATIONS CENTER MANAGER

Duties of the Communications Center Manager:

1. The Communications Center Manager will have responsibility for the maintenance and security of all records relating to the trainee's development. All evaluations and memoranda concerning the trainee's performance will be kept electronically.
2. The Communications Center Manager will be responsible for informing the Support Services Captain of the status of all recruits. All recommendations for termination or serious remedial training will be forwarded with a detailed explanation of the reasons for the recommendation.
3. The Communications Center Manager will be responsible to oversee a review and evaluation of the program, and to implement needed organizational changes when no recruits are in training.

SELECTION OF COMMUNICATIONS TRAINING OFFICERS

The selection process consists of two components: Communications Supervisors' staff evaluation and an interview with the Communications Center Manager.

Periodic recruitment announcements for CTO's will be posted. Dispatchers will submit a memo of interest to be considered for the position.

1. The trainer must possess a concern and the courage to objectively evaluate the performance of the developing trainee.
2. The trainer must subscribe to the ethic of promoting a professional image through the adherence to standards of conduct and performance.

Selection of Supervisory Personnel: Communication Training Supervisor will be selected from the supervisors expressing a desire to participate in the Communications Training Program. The selection will be made by the Communications Manager.

COMMUNICATIONS CENTER QUALITY ASSURANCE PROGRAM

SCOPE

The Quality Assurance Program is a standardized form of evaluating employee's adherence to established Communications Center operational directives and procedures. The goal of the program is to provide a system of measurement that both acknowledges exceptional performance as well as capturing areas needing improvement or remediation. The Quality Assurance Program provides a method to continuously evaluate the level of service we are providing our customers.

The application for these standards is designed to enhance the quality of each employee's performance and improve the procedures used within the daily operations of the Communications Center. The result will be a team of highly skilled team of professionals that provide excellent customer service to the internal and external communities we serve.

PROCEDURE

Focused evaluations will be used to routinely examine practices, procedures and operational standards utilized in the Communication Center. The standards utilized in the Quality Assurance Program will be based on:

- a. NENA Call Taking Standards
 - b. Departmental Mission, Vision and Values
 - c. City of Berkeley Customer Service Principals
 - d. Departmental Policy and Procedures
 - e. Training Program Instruction
 - f. Standard Operational Procedures
 - g. General Orders
 - h. Police and Administrative Regulations
1. Quality Assurance reviews will be done on a regular basis. These reviews will be used to evaluate the performance of each employee. In addition to measuring individual performance, focused reviews will be used to continually evaluate the efficiency of departmental procedures, practices and training methods.
 2. A Random Selection of calls taken by each employee will be reviewed on a regular basis to ensure compliance with department policies, procedures and standards.
 - a. Each employee will receive a minimum of two call-taking evaluations, one police radio evaluation and one fire radio evaluation each month.
 - b. Evaluations will be performed by the Dispatch Supervisors and Communications Manager In their capacity as Quality Assurance Evaluators (QAEs).
 - c. QAEs will utilize pre-established guidelines for evaluations and objectively evaluate each employee under their direct command.

- d. All employees assigned to the Communications Floor will be subject to the same quality assurance review process, regardless of employment status or job classification.
- e. Any Berkeley Police Department employee temporarily re-assigned to, or working overtime on the Communications Center floor is subject to this quality assurance review process.
- f. All telephone calls and radio segments will be reviewed using the QA Evaluation templates.
- g. An evaluation form will be completed for each review.
- h. Randomly selected telephone calls may be incoming or outgoing, and include high priority (1 and 2) calls, business calls, referrals, transfers or out-going calls
- i. Randomly selected radio transmissions may include high priority incidents, routine calls for service and officer initiated activity.
- j. The selected calls should be long enough to make a fair assessment of the criteria on the evaluation form.
- k. QA Evaluations must be reviewed with the dispatcher(s) after the evaluation has been completed. Because timely and beneficial feedback is important, evaluators will meet with the employee no later than 5 days after completion.
- l. All reviews will be stored manually and/or electronically and retained for 2 years.
- m. Any dispatcher obtaining a single view score below 80%, may receive additional reviews, performance goals or improvement plans. QAEs will meet and discuss the area of deficiency and determine the training necessary to support the employee in attaining proficiency. Any actions initiated in response to the results will be documented and included as part of the review
- n. These reviews can be used to support the development and assessment of goals and expectations on the dispatcher's yearly performance appraisals.

CALIBRATION PROCESS

It is important for the success of a QA/QI Program to confirm that QAE's are consistent, accurate and fair when evaluating employees. To ensure this, every quarter, the Communications Manager will assign a single incident to all QAE's to evaluate independently, to ensure QAE's are using equal standards of measurement when performing evaluations.

QUALITY ASSURANCE EVALUATORS (QAE)

The Quality Assurance Team shall be comprised of the Communications Center Manager and Dispatch Supervisors. Dispatch Supervisors will be the Quality Assurance Evaluators (QAEs) and they will be trained in the area(s) in which they are conducting the review.

The following are the duties and responsibilities of the Quality Assurance Evaluators (QAEs):

- The QAE will be responsible for the evaluating dispatchers assigned to them.

- The QAE shall consistently evaluate calls for service processed by department employees in a manner that is objective, fair and accurate.
- The QAE will gather the available records (CAD incidents, call notes, recordings etc.) needed to evaluate all pertinent information and data related to the random sampling of calls for service being reviewed
- The QAE shall objectively evaluate the information and data, measuring it against the policies and procedures adopted or defined by the agency
- QAE shall provide timely, accurate and objective feedback
- The QAE will be responsible to generate and disseminate reports as defined by the agency directive.

FOCUSED EVALUATIONS

Focused Evaluations may be used for the following purposes:

1. Evaluate specific departmental policies, procedures and practices.
2. Evaluate the efficiency of technology or equipment utilized by the Department which may affect a dispatchers' performance. An individual dispatcher's performance is not a consideration in this type of focused evaluation.
3. Evaluate incidents involving catastrophic loss shall be included in the quality assurance review process to determine if additional training or changes to procedure are necessary.
4. Identify areas which may require additional or supplemental training and aid in determining whether certain procedures require modification or change.
5. Any City employee may request a focused review for a specific purpose. Requests must be submitted via proper chain of command, to the Communications Manager stated below:
 - a. BPD employees via the Support Services Captain
 - b. BFD employees via the Battalion Chief
 - c. Any City Staff directly involved with the incident in review via the Support Service Captain

AREAS REQUIRING QUALITY ASSURANCE REVIEW

1. Call Taking (Telephone Performance).
2. Police Radio Performance
3. Fire Radio Performance
4. Focused (Research and Procedure Review)

Forms:

- a. See Evaluation Forms for specific criterion for 1-3 above
- b. Focused/ Research Evaluation Form currently in development

QAE GUIDELINES FOR DATA REVIEW

METHOD FOR GATHERING CALL-TAKER DATA FOR REVIEW

The QAE will use the following method to gather data to evaluate:

1. Each month, the QAE will randomly select two Priority 1 and 2 emergency calls Emergency calls and non-emergency calls for service for each employee under their direct supervision.
2. The selected calls should be no less than 15 seconds long.
 - a. NOTE: 911 or W911 hang-up calls or calls not requiring CFS be generated **should not** be used for the evaluation process.
3. Once the calls for review have been selected, the evaluator will extract the corresponding Detailed Call for Service from CAD to review simultaneously.

METHOD FOR GATHERING RADIO DATA FOR REVIEW

The QAE will use the following method to gather data to evaluate:

1. Each month, the QAE will randomly select a portion of each dispatcher's police and fire radio transmissions for review, using the Department's current telephone/ radio recording system.
2. Once transmissions for review have been selected, the evaluator will extract the corresponding Detailed Call for Service from CAD to review simultaneously.

QAE EVALUATION PROCEDURE: CALL TAKER

The QAE will review all data related to the incident (Incident History and /or Telephone/Radio recordings) to determine if performance standards were met by noting **YES** or **NO** in each rating field.

1. Play the audio recording
2. Review the CAD report
3. Complete the appropriate evaluation form. (Call Taker/Police Radio/Fire Radio)
4. An explanation should be provided for each **NO** rating
5. Document exceptional performance in the comments section of the review form.
6. Document any areas of deficiency and suggested areas of the remediation in the comments section of the review form.
7. Document any areas of improvement in the comments section of the review form.
8. An overall summarization of the incident should be noted in the additional comment section.

EMPLOYEE EVALUATION REVIEW

After the evaluations are complete the QAE will meet with the employee within five working days (on shift) to go over the review findings:

1. Discuss the review with the dispatcher. The dispatcher may note any comments they have on the review form
2. If a pattern of non-compliant performance is detected in the QAE process, the Shift Supervisor and the employee will formulate an action plan to improve performance. An action plan is a form of documented remedial training.
3. If non-compliant performance persists, the area of poor performance may be handled as a disciplinary issue.
4. Disagreement on reviews will follow the chain of command.
5. A copy of completed and signed forms will be placed in the dispatchers file

COMPLIANT AND NON-COMPLIANT EVALUATIONS

Evaluated employees will be considered either “compliant” or “non-compliant” based on the total evaluation score:

Compliant: 80% or above

Non-Compliant: 79% or below

If an employee’s performance receives a non-compliant score the QAE will discuss the deficient area(s) with the dispatcher and provide corrective measures (training, policy or other instructional material) designed to assist the employee in the deficient area(s).

REMEDATION AND PERFORMANCE IMPROVEMENT PLANS

Any employee receiving non-compliant scores for 3 consecutive months will be placed on a remediation plan.

Any employee receiving non-compliant scores after a remediation plan is in place will be placed on a Performance Improvement Plan (PIP).

This policy does not exclude disciplinary action when considering individual cases of gross negligence and/or gross improper behavior or cases of persistent failure to apply corrected policy and procedures; nor does it exclude any existing disciplinary process.

OES - Mutual Aid - BLUE BOOK - 2019.pdf



2019 Edition

Law Enforcement Mutual Aid Plan





GOVERNOR:

Gavin Newsom

DIRECTOR:

Mark S. Ghilarducci

LAW ENFORCEMENT BRANCH:

Mark N. Pazin, Chief

PREPARED BY:

Sunday Ippolito, Staff Services Analyst

Mark Pazin, Chief
Law Enforcement Branch

California Governor's Office of Emergency Services
Law Enforcement Branch
3650 Schriever Avenue
Mather, CA 95655

10th Edition, July 2019



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PREFACE

As you read this; somewhere in California, a law enforcement agency is providing mutual aid to another. Mutual aid is an everyday occurrence in a state as large and diverse as California. This is the continuation of a Cal OES decades-long process of “neighbor helping neighbor.” The law enforcement mutual aid system is an ongoing cooperative effort among law enforcement agencies to ensure an effective and organized response to a wide range of emergencies. There may be a misconception that mutual aid is used only during a civil unrest and/or natural disaster; however, this system has been used successfully for many other situations, including large criminal investigations, deployment of special teams such as Special Weapons and Tactics Teams, Bomb Squads, etc.

How will your agency use the mutual aid system? Planning, preparation and operational activities of law enforcement agencies in support of the mutual aid system must be consistent with each department’s policies and procedures and must also comply with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

All law enforcement executives, administrators, managers, and field supervisors should familiarize themselves with this plan and its application. The personnel of the Cal OES Law Enforcement Branch are available to assist you with planning, training and when necessary, emergency response coordination. It is important to note that Cal OES does not “own” the mutual aid system. It is a part of California law enforcement; and those that participate benefit and share in the concept of “neighbor helping neighbor.”

Mark N. Pazin, Chief
Law Enforcement Branch



INTRODUCTION

The Law Enforcement Mutual Aid Plan

This document delineates the current state policy concerning law enforcement mutual aid. It is consistent with, and describes state law concerning application of the Standardized Emergency Management System (SEMS) in law enforcement mutual aid situations.

It describes the standard procedures used to acquire law enforcement mutual aid resources and the method to ensure coordination of law enforcement mutual aid planning and readiness at the local, state and federal levels.

The law enforcement mutual aid system works best when there is expeditious receipt and dissemination of law enforcement incident information and situational intelligence related to unusual occurrences.

This document includes information regarding the statutory protections afforded responders under the Emergency Services Act, and provides legal background for law enforcement mutual aid.

New in this Revision

This edition takes the basic information included in prior versions and formats it in a more complete and usable manner. No changes have been made to the system, organizational relationships or the process. What follows is perhaps a more useful explanation of the process.

Updated information on the Law Enforcement Branch and its resources is included; as is updated information on state agencies that routinely provide law enforcement mutual aid. Lastly, a compendium of legal sections has been added. While this is not meant to be exhaustive, it will provide easy access to key sections of law dealing with these issues.

Cal OES Law Enforcement Branch

The Cal OES Law Enforcement Branch functions behind the scenes to maintain the Law Enforcement Mutual Aid System in California. Our peace officers can assist any California law enforcement organization in developing related plans, training, and exercises for their agency. The Branch welcomes input on the Mutual Aid System and suggestions for improvement of this plan, or emergency operations in general.



HISTORY AND AUTHORITY

The Law Enforcement Mutual Aid system has been used successfully for many years. Notable events involving use of this system include:

- Northern California Floods
- Firestorms of 2003, 2007
- Transportation accidents, air crashes
- Watts Riots
- People's Park – Berkeley Civil Unrest
- Huntington Beach "Surf" Riot
- Loma Prieta Earthquake
- East Bay Hills (Oakland) Fire
- Several Environmental Protests
- Los Angeles Civil Unrest
- Polly Klaas and other large searches
- Elem Indian Reservation SWAT Incident
- Hollister "Wild Bunch" Motorcycle Events
- Sund-Peloso Yosemite Murders
- Regional SWAT Mutual Aid Callout for Fresno Deputy's Killer
- Mehserle Shooting Protests
- 2011/2012 Occupy Demonstrations
- Bassler Manhunt - Mendocino County
- Dorner Manhunt – Southern California
- Rim/Clover Fires
- Miller Manhunt-Triple Homicide
- Roseville Mall Fire/Barricaded Subject
- LAX Active Shooter
- Montecito Mudslides
- Woolsley Fire
- Camp Fire

The statewide mutual aid system today is an outgrowth of the California Disaster and Civil Defense and the Master Mutual Aid Agreement (1950), the Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code (GC), Governor's Executive Order W-9-91, is supported by the California Emergency Plan and by extension, the Law Enforcement Mutual Aid Plan.

The State of California Law Enforcement Mutual Aid Plan is issued and revised under the authority of Sections 8550, 8569, 8615 through 8619, and 8668 of the California Government Code, the California Emergency Plan, and the Master Mutual Aid Agreement.



LIABILITY ISSUES

The Emergency Services Act (the Act) provides law enforcement agencies limited immunity from liability when responding in support of a mutual aid request.¹ Albeit “limited,” when interpreting the immunity protections provided by the Act, the courts have regularly found that if the “state must take the steps necessary to quell an emergency, it must be able to act with speed and confidence without fear of incurring tort liability.”²

Therefore; the Act’s immunities are broader than the general immunities provided for discretionary governmental actions, i.e., for decisions made by the high ranking officers, the City Council, or Board of Supervisors regarding policy matters.³ Also, the protections afforded by the Act generally supplement the other statutory liability protections that may apply to the routine law enforcement role, such as immunities for failure to enforce the law.^{4,5} The liability protections of the Act extend to mutual aid provided during a declared state of emergency⁶ and non-emergency periods.⁷

The best way that a law enforcement agency can assure that its actions are protected by the Act is to:

- Act in accordance with this plan,
- Respond based upon a request by the Operational Area, Regional, or State Law Enforcement Mutual Aid Coordinator,
- Act in accordance with your local emergency plan approved by the local disaster council in accordance with local ordinance, and
- Verify that your department’s plans and procedures are consistent with this plan.⁸

1 California Government Code § 8655.

2 *Farmers Ins. Exchange v. State of California* (App. 6 Dist. 1985) 221 Cal.Rptr. 225, Cal.App. 6 Dist.,1985

3 *Labadie v. State of California*(App. 6 Dist. 1989) 256 Cal.Rptr. 604, 208 Cal.App.3d 1366

4 California Government Code § 8656.

5 California Penal Code §§ 818.2, 821.

6 California Government Code § 8616

7 California Government Code § 8617 also see *Soto v. State of California* (App. 2 Dist. 1997) 65 Cal.Rptr.2d 11,56 Cal.App.4th 196

8 California Government Code §§ 8560, 8568, 8569



DEFINITIONS AND CONCEPTS

Note: Some definitions are not verbatim text from related codes and regulations, but are paraphrased for clear understanding of the concepts involved.

Operational Area

A county, along with all the political subdivisions within that county constitutes an Operational Area.

Operational Area Law Enforcement Coordinator

The county sheriff is the Operational Area law enforcement coordinator, with the exception of the City and County of San Francisco, where the chief of police is the Operational Area Law Enforcement Coordinator.

Mutual Aid Region

A Mutual Aid Region is a geographic area comprised of multiple operational areas. A Mutual Aid Region manages and coordinates information and resources among operational areas within the mutual aid region and between the Operational Areas and the state level.

Regional Law Enforcement Mutual Aid Coordinator

A Regional Law Enforcement Mutual Aid Coordinator is an Operational Area Law Enforcement Coordinator elected by peers from within the mutual aid Region, to coordinate the collective law enforcement mutual aid response of agencies within the Region.

State Law Enforcement Mutual Aid Coordinator

The State Law Enforcement Mutual Aid Coordinator is the Chief of the Law Enforcement Branch of the California Governor's Office of Emergency Services (Cal OES). The state coordinator is responsible for mutual aid response coordination and administrative interaction between state and local law enforcement agencies during emergency and non-emergency situations, where the mutual aid system is, or could be, involved.



State of War Emergency

"State of War Emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. (Section 8558 (a) GC)

During a state of war emergency, the Governor has complete authority over all agencies of state government and the right to exercise within the area or regions designated, all police power vested in the state by the Constitution and laws of the State of California (GC, Article 12, Section 8620 and Article 13, Section 8627, "California Emergency Services Act"). During a state of war emergency, mutual aid is mandatory. (Discussed later in the Plan.)

State of Emergency

"State of Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, complications resulting from the Year 2000 Problem, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. (Section 8558 (b)(GC))

During a state of emergency, the Governor has complete authority over all agencies of state government and the right to exercise within the area or regions designated, all police power vested in the state by the Constitution and laws of the State of California (GC, Article 12, Section 8620 and Article 13, Section 8627, "California Emergency Services Act"). During a state of emergency, mutual aid is mandatory. (Discussed later in the Plan)



Local Emergency

"Local Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, complications resulting from the Year 2000 Problem, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. (Section 8558(c), GC).

In periods of local emergency, political subdivisions (cities or counties) have the power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, plans, or agreements. (It could be argued that having signed the Master Mutual Aid Agreement, the entity is bound to provide resources, if requested in accordance with the Mutual Aid Plan.)

During a local emergency, state agencies may provide mutual aid; including personnel, equipment, and other available resources, to assist local jurisdictions in accordance with mutual aid plans or at the direction of the Governor.

By proclaiming a local emergency, the governing body of a city or county expands its regulatory enforcement subject to constitutional constraints, increases its police power and may promulgate temporary emergency orders and regulations necessary to provide for the protection of life and property.

Response costs are absorbed by the responding agency notwithstanding any other agreements to the contrary, or availability of disaster reimbursement funds from another source.

A Proclamation of Local Emergency is not required before requesting law enforcement mutual aid.

Unusual Occurrence

An unusual occurrence is an event involving potential or actual personal injury or property damage arising from incidents such as natural and manmade disasters, acts of terrorism, and civil unrest.



Fifty Percent Guideline

No jurisdiction is required to unnecessarily deplete its own personnel, equipment and service capabilities in order to furnish mutual aid resources. When requested to provide mutual aid, it is generally accepted that a reasonable response will consist of up to 50% of available on-duty uniformed personnel.

Law Enforcement Branch

The California Governor's Office of Emergency Services Law Enforcement Branch (Cal OES LEB) is the state facilitator of inter-regional law enforcement mutual aid response resources to operational areas. The Law Enforcement Branch also provides ongoing liaison with operational areas, municipalities, and state and federal agencies during non-emergency periods to facilitate emergency preparedness planning and mutual aid awareness training. The branch also coordinates the state's search and rescue and coroner/medical examiner mutual aid programs, as well as other activities in support of local law enforcement mutual aid response. Additional information follows later in this plan.

Mission Numbers

The California Governor's Office of Emergency Services, Law Enforcement Branch, assigns Cal OES law enforcement mission numbers to track law enforcement mutual aid resources responding from outside the requesting Operational or Regional Area jurisdiction.

This most frequently occurs during searches and rescues involving registered Disaster Service Workers (volunteers) to ensure workers compensation coverage.

Search and Rescue incidents are recognized as an emergency, often requiring specialized resources from various parts of the state. A majority of SAR responders are volunteer professionals. It is recommended that any out-of-county SAR mutual aid mission requests be routed directly to Cal OES LEB for the assigning of a state mission number. This facilitates immediate Statewide SAR Mutual Aid (as defined in the SAR Annex), and identifies the existence of an authorized state mutual aid mission providing Disaster Service Worker (DSW) coverage for properly registered volunteer personnel.

Normal Law Enforcement Mutual Aid within a Region does not require a Cal OES Mission number although; mission numbers may also be issued at the request of the Regional Law Coordinator. If law enforcement resources (in the form of mutual aid) respond outside of their Region (SWAT from a county in Region 4 being requested by a County in Region 3) the Law Branch will issue a mission number and track those responding resources until the operation has concluded.



Mission Numbers (Cont.)

If a county within a region desires to have a Cal OES Law Mission number issued for county-to-county mutual aid requests, the request must be directed to the Regional Mutual Aid Coordinator (RMAC) for approval. Upon approval, the RMAC coordinator will contact the Cal OES Law Enforcement Branch Duty Officer and request that a mission number be issued. Any request for law enforcement mutual aid outside of the originating region must have the approval of and be coordinated by the Regional Mutual Aid Coordinator.

The existence of a law enforcement mission number also implies that the law enforcement duty officer queried the requestor to insure that mutual aid criteria were met prior to tasking an out-of-county mutual aid response.

It is suggested that any county routinely providing law enforcement mutual aid (typically a specialized resource, i.e. Bomb squad, SWAT) to another county within its region develop an internal "unusual occurrence" numbering system to document each deployment.

Mission numbers are not a mechanism to assure reimbursement of response costs, they are a database tracking tool to memorialize a mutual aid incident and its disposition.

A CalOES law enforcement mission number consists of three parts: the year (e.g. 2009), the letters "LAW" followed by a four digit sequential number, e.g. 2009-LAW0123.

Day-to-Day Mutual Aid

During the course of normal law enforcement smaller incidents occur that may require immediate assistance, such as: back-up on a traffic stop, perimeter control for a fleeing suspect or crowd control at a barricaded suspect location pending the arrival of additional local resources. Officers from nearby jurisdictions may respond to these emergency broadcasts on their own initiative (department policy permitting) without a formal mutual aid request.



LEVELS OF MUTUAL AID

Mutual aid response within the State of California is based on four governmental levels of increasingly justifiable mutual aid support. These levels are cities (or other similar local jurisdictions), operational areas, mutual aid regions, and the state.

Note: Throughout this segment of the Mutual Aid Plan, the terms chief of police/sheriff are used as the initiators of a mutual aid request. The volatility of some incidents necessitates immediate support. In fact, any designated command, management or supervisory-level officer/ deputy has the ability to request, or provide, law enforcement mutual aid on behalf of the chief/ sheriff, if so authorized by agency policy.

City

City police departments are charged with responsibility for the maintenance of law and order and protection of life and property within the municipal geographic boundaries.

The chief of police is the official responsible for determining the magnitude of a law enforcement emergency within the jurisdiction, the extent of locally committed resources and the necessity for requesting law enforcement mutual aid. In a contract city, the command-level manager from the contracted agency functions much as does a local chief.

Operational Area

The Operational Area (county sheriff) is the next level of law enforcement mutual aid responsibility (See Operational Area map). The Operational Area is a composite of its political subdivisions, i.e., municipalities, contract cities, special districts and county agencies. The county sheriff is the Operational Area Law Enforcement Mutual Aid Coordinator (or, in the case of San Francisco, the chief of police of the city and county of San Francisco).

Region

To facilitate coordination of mutual aid, the State of California is geographically divided into seven law enforcement mutual aid Regions (See Mutual Aid Regional map). Each mutual aid Region is comprised of multiple Operational Areas and has a Regional Law Enforcement Mutual Aid Coordinator.



The Regional Law Enforcement Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of law enforcement resources within the Region to support a mutual aid request from a jurisdiction within the Region. Requests for mutual aid resources between Regions are coordinated by the Chief of the California Governor's Office of Emergency Services, Law Enforcement Branch.

The Regional Law Enforcement Mutual Aid Coordinator is a sheriff from within the Region who is elected to the position by majority vote of the other Sheriff's of that Region. [See the appendix that describes this process.]

Note: Coroner's mutual aid is coordinated in the same manner as law enforcement mutual aid beginning at the Operational Area level. See the Cal OES companion document that describes Coroner/Medical Examiner Mutual Aid for further detail.

State

On behalf of the Governor, the Director of the California Governor's Office of Emergency Services, through the Chief of the Law Enforcement Branch, has the responsibility for coordination of state law enforcement mutual aid resources in support of local jurisdictions during times of emergency. Information on the resources available from state agencies appears later in this plan.

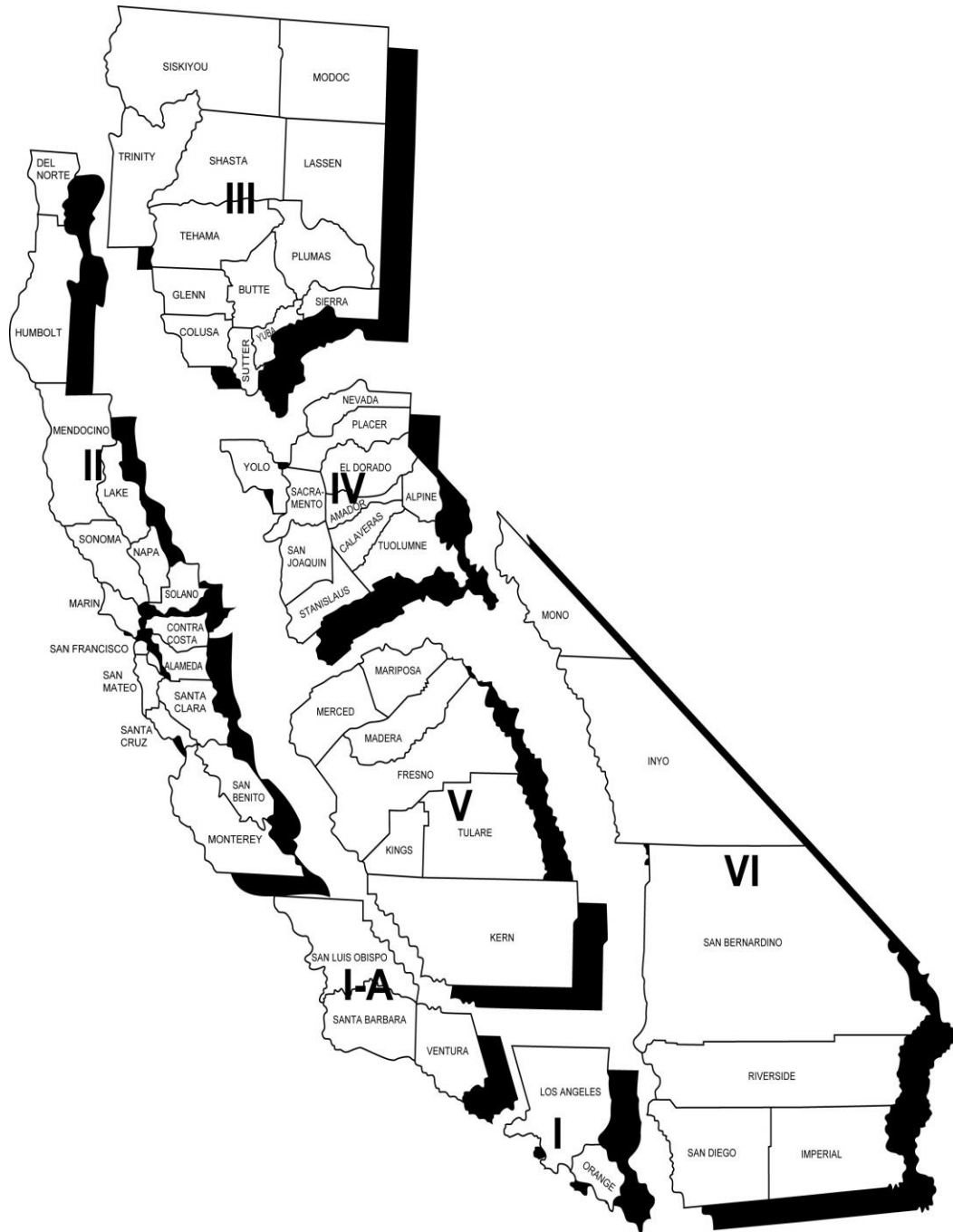
A number of state law enforcement agencies offer assistance on an "immediate need" basis – much as exists in "day-to-day" mutual aid response situations. Nothing in this plan should be construed to limit this process. Indeed, it is consistent with this plan. Use of state law enforcement resources for mutual aid beyond that level should, however, be coordinated through the Cal OES Law Enforcement Branch.

Federal

The Cal OES Law Enforcement Branch can also assist a local agency in seeking the assistance of federal law enforcement agencies or resources. Our peace officers can assist local law enforcement organizations with requests to the Federal Emergency Management Agency, the US Department of Justice, or other agencies. In some cases, federal reimbursement for response costs is available through these agencies – again accessed through Cal OES Law Enforcement Branch.



Law Enforcement Mutual Aid Plan





MUTUAL AID PROCEDURES

Note: Throughout this segment of the Mutual Aid Plan, the terms chief of police/sheriff are used as the initiators of a mutual aid request. The volatility of some police incidents necessitates immediate support. In fact, any designated command, management or supervisory-level officer/deputy has the ability to request, or provide, law enforcement mutual aid on behalf of the chief/sheriff, if so authorized by agency policy.

Local Request for Mutual Aid

When a chief of police of a local jurisdiction (or the sheriff, acting as chief law enforcement officer for the unincorporated or a contract area) determines that an unusual occurrence may become or is already beyond the control of local law enforcement resources, it is the chief's (or duly authorized representative's) responsibility to request mutual aid from the Operational Area Law Enforcement Mutual Aid Coordinator.

A declaration of local emergency may or may not be appropriate for the circumstances; however the chief of police may request mutual aid prior to the activation of an EOC or formal declaration of local emergency. Mutual aid request and response is not dependent on a declaration of local emergency.

Operational Area Mutual Aid

When an emergency develops or appears to be developing which cannot be resolved by a law enforcement agency within an Operational Area, it is the responsibility of the Operational Area Mutual Aid Coordinator to provide assistance and coordination to control the problem. (Section 26602 GC)

In response to a request for law enforcement mutual aid by a chief of police within the Operational Area, the sheriff will initiate procedures to activate the mutual aid. The sheriff will coordinate the Operational Area response of law enforcement resources including those of unaffected operational area municipalities, the local CHP, and other law enforcement agencies within the Operational Area, as well as the sheriff's resources in order to assist the affected local chief of police.

If it appears likely that the resources of an Operational Area will become depleted, the Regional Coordinator should be advised in advance.



Regional Mutual Aid

Should an existing or anticipated emergency be of such magnitude as to require the commitment of the resources of one or more Operational Areas, it is the responsibility of the Regional Law Enforcement Mutual Aid Coordinator to organize the notification and response of resources within that region.

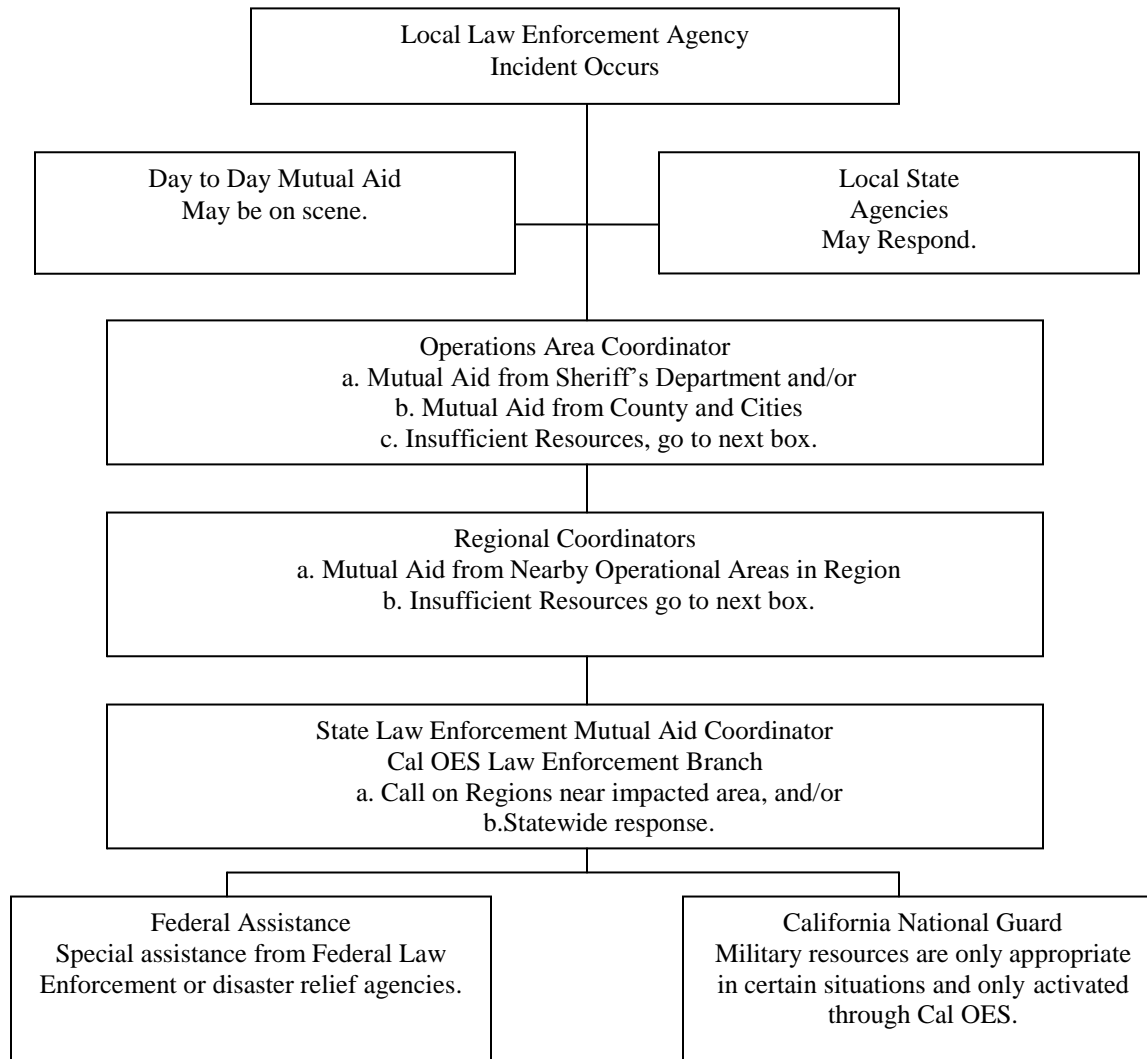
The Regional Coordinator will keep the State Law Enforcement Mutual Aid Coordinator, who is the Chief of the California Governor's Office of Emergency Services, Law Enforcement Branch, advised of the situation status. The State Law Enforcement Mutual Aid Coordinator may support the regional response by issuing mission numbers (see glossary, Mission Numbers) and tasking state agencies within the region. An unusual occurrence necessitating regional law enforcement mutual aid does not require a proclamation of a state of emergency.

Statewide Mutual Aid

If the combined resources of a region are not sufficient to cope with an emergency situation, the Regional Coordinator may request additional assistance through the State Law Enforcement Mutual Aid Coordinator. The State Law Enforcement Mutual Aid Coordinator may then task law enforcement resources from Regions statewide, via the Regional Law Enforcement Mutual Aid Coordinators, to assist.



Law Enforcement Mutual Aid Requests





PRACTICAL ISSUES

Mutual Aid Essentials

Reasonable commitment of local law enforcement resources prior to the initiation of a mutual aid request is a fundamental component of mutual aid operations. This does not require the jurisdiction to have expended all personnel resources, but does assume that the agency has reasonably committed the majority of available, on-duty personnel or resources to the incident.

A request for law enforcement mutual aid requires the approval of the chief law enforcement officer of the requesting jurisdiction. A duly authorized sworn staff or command officer acting on behalf of the chief/sheriff may make the request.

Unless otherwise expressly provided, or later agreed upon, the responsible local law enforcement official of the jurisdiction requesting mutual aid shall remain in charge. It is operationally essential that the local law enforcement official coordinate all actions with responding law enforcement agencies to ensure an effective application of forces (8618 GC).

The integrity of responding forces and the policies and procedures of their departments must be maintained. Exceptions will require approval of the concerned department. Refer to the Law Enforcement Guide for Emergency Operations for further policy guidance.

Situation reports should be shared with all interested parties and agencies, including the Regional Coordinator and the Cal OES Law Enforcement Branch on a timely and frequent basis.

The agency *requesting* mutual aid is responsible for the following:

1. Identifying numbers and types of mutual aid resources requested.
2. Identifying specific missions for mutual aid responder tasking.
3. Advising responders what equipment they should bring.
4. Establishing an assembly area for responding resources.
5. Identifying communications channels compatible with command and control of field resources.
6. Designating a liaison officer to facilitate a coordinated assimilation of responding mutual aid resources.
7. Preparing a situation briefing including local maps for responders.
8. Providing logistical support such as food, lodging, rest intervals and equipment maintenance as appropriate, for mutual aid personnel. (Cont)



PRACTICAL ISSUES (Cont):

The responding agency is responsible for the following:

1. Properly equipping its personnel.
2. When possible, assigning a supervisor to maintain unit integrity.
3. Completing response rosters.
4. Dispatching personnel to the staging area.
5. Providing relief for assigned personnel at protracted events.
6. Record keeping as to dates and times of arrival and departure, rank, timekeeping, mileage, damage and expended resources.

Mutual Aid within SEMS

Mutual Aid is intended to augment local resources that have become overwhelmed as a result of unplanned circumstances requiring an emergency response. In California the organizational structure adopted to manage responding resources for all disciplines is the Standardized Emergency Management System (SEMS). SEMS includes the field level Incident Command System (ICS). (8607 GC)

Incident Command

For a detailed description of the Law Enforcement Incident Command System (LEICS) including mutual aid operational procedures, it is recommended that the Law Enforcement Guide for Emergency Operations be reviewed. The five command staff functions of Incident Commander, Operations, Planning/Intelligence, Logistics, Finance/Administration and their subordinate components are discussed in detail.

Planned Events

Planned events are not mutual aid incidents for planning purposes. Scheduled events that by their nature are potentially beyond the ability of local control require the affected jurisdiction, as a matter of responsible planning, to meet with the promoters, the sheriff and any other appropriate government entity to ensure that the law enforcement presence is adequate and that public safety is protected. Such planning may result in a Memorandum of Understanding [MOU] or contract between the local government hosting the event, specific law enforcement agencies involved and the event promoter.

The mutual aid system is not intended to prevent MOU agreements between concerned parties to ensure an adequate law enforcement presence. Policing costs are frequently recovered through event revenues and this should be considered during the planning process. (Cont)



PRACTICAL ISSUES (Cont):

Even with adequate planning, some events are inherently more likely than others to develop into an unusual occurrence. During the planning process, it is not only appropriate but recommended that the mutual aid organization be alerted to this potential. By doing so, those agencies which can be expected to provide support in such an eventuality will be afforded the opportunity to plan and deploy accordingly during the dates of the event. Proper planning will ensure an optimum mutual aid response should it become necessary.

It is recommended that the pre-event planning participants be organized according to the SEMS organization structure. By doing so, each entity can see exactly where it fits in a well defined organizational relationship. At multi-agency events, all levels of event staffing must be knowledgeable of the command hierarchy. If addressed prior to the event, it minimizes confusion and creates a seamless transition from planning to operations.

These things having been said, an unforeseen emergency may occur at a planned event that results in a mutual aid response. Mutual aid does not occur until the local law enforcement authority with jurisdiction determines that an emergency is in progress, that local resources have been reasonably committed or are unavailable and mutual aid assistance is required to restore the peace.

Cal OES Law Enforcement Branch personnel are available for event planning consultation and will staff appropriate positions during the event to facilitate mutual aid response and ensure that the Governor's office is appraised of situational developments. Some events will be of a nature that the federal government will declare them National Security Special Events [NSSE]. In these cases, the US Secret Service will convene a multi-agency planning team, to include local law enforcement. The Federal Bureau of Investigation also assigns Special Event Response Levels [SERL] to certain events. Cal OES Law Enforcement Branch staff can describe the NSSE and SERL processes, and put local law enforcement officials in touch with appropriate officials for further information.



Reserve Officers

Mutual Aid normally consists of sworn officers, technical personnel (sworn and non-sworn) and other resources. Many agencies use reserve officers to augment local field policing. In a law enforcement mutual aid response, reserve officers may best be utilized within their own jurisdiction to backfill vacant positions created by regular officers who have been deployed to the emergency jurisdiction.

Those concerns notwithstanding, reserve officers, as defined by California Penal Code 830.6 (a) 1 & 2 and 836.2, as employed by a law enforcement agency authorized to field reserve officers, may be utilized to enforce the law anywhere in the State of California.

Communications

An essential need during any emergency is the ability of an agency to communicate both internally and with other agencies. With this requirement in mind, the problem of communications should be a priority in mutual aid planning before an incident occurs.

The State of California has established the California Law Enforcement Mutual Aid Radio System (CLEMARS) with special frequencies for emergency law enforcement mutual aid purposes. For a detailed description of the California Law Enforcement Mutual Aid Radio System, it is recommended that the CLEMARS Plan be reviewed. This system is intended for command and control purposes among agencies taking part in emergency operations. It is not to be used as a primary local channel. Local departments may be allowed to use these channels in their day-to-day operations as an auxiliary to their primary frequency upon approved request.

In addition to CLEMARS, Cal OES Telecommunications is able to deploy interoperability communications vehicles to incident command posts. These vehicles are capable of coordinating dissimilar radio frequencies to facilitate communications among responding agencies.

Cal OES Telecommunications is also able to deploy satellite trailers to an Incident Command Post that will permit a combination of up to ten satellite data and telephone links, even in remote areas.

The Cal OES Law Enforcement Branch maintains a cache of handheld radios that are available to law enforcement agencies for emergency deployment. These radios are programmable in the UHF and VHF frequency ranges. Caches of encrypted radios for sensitive situations, investigations or incidents are also available.



Financial Assistance

Law enforcement agencies may be eligible for disaster related financial reimbursement from the state and/or federal government. State financial assistance may occur through the California Disaster Assistance Act (8680 through 8692 GC) when the Governor proclaims a state of emergency. Federal financial assistance may occur under Public Law 93-288 as amended by the Stafford Act. This requires a Presidential declaration of major disaster.

The Fire Management Assistance Grant (FMAG) program was enacted to ensure that adequate resources are available to control a fire incident *before a major disaster occurs*. FMAG assistance must be requested by the local fire agency, through Cal EMA, and approved by FEMA while the fire is burning uncontrolled and threatens such destruction as would constitute a major disaster. If an FMAG is approved by FEMA, seventy five percent of direct emergency response costs, including local law enforcement, may be eligible for federal reimbursement. Authority for this program can be found in *44 CFR Parts 2, 9, 10, 204, and 206*, The Fire Management Assistance Grant Program, and in *Public Law 106-390, the Disaster Mitigation Act of 2000*. Cal OES Law Enforcement Branch staff can advise and assist if a local agency wishes to file a claim for these funds.

Should these proclamations occur, local agencies may be eligible for financial assistance to reimburse a percentage of response costs (i.e., overtime, mileage, etc.), and restoration and reconstruction costs for damage to agency facilities.

The California Governor's Office of Emergency Services Recovery Branch administers both state and federal claims for disaster assistance as a part of the state's disaster recovery program. Briefings on program eligibility are conducted periodically and immediately following disaster proclamations or declarations. Auditors from the State Controller's Office are also available at those briefings to assist agency personnel in documenting costs and identifying necessary records.

Claims for reimbursement must withstand future state/federal audits, or funds advanced as part of the initial assessment must be returned. Therefore, all responding law enforcement agencies should keep accurate and complete records concerning personnel timekeeping, mission tasking and resource expenditures during the period of any incident that may become eligible for future reimbursement. (Cont)



Financial Assistance (Cont)

An additional federal program, the Emergency Federal Law Enforcement Assistance Act (EFLEA) administered through the Department of Justice, Bureau of Justice Assistance (BJA) can assist state and local law enforcement agencies with funding, equipment, training, intelligence information, and personnel to help alleviate emergency situations. The program is not intended to be a routine source of federal financial assistance for criminal justice activities. Detailed information about EFLEA may be found at Title 28, CFR, Chapter 1, Part 65. It is codified at Title 42, USC, Section 10501. For details contact the Cal OES Law Enforcement Branch.

This document does not discuss other grant programs for preparedness activities such as those involving funds for terrorism equipment, training, and exercises. Contact the Cal OES Law Enforcement Branch for information about these programs.

Interstate Assistance

In accordance with the Interstate Civil Defense and Disaster Compact as the basis for mutual aid between states; the California Governor's Office of Emergency Services entered into a Memoranda of Agreement with the neighboring states of Oregon, Nevada and Arizona for law enforcement mutual aid under certain conditions. Most frequently, this form of mutual aid is exercised during Searches and Rescues (see the Search and Rescue Annex to this plan). When necessary, the chief of the Cal OES Law Enforcement Branch coordinates requests for out of state law enforcement mutual aid through the governor's office of the concerned neighboring state.

In 2005, Governor Schwarzenegger signed legislation adopting the Emergency Management Assistance Compact (EMAC) as the primary guidance for the exchange of resources between States. This document allows for the prompt responses of necessary resources to other States upon emergency declaration by the affected State's Governor.

These provisions are in addition to the authorities and procedures in place within the California Vehicle Code and California Penal Code for investigations, pursuits and other criminal matters near state boundaries.

Federal Resources

Acquisition of federal resources in support of local law enforcement emergency operations can be coordinated through the Cal OES Law Enforcement Branch. While day-to-day cooperation from federal law enforcement agencies need not involve this office, during emergencies or major unusual occurrences it is important to ensure that federal assistance is provided in a coordinated, equitable basis – often to multiple locations.



STATE AGENCY ROLES AND RESOURCES

Actions of State Agencies – In General

State law enforcement agency peace officers may be used at any level of law enforcement mutual aid – locally, as part of an operational area or regional response or when coordinated by the Cal OES Law Enforcement Branch as part of a statewide response.

Specific State Agencies

Agency	California Department of Consumer Affairs-Division of Investigations
Authority	California Penal Code, California Business and Professions Code
Roles	<p>The Division of Investigation provides centralized law enforcement investigative services for the various regulatory boards, bureaus, programs, committees and commissions within the Department of Consumer Affairs. All investigators employed by the Division of Investigation are P.O.S.T. certified sworn peace officers who are authorized to conduct criminal and administrative investigations, obtain and execute search warrants, serve legal processes and make arrests anywhere within the State of California.</p> <p>The goal is to protect the health, safety and welfare of California consumers by conducting investigations and by filing criminal, administrative and civil actions against licensees on behalf of the client agencies with the Department of Consumer Affairs. Examples of such investigations include fraud, unlicensed activities, assault and battery, narcotics and drug violations, sexual misconduct, patient abuse, wrongful death, workplace violence, threat assessment, enforcement of restraining orders, and theft. Investigators are also detailed for dignitary protection, peacekeeping, security services at hearings, and public meetings held by the client agencies.</p>
Resources	Approximately 58 peace officers assigned to Division of Investigation offices statewide.
Procedures	Request for staff or resources should be directed through the office of the Chief Investigator or the Deputy Chief Investigator. The contact telephone numbers are: (916) 324-1534 or (916) 445-2537.



Agency	California Department of Corrections and Rehabilitation
Authority	8598, 8628 Government Code
Roles	<p>Department of Corrections and Rehabilitation employees of the correctional series, responding under formal mutual aid, have the full powers of peace officers as defined under Section 830.2 of the California Penal Code. Therefore; when mutual aid response is authorized, missions accepted will not be limited to operation of detention facilities.</p> <p>Ensure that the mission tasking requested is consistent with the level of training and experience of the responders by consulting with the Department of Corrections and Rehabilitation Emergency Operations staff.</p>
Resources	Approximately 19,000 correctional peace officers at 92 facilities and institutions throughout the state. Additional support may be available from 1,600 parole agent personnel also stationed throughout the state. The Department of Corrections and Rehabilitation also maintains and operates a large fleet of prisoner transportation vehicles which may also be made available on official request.
Policy	It is the policy of the Department of Corrections and Rehabilitation to assist local law enforcement in a manner consistent with the California Mutual Aid Plan when sufficient resources are available.
Procedures	Contact the California Governor's Office of Emergency Services Law Enforcement Branch to request assistance from CDCR personnel during emergency or mutual aid conditions.



Agency	California Highway Patrol
Authority	California Penal Code, California Vehicle Code, Executive Orders
Roles	The California Highway Patrol's primary role is to ensure safety and provide service to the public as they use the state's highway transportation system, and to provide safety and security to state employees and state property. Additionally, its role is to assist local governments during emergencies or situations beyond their capabilities.
Resources	Approximately 8,000 peace officers assigned in eight geographic divisions throughout the state.
Policy	<p>Emergency traffic and officer-safety assistance can be requested at any time. This should be considered day-to-day mutual aid.</p> <p>Formal mutual aid will be granted on approval from the Commissioner of the California Highway Patrol. Division Chiefs and Area Commanders have authority to mobilize as many of their personnel as necessary for effective response prior to obtaining headquarters' approval.</p>
Procedures	Contact the closest CHP Area Office or Communications Center to initiate a request for assistance.



Agency	State Military Forces (California National Guard)
Authority	California Military and Veteran's Code
Roles	<p>To assist civil authority in the discharge of lawful responsibilities by performing tasks which include but are not limited to; restoration and maintenance of law and order, protection of life and property, limited removal of debris, medical evacuation and limited medical treatment, search and rescue, emergency communications, and general logistics support.</p> <p>Normally, the CNG will be placed in support of law enforcement agencies and will not usurp or accept the responsibility or authority of civil authorities. Military assistance once provided will be terminated at the earliest practical time at the restoration of law and order, or the resumption of control of local law enforcement.</p> <p>In order for the Adjutant General, CNG, to properly evaluate the emergency and the need to implement certain procedures that will reduce the reaction time of CNG forces upon call-up, it is essential that early and frequent evaluations of the disturbance or condition and its potential be made by senior law enforcement officials and forwarded through the normal Cal OES communication channels, or directly to the liaison detachment of the Military Department when on the scene.</p>
Resources	Resource availability is dependent on federal deployments and other commitments; numbers vary accordingly.
Policy	<p>The Governor may order the CNG to perform military duty of every description. The Governor will normally commit the CNG resources in support of civil authority, but only upon determination that emergency conditions exist or are imminent, that all civil resources reasonably available have been or will be committed, that civil authority cannot or will not be able to control the situation, and that military assistance is required and has been requested as provided in law. CNG resources cannot be used in violation of the Economy Act, which requires civilian or commercial resources to be sought before considering use of the Guard.</p> <p>Under the provisions of Section 143 of the California Military and Veterans Code, the Governor may commit CNG resources without a request from civil authority only under highly perilous conditions where local civil authority no longer exists or is unable or unwilling to employ available civil resources to control or mitigate a situation. (Cont)</p>



State Military Forces (California National Guard) (Cont)

CNG in support of local law enforcement will receive and execute broad mission-type orders of the civil officer in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and Veterans Code assign all decisions as to tactical direction of troops, type and extent of force to be used, and particular means to be employed to accomplish the objective or goal specified by the civil officer in charge directly to the military commander.

Procedures **Any request for National Guard resources must be forwarded to the Governor through the Cal OES.**

Note: Under the stress of emergency conditions, local officials occasionally disregard the mutual aid system in requesting CNG assistance. This results in unnecessary delays in providing a response. Requests must be directed through the Law Enforcement Regional Coordinator to the Cal OES Law Enforcement Coordinator to ensure that all available manpower has been reasonably committed. If at that time it is determined that activation of CNG forces is the most appropriate and expedient means of meeting the requirement, a Cal OES mission number will be issued and military support rendered.

Response The CNG will make every effort to respond to the scene of an unusual occurrence in the most expeditious manner. Some responses may require the mobilization of additional personnel that are not on active duty at the time of the request. In such cases the CNG will respond initially with liaison personnel and upon gubernatorial approval, will expand deployment based on their assessment of the situation and its potential to worsen. Depending upon global and statewide commitments, additional CNG field resources can be expected to arrive on-scene no later than 24 hours after approval of the initial request.



Agency	California Department of Justice
Authority	California Constitution Article 5 (13), 12510 et seq. Government Code; California Penal Code
Roles	<p>Provide legal advice to State and local agencies involved in mutual aid situations.</p> <p>Assist city and county law enforcement jurisdictions by making sworn law enforcement personnel available for mutual aid and emergency assistance, i.e. civil unrest, major disasters (earthquakes and flooding).</p> <p>Activate the Department of Justice Emergency Operations Center to assist local law enforcement agencies with regional or statewide response for mutual aid requests, disasters or major emergencies</p> <p>During normal and emergency circumstances, the Command Center and Telecommunications Units operate 24 hours a day, seven days a week to provide expedited Criminal Offender Record Information (CORI), Criminal Justice Information System (CJIS) i.e., wanted persons, stolen vehicles, stolen property, missing and unidentified persons and other automated file information to law enforcement agencies. Assist in the gathering, analyzing and dissemination of criminal intelligence and terrorism information through the State Terrorism Threat Assessment Center.</p> <p>Make DOJ aviation resources available for local, regional or statewide mutual aid requests. These resources will be used for the transportation of emergency personnel and materials, aerial observation and damage assessment, and evacuation of persons from imminent danger or for medical purposes.</p> <p>During mass casualty/mass fatality incidents, provide identification services for living or deceased persons in support of local law enforcement or at the request of the California Governor's Office of Emergency Services, Law Enforcement Branch.</p>
Resources	Approximately 250 peace officers statewide.
Policy	The Attorney General's Policy is to assist law enforcement and local units of government during emergencies in accordance with the Emergency Services Act and the California Mutual Aid Plan.
Procedures	M-F: Chief, Bureau of Criminal Information and Analysis, DOJ's EOC Commander, at 916-227-3519. EOC Coordinator contact 24 hrs 916-227-3244.



Agency	California Department of Forestry and Fire Protection - CAL FIRE
Authority	California Penal Code, Public Resources Code, Health and Safety Code, Government Code, State Administrative Orders, State Administrative Order, and California Emergency Services Act.
Roles	<p>The primary responsibility of CAL FIRE is to provide fire and life safety services, emergency response to disasters, forest and fire law enforcement and protection to the natural resources in the areas of the state designated as State Responsibility Areas (SRA), and to Local Responsibility Areas (LRA) or federal lands where the federal or local governmental agency has requested the state to provide these services through an agreement or contract.</p> <p>CAL FIRE also has the responsibility to protect state employees and state property from fire, explosion, and related perils, to investigate all fires and explosions occurring in or on state property or building that is determined to be "state occupied." Explosives and fireworks are under the primary jurisdiction of CAL FIRE through the Office of the State Fire Marshal. CAL FIRE may assist in the disposal and/or rendering safe fireworks and explosives</p> <p>CAL FIRE provides mutual aid to local fire and law enforcement agencies in the investigation of fires, arson, bombings, fireworks or ordinance disposal and rendering safe procedures and other requests for law enforcement assistance. The Governor's Special Arson Task Force is chaired by the State Fire Marshal and provides arson investigative assistance to local governmental agencies, upon request.</p>
Resources	There are approximately 180 peace officer personnel throughout CAL FIRE, most are assigned suppression duties. There are approximately 60 dedicated CAL FIRE peace officers, 1 K9 team, and 5 bomb technicians assigned at various locations statewide performing general fire prevention patrol and fire/arson investigation duties.
Policy	The assignment of CAL FIRE peace officers and the degree of their commitment will be decided by the CAL FIRE Unit, Region, or Sacramento Headquarters Duty Chief and will be based on the capability and availability of resources. All requests will be handled through existing dispatch procedures and notification policies. Formal requests for activation of CAL FIRE law enforcement mutual aid from outside the affected operational area will conform to the mutual aid activation policy for state agency contributors found at the beginning of this chapter. Mission Tasking through Cal OES is another method of requesting CAL FIRE law enforcement personnel when there is a disaster. (Cont)



California Department of Forestry and Fire Protection-CAL FIRE (Cont)

Procedures Informal requests for local level law enforcement, investigative assistance, fireworks, ordinance requests, and Governor's Special Arson Task Force assistance will be made to the local CAL FIRE Unit Emergency Command Center (ECC) or the Region Emergency Operations Command Center (EOCC), or Sacramento Headquarters' Duty Chief:

Sacramento Duty Chief: (916) 327-3063
No California Duty Chief: (530) 224-4944
So California Duty Chief: (951) 782-4236



Agency **California Department of Parks and Recreation**

Roles The primary responsibility of the California Department of Parks and Recreation (CDPR) is to acquire, develop, operate, protect and maintain the peace in the State Park System.

The secondary responsibilities include: assisting local government agencies in reacting to emergencies by performing tasks which include, but are not limited to, the restoration and maintenance of law and order, protection of life and property, first aid treatment, search and rescue, emergency communication and logistics support and where possible, provide displaced residents within the affected area with temporary camping locations with potable water and sanitation facilities.

Resources Approximately 725 peace officer [ranger/lifeguard] personnel are assigned to various state parks, recreational areas and other facilities throughout the state. Each reports to a District Superintendent.

Policy Requests for mutual aid support will only be acted upon when received from properly constituted local authorities as identified in the Law Enforcement Mutual Aid Plan.

Prior to Division approval to commit resources, District Superintendents have the authority to mobilize as many of their existing personnel and resources as necessary. Resources that require additional budgetary support or future reimbursement will not be committed without Division approval.

For incidents which occur within their Division, Division Chiefs are authorized to mobilize as many existing personnel and resources within the Division as they deem appropriate prior to receiving approval from the Deputy Director for Operations. Resources that require additional budgetary support or future reimbursement will not be committed without approval from the Chief Deputy Director for Operations or designee.

Procedures Contact the closest Parks and Recreation regional dispatch center:

NORCOM (Northern California) (916) 358-1300
CENCOM (Central California) (831) 649-2810
SURCOM (Southern California) (951) 443-2964/65



Agency	California Department of Insurance
Authority	California Penal Code, Master Mutual Aid Agreement
Roles	The primary responsibility of the Fraud Division is to protect the public from economic loss and distress by actively investigating and arresting those who commit insurance fraud. An additional Fraud Division role is to reduce the overall incidence of insurance fraud through anti-fraud outreach to the public, private and government sectors.
Resources	Approximately 205 sworn peace officers assigned to Department of Insurance offices statewide.
Policy	Upon notification by the Cal OES Law Enforcement Branch and issuance of a mission number, the Chief Deputy and/or CIB Fraud Division chain of command will make internal notifications and fill resource requests.
Procedures	Primary contact is the Chief Deputy Commissioner; backup is the Criminal Investigation Branch Deputy Commissioner.



Agency	California Department of Alcoholic Beverage Control
Authority	California Penal Code, California Business and Professions Code
Roles	<p>The mission of the Department is to administer the provisions of the Alcoholic Beverage Control Act in a manner that fosters and protects the health, safety, welfare, and economic well being of the people of the state.</p> <p>Investigators are available to assist local law enforcement as needed, consistent with the mission of the department, and the Master Mutual Aid Agreement.</p>
Resources	<p>Approximately 239 peace officer investigators statewide. Additionally, the SOU (Special Operations Unit) is available upon request. The primary function of SOU is to provide an effective enforcement strike force to address the following problems and activities: disorderly premises investigations; underage drinking; major narcotics investigations; field enforcement; interagency law enforcement task force operations; special events and training.</p> <p>The Department is in partnership with law enforcement agencies which have formed task forces with full time staffing to address such problems as drug trafficking (INCA, Riverside, IRNET, So. Calif.), money laundering (U.S. Customs TF, San Francisco) and intelligence gathering for anti-terrorism (CATIC, Sacramento).</p>
Policy	Upon determination that Mutual Aid is requested from the Department, the Assistant Director of either Northern Division (From: Oregon Border To: Kern County line) or Southern Division (From: Kings County Line To: Mexico Border) will be contacted for staff dispatch.
Procedures	Dependent upon geographic location, a requesting agency will notify Cal OES of the request for Mutual Aid. Once Cal OES issues a mission number, Cal OES or the requesting agency will notify the appropriate Assistant Director. The Assistant Director will notify and deploy personnel as needed, and will advise the Department's Director of the request. The Assistant Director will remain the contact person throughout the request period. *NOTE: If the Assistant Directors cannot be contacted, the Director will become the contact person for the Department.

Northern Division Assistant Director
Business # 916-263-6881



California Department of Alcoholic Beverage Control (Cont)

Southern Division Assistant Director:
Business # 562-860-4150

*Director:
Business # 916-263-6889

After hours, contact the Cal OES Law Enforcement Branch to request mutual aid resources from the Department of Alcoholic Beverage Control.



Agency	California Department of Fish and Wildlife – Law Enforcement Division
Authority	California Fish and Wildlife Code, California Penal Code, California Government Code, and Administrative Orders
Roles	<p>The mission of the DFW Law Enforcement Division is to protect California’s natural resources and provide public safety through effective and responsive law enforcement.</p> <p>Secondary responsibilities include: assisting local government agencies in reacting to emergencies by performing tasks which include, but are not limited to the restoration and maintenance of law and order, protection of life, property and the environment, search and rescue operations, air operations, emergency communications, and logistics support.</p>
Resources	Approximately 325 peace officers assigned in one of four geographic districts or special units within the state. Department of Fish and Wildlife Wardens are equipped for off-road, off-shore, and inland water responses.
Policy	<p>Emergency and officer safety assistance can be requested at any time.</p> <p>Requests for mutual aid support will be acted upon per the guidelines of the California Governor’s Office of Emergency Services Law Enforcement Mutual Aid Plan.</p> <p>Formal mutual aid will be granted on approval from the Chief of the Law Enforcement Branch or designee. Prior to headquarters approval, Assistant Chiefs and District Captains have authority to mobilize as many of their personnel as deemed necessary for effective response</p> <p>Contact the Department of Fish and Wildlife Northern Communications Center to initiate a mutual aid request for assistance.</p>



Agency	California Department of Motor Vehicles
Authority	California Penal Code, California Vehicle Code
Roles	<p>The California Department of Motor Vehicles (DMV) Investigations Division protects and serves the public interest and maintains the integrity, security, and reliability of the Department's data, services, and products by providing consumer protection through the enforcement of laws, rules, and regulations applicable to licensees, business partners, the public, and employees of the Department.</p> <p>DMV Investigators improve public safety through protection of the programs and interests of the Department and through active prevention/detection of fraud and counterfeit of the Department's indicia.</p> <p>The Investigations Division enforces laws, rules, and regulations that apply to new and used vehicle dealers, brokers, dismantlers, registration services, vehicle verifiers, driving schools, traffic violator schools, and other vehicle-related businesses.</p> <p>DMV is a participant in the State's Emergency Preparedness Alert System and has a fully equipped Department Emergency Operation Center (DEOC) available for State or National emergencies. The primary function of the DEOC is to coordinate Department resources for the protection of agency personnel, customers, facilities, information depositories, and to assist local, State and Federal authorities. Investigators are sworn peace officers under California Penal Code section 830.3 (c) and are available to assist local law enforcement when needed, consistent with the mission of the department and the Master Mutual Aid Agreement.</p>
Resources	DMV's Investigation Division is staffed with 240 sworn peace officers assigned to three geographic Regions within the State.
Policy	<p>Requests for mutual aid will only be acted upon when received from local authorities as identified in the Law Enforcement Mutual Aid Plan.</p> <p>The Chief has the authority to mobilize personnel and resources as necessary. Area Commanders must receive approval prior to committing resources. Resources that require additional budgetary support or future reimbursement will not be committed without approval.</p>
Procedures	24 hr Contact-Incident Response Hot Line (916) 657-8100



The California Governor's Office of Emergency Services Law Enforcement Branch

Since 1960, the California Governor's Office of Emergency Services, Law Enforcement Branch has provided valuable services to California's law enforcement agencies. Staffed with experienced peace officers, the Cal OES Law Enforcement Branch works directly with California's Sheriffs and Police Departments. Additionally, division personnel maintain liaison with all federal agencies including the FBI, ATF, Secret Service, State Department, and all the state law enforcement agencies.

Law Enforcement Branch Programs

Within the Response Operations, the California Governor's Office of Emergency Services Law Enforcement Branch is responsible for several key programs:

- Law Enforcement Mutual Aid System
- Search and Rescue Mutual Aid
- Coroner/Medical Examiner Mutual Aid
- Special Resources for Mutual Aid

California Governor's Office of Emergency Services Law Enforcement Branch coordinator/peace officers meet with local law enforcement executives, managers, supervisors and others to ensure that the system is ready at any time to serve California law enforcement. Staff works alongside local counterparts to develop operational plans, design, and present training and exercises; and when appropriate, coordinate mutual aid services during actual events.

Each of our staff members has years of experience in emergency management as it relates specifically to law enforcement agencies and their personnel. There is always a staff member on call to assist local law enforcement. Immediate assistance can be sought from the Cal OES Law Enforcement Branch by calling (916) 845-8700.



Mutual Aid Manuals/Training

The Cal OES Law Enforcement Branch produces several manuals designed to assist law enforcement agencies in correctly applying law enforcement mutual aid. In addition to the Law Enforcement Mutual Aid Plan, the Law Enforcement Guide for Emergency Operations helps law enforcement agencies better understand the State's Emergency Management System, the Incident Command System and how to plan for law enforcement response to major emergencies. The Law Enforcement Mutual Aid Training Course is a P.O.S.T. certified modular course in the concepts and principles of Law Enforcement Mutual Aid which can include a tabletop exercise to assist students in integrating concepts into practical skills. The Coroner Mutual Aid Plan is also available, providing detailed information on concepts in the context of mass fatality operations. As an adjunct to effective mutual aid, the branch shares management of the California Law Enforcement Mutual Aid Radio System [CLEMARS]. The CLEMARS Plan documents application for, and use of, the system.

Search and Rescue

The Law Enforcement Branch is charged with the responsibility for coordinating state mutual aid for search and rescue in California. In addition, it receives and coordinates interstate requests under the auspices of the National Search and Rescue Plan. The branch also coordinates local requests for State and Federal Agency search and rescue assistance. Because Search and Rescue missions are often life threatening, requests for out-of-county, State or Federal resources can be made directly to Cal OES by calling (916) 845-8700, 24 hours a day.

Search and Rescue - Related Products

The Search and Rescue Annex to the Law Enforcement Mutual Aid Plan is a document that explains in detail, the organizations involved in search and rescue, their roles and capabilities, and the process for obtaining their assistance. The branch also offers a P.O.S.T. certified class for those persons responsible for search and rescue management: "Direction and Control of the Search Function" has been offered to law enforcement Search and Rescue Incident Commanders for more than 17 years. More than 2,500 students have completed this 40-hour supervisory course that provides valuable information on the management of wilderness search operations.

Equipment Loan

To assist California law enforcement, the Cal OES Law Enforcement Branch has developed an inventory of special resources. This equipment is available for short-term loan to local and state law enforcement agencies. Hand-held radios, portable radio base stations, mobile communications vehicles and other law enforcement items are available upon request.



THE ROLE OF THE OPERATIONAL AREA LAW ENFORCEMENT MUTUAL AID COORDINATOR

Background

The Operational Area Law Enforcement Mutual Aid Coordinator plays a critical role in California's Law Enforcement Mutual Aid System. It is a dual role, wherein the mutual aid activities of an individual's own department and those of all other law enforcement agencies within the operational area are coordinated.

Duties and Responsibilities

- ❑ The Coordinator must have a working knowledge of the Law Enforcement Mutual Aid System and the procedures that enable it to operate efficiently.
- ❑ One or more points-of-contact should be identified at the coordinator's employing agency. This individual should serve as the Coordinator's "subject matter expert" and should assist in the actual development and maintenance of the Operational Area's Law Enforcement Mutual Aid capability.
- ❑ The Coordinator should assess the mutual aid resources in the operational area, as well as the level of training related to mutual aid.
- ❑ The Coordinator should serve as a relay point for communication of threat, warning and preparedness information to all law enforcement agencies in the operational area.
- ❑ The Coordinator should ensure that links exist to share appropriate threat, warning and preparedness information with fire and emergency medical services agencies in the operational area as well.
- ❑ The Coordinator should organize and chair an operational area law enforcement coordinating group, composed of the police chiefs and law enforcement executives within the operational area. The group may include others as deemed necessary by the chair. This committee should meet at least once each year and hold additional meetings as necessary.
- ❑ This group should:
 - Aid and encourage the development of mutual aid protocols and uniform law enforcement response plans within the Area.



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- Aid and encourage the development of countywide law enforcement communications networks. The communication nets should tie each law enforcement communications facility to the Operational Area Law Enforcement Dispatch Center, alternate dispatch centers, and allied agency centers, such as those for fire and EMS.
 - Develop a dispatching procedure for mutual aid use of law enforcement resources, both for in-county and out-of-county response.
- The Coordinator is responsible for coordinating response of all law enforcement resources within the operational area on major mutual aid operations.
 - The Coordinator also evaluates requests for assistance from local agencies; determines the resources within the operational area that can provide timely assistance, and initiates their response. This may consist of a response by any combination of Sheriff's personnel or local police from within the operational area. When resources within the operational area are insufficient, either for lack of timely response or the resource order is beyond operational area capability to fill, the request must be forwarded to the Region.
 - Justifies the need for ordered resources and monitors the length of time the resources will be deployed. Periodically evaluates the justification and commitment to the local agency of these resources, and keeps the Region informed.
 - The Operational Area Law Enforcement Mutual Aid Coordinator will advise the requesting jurisdiction of the origin of resources responding to the request for assistance.
 - The Coordinator must keep the Regional Law Enforcement Mutual Aid Coordinator informed of all operations.

The Operational Area Law Enforcement Coordinator is not responsible for direction of emergency operations except those that occur within the coordinator's employing agency jurisdiction. The local official in whose jurisdiction the emergency exists shall remain in full charge of all resources, staffing, and equipment furnished for mutual aid operations.



THE ROLE OF THE REGIONAL LAW ENFORCEMENT MUTUAL AID COORDINATOR

Background

The Regional Law Enforcement Mutual Aid Coordinator is *de facto* a member of the California's Law Enforcement Mutual Aid System's "board of directors." Even more complex than the role of an Operational Area Law Enforcement Mutual Aid Coordinator, the Regional Coordinator's role balances the needs and resources of the employing agency, but also those of the Operational Area and the other Operational Areas in the Region. The coordinator is also asked to provide guidance to other agencies in the system when appropriate.

Duties and Responsibilities

- ❑ The Regional Coordinator has all the duties of an Operational Area Law Enforcement Mutual Aid Coordinator, as well as the following:
- ❑ One or more points-of-contact should be identified at the Coordinators employing agency in order to assist with coordination of the mutual aid activities of the region. The Coordinator should assess the region's law enforcement mutual aid capabilities, and communicate this information to the State Law Enforcement Mutual Aid Coordinator.
- ❑ The Regional Coordinator should serve as a relay point for communication of threat, warning and preparedness information to all law enforcement agencies in the region, and to the operational area.
- ❑ The Regional Coordinator should meet periodically with the Operational Area Law Enforcement Mutual Aid Coordinators in the Region, to exchange information that would enhance the efficiency and effectiveness of mutual aid operations.
- ❑ The Coordinator is responsible for coordinating response of all law enforcement resources within the region, with the assistance of operational area coordinators, on major mutual aid operations.
- ❑ The Coordinator evaluates requests for assistance from an operational area; determines the resources from that operational area(s) within the region that can provide assistance, and initiates an appropriate response. When resources within the region are insufficient, either for lack of timely response or when the resource order is beyond regional capability, the request must be made to the state.
- ❑ The Regional Coordinator must keep the State Law Enforcement Mutual Aid Coordinator informed regarding all region-level operations.



REGIONAL LAW ENFORCEMENT MUTUAL AID COORDINATOR ELECTION PROCESS

Background

Consistent with the Standardized Emergency Management System, California's Law Enforcement Mutual Aid System consists of inter-related layers, from field operations through state coordination. Key in this process are the roles of the Operational Area Law Enforcement Mutual Aid Coordinator and the Regional Law Enforcement Mutual Aid Coordinator.

The responsibility for monitoring law enforcement activities within each Operational Area is vested in an Operational Area Law Enforcement Mutual Aid Coordinator. Similarly, the Regional Law Enforcement Mutual Aid Coordinator has the responsibility to monitor events and incidents in the region's operational areas, and to ensure timely coordination and provision of law enforcement mutual aid resources in the region.

Much of the success of any system depends upon the capabilities of the individuals serving at the various levels in the chain of command, and acceptance of their expertise by their peers. This document outlines the process for the election of Regional Law Enforcement Mutual Aid Coordinators.

Term

Elections for Regional Law Enforcement Mutual Aid Coordinators should be conducted at least once every four years, to coincide with the Regional Law Enforcement Mutual Aid Coordinator's term of office as Sheriff. If a Regional Law Enforcement Mutual Aid Coordinator leaves office as Sheriff during an un-expired term, notification must be made to the State Law Enforcement Mutual Aid Coordinator so that a special election may be held. When such a vacancy occurs, the State Law Enforcement Mutual Aid Coordinator will appoint an "Acting" Regional Law Enforcement Coordinator to serve until the formal election process is completed.

Election Process

Regional Law Enforcement Coordinator elections will be conducted by mail ballot, or at a special regional law enforcement mutual aid meeting called by the State Law Enforcement Mutual Aid Coordinator. Nominations will be sought from the Operational Area Law Enforcement Mutual Aid Coordinators. If the majority of nominations are for the same individual, that person shall be declared elected. If there is no clear winner, a written or voice vote will take place. In the event of a tie the State Law Enforcement Mutual Aid Coordinator will cast the deciding vote. Note that elections will be documented with written records of the proceedings.



SELECTED LEGAL SECTIONS

8550 GC (Government Code) The state has long recognized its responsibility to mitigate the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state. To insure that preparations within the state will be adequate to deal with such emergencies, it is hereby found and declared to be necessary:

(a) To confer upon the Governor and upon the chief executives and governing bodies of political subdivisions of this state the emergency powers provided herein; and to provide for state assistance in the organization and maintenance of the emergency programs of such political subdivisions;

(b) To provide for a state agency to be known and referred to as the California Office of Emergency Services, within the Governor's Office; and to prescribe the powers and duties of the director of that office;

(c) To provide for the assignment of functions to state agencies to be performed during an emergency and for the coordination and direction of the emergency actions of such agencies;

(d) To provide for the rendering of mutual aid by the state government and all its departments and agencies and by the political subdivisions of this state in carrying out the purposes of this chapter;

(e) To authorize the establishment of such organizations and the taking of such actions as are necessary and proper to carry out the provisions of this chapter.

It is further declared to be the purpose of this chapter and the policy of this state that all emergency services functions of this state be coordinated as far as possible with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

8558. Three conditions or degrees of emergency are established by this chapter:

(a) "State of War Emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) "State of Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, complications resulting from the Year 2000 Problem, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city



and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) "Local Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, complications resulting from the Year 2000 Problem, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

8560. (A) "Emergency Plans" means those official and approved documents which describe the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid, and public information.

(b) "State Emergency Plan" means the State of California Emergency Plan as approved by the Governor.

8568. The State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.

8569. The Governor shall coordinate the State Emergency Plan and those programs necessary for the mitigation of the effects of an emergency in this state; and he shall coordinate the preparation of plans and programs for the mitigation of the effects of an emergency by the political subdivisions of this state, such plans and programs to be integrated into and coordinated with the State Emergency Plan and the plans and programs of the federal government and of other states to the fullest possible extent.

8607. (a) By December 1, 1993, the California Office of Emergency Services, in coordination with all interested state agencies with designated response roles in the state emergency plan and interested local emergency management agencies shall jointly establish by regulation a standardized emergency management system for use by all emergency response agencies. The public water systems identified in Section 8607.2 may review and comment on these regulations prior to adoption.

This system shall be applicable, but not limited to, those emergencies or disasters referenced in the state emergency plan. The standardized emergency management system shall include all of



the following systems as a framework for responding to and managing emergencies and disasters involving multiple jurisdictions or multiple agency responses:

(1) The Incident Command Systems adapted from the systems originally developed by the FIRESCOPE Program, including those currently in use by state agencies.

(2) The multi-agency coordination system as developed by the FIRESCOPE Program.

(3) The mutual aid agreement, as defined in Section 8561, and related mutual aid systems such as those used in law enforcement, fire service, and coroners operations.

(4) The operational area concept, as defined in Section 8559.

(b) Individual agencies' roles and responsibilities agreed upon and contained in existing laws or the state emergency plan are not superseded by this article.

(c) By December 1, 1994, the California Governor's Office of Emergency Services, in coordination with the State Fire Marshal's Office, the Department of the California Highway Patrol, the Commission on Peace Officer Standards and Training, the Emergency Medical Services Authority, and all other interested state agencies with designated response roles in the state emergency plan, shall jointly develop an approved course of instruction for use in training all emergency response personnel, consisting of the concepts and procedures associated with the standardized emergency management system described in subdivision (a).

(d) By December 1, 1996, all state agencies shall use the standardized emergency management system as adopted pursuant to subdivision (a), to coordinate multiple jurisdictions or multiple agency emergency and disaster operations.

(e) (1) By December 1, 1996, each local agency, in order to be eligible for any funding of response-related costs under disaster assistance programs, shall use the standardized emergency management system as adopted pursuant to subdivision (a) to coordinate multiple jurisdiction or multiple agency operations.

(2) Notwithstanding paragraph (1), local agencies shall be eligible for repair, renovation, or any other non-personnel costs resulting from an emergency.

(f) The office shall, in cooperation with involved state and local agencies, complete an after-action report within 120 days after each declared disaster. This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.

8615. It is the purpose of the Legislature in enacting this article to facilitate the rendering of aid to areas stricken by an emergency and to make unnecessary the execution of written agreements customarily entered into by public agencies exercising joint powers. Emergency plans duly adopted and approved as provided by the Governor shall be effective as satisfying the requirement for mutual aid operational plans provided in the Master Mutual Aid Agreement.

8616. During any state of war emergency or state of emergency when the need arises for outside aid in any county, city and county, or city, such aid shall be rendered in accordance with approved emergency plans. It shall be the duty of public officials to cooperate to the fullest possible extent in carrying out such plans.



8617. In periods other than a state of war emergency, a state of emergency, or a local emergency, state agencies and political subdivisions have authority to exercise mutual aid powers in accordance with the Master Mutual Aid Agreement and local ordinances, resolutions, agreements, or plans therefore.

8618. Unless otherwise expressly provided by the parties, the responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident, including the direction of personnel and equipment provided him through mutual aid.

8619. The Governor may on behalf of this state enter into reciprocal aid agreements or compacts, mutual aid plans, or other interstate arrangements for the protection of life and property with other states and the federal government, either on a statewide basis or a political subdivision basis. Prior to committing the personnel, equipment, or facilities of any political subdivision of this state, the Governor shall consult with the chief executive or governing body of such political subdivision. Such mutual aid arrangements may include the furnishing or exchange, on such terms and conditions as are deemed necessary, of supplies, equipment, facilities, personnel, and services.

8620. During a state of war emergency the Governor shall have complete authority over all agencies of the state government and the right to exercise within the area or regions designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof he shall promulgate, issue, and enforce such orders and regulations as he deems necessary for the protection of life and property, in accordance with the provisions of Section 8567.

8627. During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of the state government and the right to exercise within the area designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof, he shall promulgate, issue, and enforce such orders and regulations as he deems necessary, in accordance with the provisions of Section 8567.

8655. The state or its political subdivisions shall not be liable for any claim based upon the exercise or performance, or the failure to exercise or perform a discretionary function or duty on the part of a state or local agency or any employee of the state or its political subdivisions in carrying out the provisions of this chapter.

8656. All of the privileges and immunities from liability; exemptions from laws, ordinances, and rules; all pension, relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of any political subdivision when performing their respective functions within the territorial limits of their respective political subdivisions, shall



apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under this chapter.

8657. (a) Volunteers duly enrolled or registered with the California Governor's Office of Emergency Services or any disaster council of any political subdivision, or unregistered persons duly impressed into service during a state of war emergency, a state of emergency, or a local emergency, in carrying out, complying with, or attempting to comply with, any order or regulation issued or promulgated pursuant to the provisions of this chapter or any local ordinance, or performing any of their authorized functions or duties or training for the performance of their authorized functions or duties, shall have the same degree of responsibility for their actions and enjoy the same immunities as officers and employees of the state and its political subdivisions performing similar work for their respective entities.

(b) No political subdivision or other public agency under any circumstances, nor the officers, employees, agents, or duly enrolled or registered volunteers thereof, or unregistered persons duly impressed into service during a state of war emergency, a state of emergency, or a local emergency, acting within the scope of their official duties under this chapter or any local ordinance shall be liable for personal injury or property damage sustained by any duly enrolled or registered volunteer engaged in or training for emergency preparedness or relief activity, or by any unregistered person duly impressed into service during a state of war emergency, a state of emergency, or a local emergency and engaged in such service. The foregoing shall not affect the right of any such person to receive benefits or compensation which may be specifically provided by the provisions of any federal or state statute nor shall it affect the right of any person to recover under the terms of any policy of insurance.

(c) The California Earthquake Prediction Evaluation Council, an advisory committee established pursuant to Section 8590 of this chapter, may advise the Governor of the existence of an earthquake or volcanic prediction having scientific validity. In its review, hearings, deliberations, or other validation procedures, members of the council, jointly and severally, shall have the same degree of responsibility for their actions and enjoy the same immunities as officers and employees of the state and its political subdivisions engaged in similar work in their respective entities. Any person making a presentation to the council as part of the council's validation process, including presentation of a prediction for validation shall be deemed a member of the council until the council has found the prediction to have or not have scientific validity.

8658. In any case in which an emergency endangering the lives of inmates of a state, county, or city penal or correctional institution has occurred or is imminent, the person in charge of the institution may remove the inmates from the institution. He shall, if possible, remove them to a safe and convenient place and there confine them as long as may be necessary to avoid the danger, or, if that is not possible, may release them. Such person shall not be held liable, civilly or criminally, for acts performed pursuant to this section.



8660. No other state or its officers or employees rendering aid in this state pursuant to any interstate arrangement, agreement, or compact shall be liable on account of any act or omission in good faith on the part of such state or its officers or employees while so engaged, or on account of the maintenance or use of any equipment or supplies in connection with an emergency.

8668. (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all other documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

(b) Nothing in this chapter shall be construed to diminish or remove any authority of any city, county, or city and county granted by Section 7 of Article XI of the California Constitution.

26602. The sheriff shall prevent and suppress any affrays, breaches of the peace, riots, and insurrections which come to his knowledge, and investigate public offenses which have been committed.

19 CCR 2401 (California Code of Regulations) These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACS) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems.

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930. Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.



**CALIFORNIA DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT**

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, it is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, it is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, it is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, countywide, regional, statewide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.



3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, California Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a *STATE OF EXTREME EMERGENCY* has been proclaimed.
5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Section 1564, CA Military and Veterans Code.)
6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government, the parties to this agreement shall abide by such mutual aid agreements in accordance with the law.
7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:



-
- a. Countywide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties thereto in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - b. Statewide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - c. The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - d. Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - e. The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.



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- f. The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, the County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
 8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
 9. Approval or execution of this agreement shall be as follows:
 - a. The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - b. Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "*CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT.*" Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.



- c. The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

10. Termination of participation in this agreement may be effected by any party as follows:

- a. The Governor on behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
- b. Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

Signed by: EARL WARREN
GOVERNOR
On behalf of the State of California and all its
Departments and Agencies

ATTEST:

November 15, 1950

Signed by: FRANK M. JORDAN
SECRETARY OF STATE



Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the CA MILITARY and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

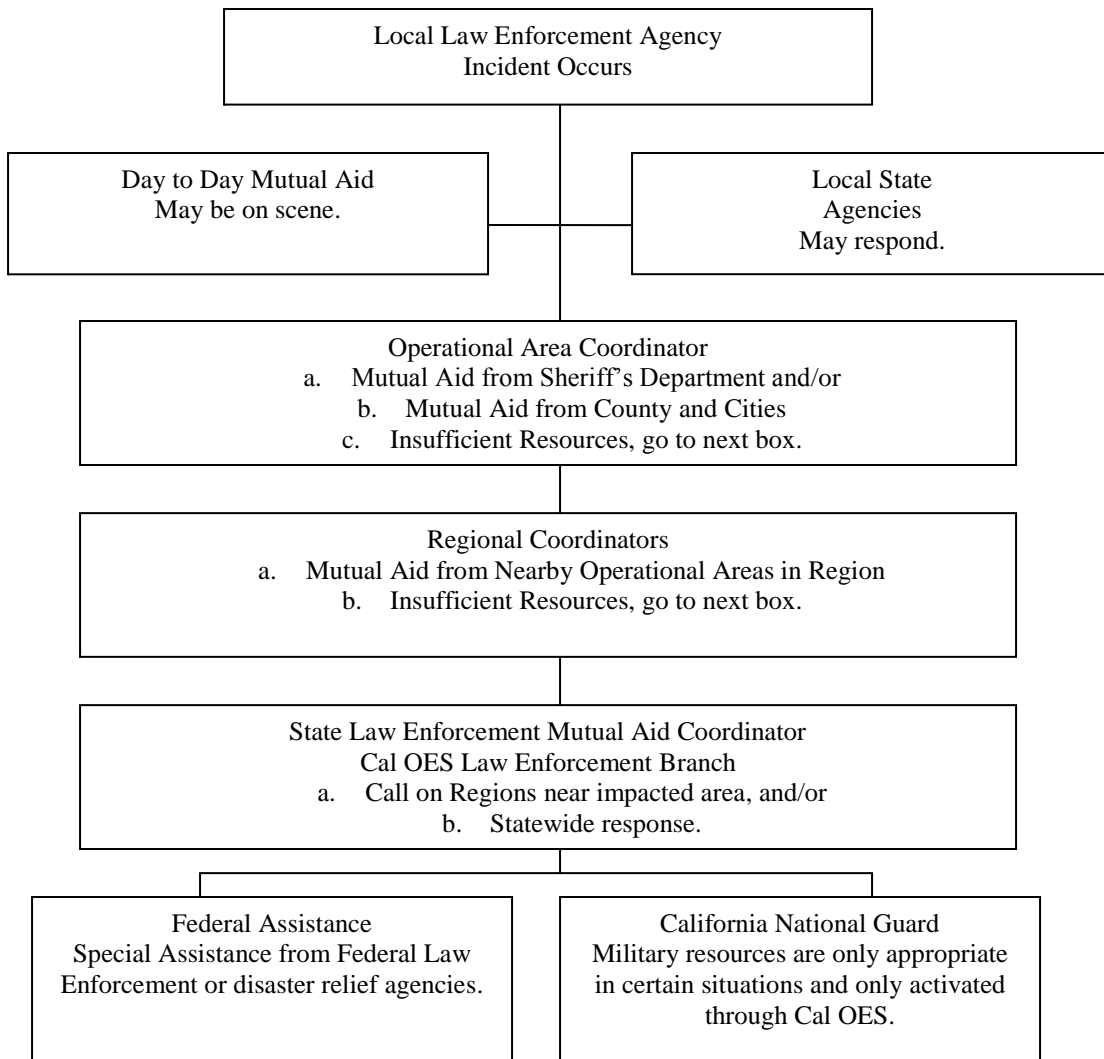
Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.*
- (b) In addition, Section 8561 of the new act specifically provides: "Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.*

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the CA Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.



Law Enforcement Mutual Aid Requests



Cal OES Law Enforcement Branch 24 Hours (916) 845-8700

Police Aide Manual Draft 2018.pdf

BERKELEY POLICE DEPARTMENT
POLICE AIDE PROGRAM MANUAL



ISSUED: TBD



**BERKELEY POLICE DEPARTMENT
POLICE AIDE MANUAL
Issued: TBD**



INTRODUCTION

The Police Trainee Program was established in 1963, and the Police Aide Program was added in 1967. In 1989, the Program was revised and is now called the Police Aide Program.

The Police Aide position is designed for college students interested in a career in law enforcement. A Police Aide will obtain part-time work experience, resulting from rotating assignments in the various divisions of the Berkeley Police Department, including ride-alongs with uniformed patrol officers. A Police Aide is required to wear a uniform, but not authorized to carry a firearm, handcuffs or OC spray.

To participate in the Program, a Police Aide must maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Police Aides shall complete at least six semester units (or the equivalent) of college course work per semester. A Police Aide will work a maximum of 19 hours per week scheduled around their academic program. A police Aide will work a maximum of [REDACTED] hours per year. Employment as a Police Aide is limited to a maximum of four years.

A Police Aide will receive relevant work experience, which will be valuable for any future employment elsewhere or towards a law enforcement career.

POLICE AIDE COORDINATOR

The Personnel and Training Sergeant will serve as the Police Aide Coordinator. The Police Aide Coordinator shall supervise all Police Aide employees and their activities. The Police Aide Coordinator's responsibilities include:

1. Recruitment of Police Aides at various colleges.
2. Conduct pre-employment examinations and coordinate background investigations.
3. Primary supervision of all Police Aides.
4. Determine staffing needs in various divisions and schedule Police Aides for all shifts.
5. Closely monitor timesheet, absence/sick cards and representation requests.
6. Sign time sheets for Police Aides and forward to Payroll
7. Collect school schedules and grades
8. Schedule ride-alongs.
9. Schedule meetings (monthly or every two months).
10. Complete evaluations as primary supervisor, distribute and review evaluations with employee.
11. Conduct preliminary examination, interview, and investigation of policy and procedural violations.
12. Determine training needs (e.g., training videos, etc.).

CHAIN OF COMMAND

All Police Aides shall follow the established chain of command. The chain of command is designed to facilitate the transmittal of orders and instructions from the highest to the lowest level of command in a minimum of time with the least chance of misinterpretation. Police Aides shall communicate all matters



**BERKELEY POLICE DEPARTMENT
POLICE AIDE MANUAL
Issued: TBD**



to the Police Aide Coordinator. The Police Aide Coordinator has the specific responsibility to resolve the issue, or to forward to the next highest level those issues which are beyond his/her ability to resolve.

POLICIES

Policies provide a necessary basis for the orderly and disciplined performance of duty. You are required to read all BPD policies upon your appointment.

PERFORMANCE EVALUATIONS

Performance evaluations for all Police Aides shall be completed bi-monthly during their first six months on probation. Upon successful completion of probation, Police Aides will be evaluated on a yearly basis to assess their current job performance and their potential as police officers. The Police Aide Coordinator will review the performance evaluation with the Police Aide and file it appropriately.

UNIFORMS AND EQUIPMENT

The Uniform and Equipment Specifications Manual outlines the specifications for all uniforms and equipment. It is the responsibility of the Police Aide to take care of their issued equipment. The equipment must be returned to the Department upon termination of service.

If equipment is lost or damaged, a report must be written.

The Police Aide will be issued a Department locker and combination lock. No other lock may be used on the locker. All issued equipment is to be kept in the locker when not in use. Nothing shall be stored outside or on top of the locker. The Police Aide is responsible for securing all belongings appropriately.

SCHOOL SCHEDULES AND EDUCATION REQUIREMENTS

All school schedules shall be submitted to the Police Aide Coordinator prior to the start of the new school semester, or quarter and/or upon request. All classes must be currently attended. If there is a change in your schedule, or a class has been dropped or added, you must notify the Police Aide Coordinator immediately in a written memo. A copy of school grades must also be submitted to the Police Aide Coordinator upon completion of the school semester or quarter.

TRAINING

A Police Aide will be given a short orientation before their initial assignment. Training may include, but is not limited to exposure to patrol operations, the Traffic or Detective Bureau, the Property Room and/or any other detail or assignment deemed appropriate by the Program Coordinator.

Assignments should rotate on a regular basis. The supervisor of the unit the Police Aide is temporarily assigned to should arrange for training so they may effectively perform any given assignment. In some cases, another Police Aide familiar with a particular assignment may be tasked to assist with training.



**BERKELEY POLICE DEPARTMENT
POLICE AIDE MANUAL
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SENIORITY

Because it is a part-time position, Police Aides do not receive seniority privileges except as it applies to their overall time as a City of Berkeley employee.

Seniority is the relative position in the Department with respect to all other employees. It is determined by the hiring date and length of service; however, it is secondary to the efficient operation of the Department.

A Police Aide may be rotated through various shifts and assignments by the Police Aide Coordinator to provide the employee exposure and training in a wider variety of working conditions.

RIDE-ALONG PROGRAM / GUIDELINES

A Police Aide shall participate in the Ride-Along Program with a uniformed Field Training Officer. As a Police Aide, you must be in uniform to ride on patrol. Ride-Alongs shall be scheduled through the Police Aide Coordinator. All rules listed on the "Ride-Along Guidelines for Police Aides and Field Training Officers" shall be followed.

TIMESHEET SIGN IN/OUT

A Police Aide shall report for duty at the time, place and in uniform, as scheduled. The Police Aide must sign in at the beginning of his/her shift and sign out at the end of the shift on the date worked. All hours must be signed in and out in order to receive proper pay.

If a Police Aide is not present at reporting time, but is present within 15 minutes, he/she shall be marked "tardy" and required to make a verbal explanation to the immediate supervisor or Police Aide Coordinator. If the tardiness exceeds 15 minutes, he/she shall be marked "late" and will be required to file an explanatory report which shall be placed in the personnel folder maintained by the Police Aide Coordinator.

DUTIES / RESPONSIBILITIES

The duties of the Police Aide may include, but are not limited to:

1. Producing and distributing background mailers
2. Conducting law-enforcement related record checks
3. Coordinating the distribution of officer commendations
4. Maintaining the equipment room
5. Assisting with police applicant physical agility testing
6. Any other administrative duties.



**BERKELEY POLICE DEPARTMENT
POLICE AIDE MANUAL
Issued: TBD**



BREAKS/LUNCH BREAK

Permission for all breaks or a lunch break must be granted by your immediate Supervisor in the detail you are assigned. The City of Berkeley permits a 15-minute break for every 4 hours worked. If you are scheduled to work 8 hours, you may take an unpaid 30-minute lunch, or work the entire 8 hours. If you take a lunch, it must be written on the timesheet, so you will be paid for 7-1/2 hours instead of straight 8 hours.

MEETINGS

Police Aides will attend periodic meetings scheduled by the Police Aide Coordinator every 1-2 months. You shall report to the designated place of assembly, properly attired, and prepared to begin the meeting on time. If you are unable to participate in the meeting, you must notify the Police Aide Coordinator and make arrangements to reschedule in order to obtain the information discussed/presented. Failure to notify the Police Aide Coordinator of your inability to attend may result in disciplinary action.

DISCIPLINARY ACTION/SUSPENSION/TERMINATION

All complaints received regarding the work performance or conduct of a Police Aide will be initially investigated by the Police Aide Coordinator. Inappropriate conduct may result in disciplinary action, suspension or termination. Failure to maintain the education requirements will result in suspension from the program.

IDENTIFICATION CARD

The Department will issue each Police Aide an identification card.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Police Aides must notify the Department within three days of a change of address or telephone number. Forms for this purpose are located in the Professional Standards Division office. Changes should be forwarded to the Police Aide Coordinator to ensure proper contact information is available.

RESIDENCY REQUIREMENT

The State Constitution prohibits public entities from requiring employees to reside within the City; however, you must live within a reasonable distance.

OUTSIDE EMPLOYMENT

A Police Aide shall not engage in any employment outside the Department without the written approval of the Chief of Police. The approval process is located in the Outside Employment policy.



**BERKELEY POLICE DEPARTMENT
POLICE AIDE MANUAL
Issued: TBD**



RIDE-ALONG PROGRAM GUIDELINES

Police Aides will ride a minimum of 4 hours every other month with a Berkeley Police Officer. The aides are expected to make their own ride-along arrangements, obtaining approval from the Personnel and Training Bureau Sergeant no less than 3 days in advance of the selected ride-along date.

1. Police Aides may ride a maximum, not to exceed 30 hours each month. Any exception to this procedure must be approved by the Administrative Division Captain.
2. Pay will be given for the first 10 hours of each month. Additional hours will not be paid. However, all hours will be logged in the file folder.
3. Paid Ride-Along hours will not exceed the maximum 19-hour work week.
4. All Ride-Alongs will be scheduled through the Aide Coordinator. Requests for Ride-Alongs must be submitted no less than 3 days in advance and are subject to approval.
5. Police Aides will rotate their Ride-Alongs with various officers.

DURING RIDE-ALONG

1. Police Aides must remain with Field Training Officer at all times unless otherwise instructed.
2. Police Aides will notify Dispatch of the officer they are riding with.
3. Police Aides will remain in patrol vehicle on all assignments unless otherwise instructed by the Field Training Officer.
4. Police Aides will not participate in any arrest of a suspect, person or vehicle searches, interrogation of suspects, or any street activity which could place the Police Aide in possible danger.
5. Police Aides may assist in report writing, or use of a police radio only at direct supervision of Field Training Officer.

Outside Employment AR2-10.pdf

CITY OF BERKELEY ADMINISTRATIVE REGULATIONS

A.R. NUMBER:	2.10
ORIGINAL DATE:	1/1/95
POSTING DATE:	11/17/05
PAGE	1 OF 6 PAGES

SUBJECT: Outside Employment – All Employees Except the Deputy City Manager, Assistant City Managers and Department Directors

PURPOSE

The purpose of this policy is to:

1. Define outside employment; and
2. Identify who is affected by the policy; and
3. Outline the procedure to follow when a City of Berkeley employee seeks approval for outside employment.

POLICY

City Manager approval is required for all outside employment. Full-time City employees may not carry on, concurrently with their public service, any private business or undertaking, attention to which affects the time or quality of their work, or which casts discredit upon or creates embarrassment for the City government, including causing a perceived or real violation of internal controls. Written authorization to engage in any outside employment or gainful occupation must be approved, in advance, by the department director and City Manager, based upon written request of the employee.

Employees who engage in outside employment in violation of this administrative regulation may be disciplined, up to and including termination. This same standard also applies to other public service. Note: Policies affecting Department directors are to be found in Resolution Nos. 47,567, and 47,761 and A.R. 2.9.

DEFINITION OF OUTSIDE EMPLOYMENT

Outside employment includes self-employment and employment by others.

- a. **Self Employment**
Includes the offering for sale of goods or services on a regular or periodic basis or by contract as an independent contractor. Self-employment does not include the management of one's own investments.
- b. **Employment by Others**
Means the creation of an employer-employee relationship between the employee and an employer other than the City of Berkeley. An employer-employee relationship is considered to be established when the employee does not have individual control over

when, where, or how he/she works.

c. Exclusions from Outside Employment

Outside employment as defined above does not include those periodic services such as making speeches, which an employee may be called upon to perform by various outside groups for which an honorarium or expense is paid. Under normal circumstances, non-paid, voluntary involvement would not constitute employment under this policy. However, the City is under no obligation to honor volunteer commitments an employee may make prior to or during employment with the City.

d. Disclosure

Each City employee in the regular career service must, within 30 days of the effective date of this regulation, disclose to his or her supervisor whether he or she is employed outside of their City employment and seek approval by the City Manager, pursuant to this regulation. Any City employee hired after the effective date of this A.R. must disclose at the time of hire if he or she is, or expects to be, otherwise employed. Approval is required and employees may be directed to cease his or her outside employment, as a condition of continued employment with the City of Berkeley. Any City employee hired after the effective date of this A.R. must obtain written approval prior to engaging in any outside employment or gainful occupation by the department director and City Manager. Except that for the purpose of this A.R. an employee is not considered to be "otherwise employed" when hired, if he/she will cease the other employment within 30 days of beginning to work for the City.

e. Prohibited Outside Employment

The City will consider the following factors to determine whether an employee's proposed outside employment will be prohibited:

- 1) The employment involves the use for private gain or advantage of his/her City of Berkeley time, facilities, equipment and supplies, or badge, uniform, prestige, or influence of his or her position with the City; or
- 2) The employment involves receipt or acceptance by the employee of money or consideration from an employer, other than the City of Berkeley, for the performance of duties, which fall within the normal course of his/her assignment with the City; or
- 3) The employment involves the performance of an act in other than his/her capacity as a City of Berkeley employee, which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by a representative of the City of Berkeley; or
- 4) The employment involves the time or other demands as would render performance of his/her duties as a City of Berkeley employee less efficient; or
- 5) The employment creates any real or perceived conflict of interest with his/her duties as a City of Berkeley employee, or in any way violates the internal controls of the

City government.

PROCEDURE

City employees engaged in outside employment, as defined above, are required to seek approval. Attachment 1 to this regulation is provided for that purpose.

- Step 1. Complete the attached form and submit to your department director.
- Step 2. Department director sends form to General Services Manager for determination of whether outside employer has business relationship with the City. General Services Manager signs and returns form to department director (should be completed within five (5) days).
- Step 3. Upon receipt from General Services, the department director completes the Recommendation section and sends form to Human Resources Department for review. Human Resources forwards form to City Manager for approval or disapproval. (Should be completed by department head within five (5) days and by Human Resources/City Manager within five days)
- Step 4. If approved or disapproved by City Manager, Human Resources Department files original copy of request form in the employee's personnel file.
- Step 5. Employee is required to submit a revised request form if there are any changes in the conditions of the approved outside employment; or to notify the department director if the outside employment has been terminated.

Outside Employment for Sworn Police Personnel

In addition to the policies and procedures described above for all City employees, sworn police employees must obtain written permission of the Police Chief to work in any outside employment that makes use of the skills and knowledge accrued to the employee by benefit of being employed as a sworn police officer. Because of the potential liability exposure that may accrue to the City, the Police Chief, or its officers and employees, the Police Chief has the right to refuse/deny/revoke applications for employment by sworn police officers working in an extra-duty capacity.

Sworn Police employees interested in working in outside employment are required to submit a written memorandum, directed to the Police Chief via the Administrative Division Captain describing the following:

- a. Full description of the outside employment, including terms and conditions of employment,
- b. Expected duration of the outside employment,
- c. The name, address and telephone number of the employer.

The Police Chief may deny any employment that may cause a conflict of interest for the City or the

Police Department, embarrassment to the City or the Police Department or conflict with the policy of the City for outside employment, as described above.

City Charter Provisions which bear upon outside employment:

Section 32 Compensation of officers and employees.

The Council shall fix the compensation of all officers and employees on recommendation of the City Manager, except as in this Charter otherwise provided. No officer or employee shall be allowed any fees, prerequisites, emoluments, rewards or compensation, aside from the salary or compensation as fixed by the Council, but all fees received by him or her in connection with his or her official duties shall be paid into the City Treasury.

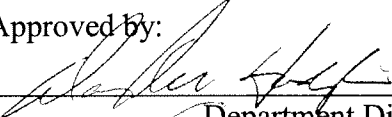
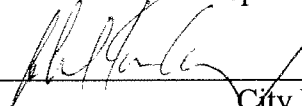
Section 36 Officers not to be interested in contracts or franchises.

No officer or employee shall be directly or indirectly interested in any contract, work or business of the City or in the sale of any article, the expense, price or consideration of which is paid for from the treasury or by assessment levied by any act or ordinance; nor in the purchase or lease of any real estate or other property belonging to the City or which shall be sold for taxes or assessments or by virtue of legal process at the suit of the City. No officer shall be in the employ of any public service corporation in the City or of any person having any contract with the City or of any grantee of a franchise granted by the City.

Any contract or agreement made in contravention of this Section shall be void.

Any violation of the provisions of this Section shall be deemed a misdemeanor.

The Council shall enforce the provisions of this Section by appropriate legislation.

RESPONSIBLE DEPARTMENT: Human Resources	Approved by:  _____ Department Director
TO BE REVISED: Every year	 _____ City Manager

**CITY OF BERKELEY
REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT**

To: CITY MANAGER

Name _____ Date _____ Department _____

Original Request _____ Position _____ Change _____ Termination _____

Permission is granted to engage in outside employment as follows:

Name of employer _____

Address _____ Telephone number _____

Nature and location of work

Schedule of hours _____ Total hours per week

Permanent/Temporary/Seasonal

Fringe benefits from outside employer

(Paid sick leave, vacation leave, health insurance, retirement benefits)

STATEMENT TO BE SIGNED BY EMPLOYEE

I have read the City Administrative Regulation (A.R. No. 2.10) and certify that my outside employment is not in violation of that regulation; and I agree that, if I terminate the above employment, or if the nature of the work described above changes, I shall immediately notify my department head and shall submit a supplemental request form.

Employee signature

Department Director recommendation:

Personnel for review and comment:

Department head signature

Human Resources Director signature

Approved () Disapproved ()

If disapproved, reasons:

City Manager signature

If approved, route both copies to:

- ___ Tax and License Administrator
- ___ Human Resources Department

Personnel: Forward completed original to department concerned.
File duplicate copy with employee's records.

BPD Narcan Signed Medical Standing Order.pdf

NARCAN NASAL SPRAY 4mg Physician/Medical Director Standing Order

NARCAN is indicated for the reversal of opioid overdose induced by natural or synthetic opioids and exhibited by respiratory depression or unresponsiveness. NARCAN is delivered by intranasal administration as indicated.

This standing order covers the possession and distribution of NARCAN Nasal Spray 4mg.

Trained staff of the Berkeley Police Department may possess and distribute NARCAN Nasal Spray 4mg to 1) a person at risk of experiencing an opioid-related overdose or 2) a family member, friend, or other person(s) in a position to assist a person at risk of experiencing an opioid-related overdose.

Administration of NARCAN Nasal Spray 4mg to a person suspected of an opioid overdose with respiratory depression or unresponsiveness as follows:

Use NARCAN Nasal Spray for known or suspected opioid overdose in adults and children. Important: For use in the nose only.

- Do not remove or test the NARCAN Nasal Spray until ready to use.
- Each NARCAN Nasal Spray has 1 dose and cannot be reused.
- You do not need to prime NARCAN Nasal Spray.

How to use NARCAN nasal spray:

Step 1. Lay the person on their back to receive a dose of NARCAN Nasal Spray.

Step 2. Remove NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.

Step 3. Hold the NARCAN Nasal Spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

Step 4. Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose.

Step 5. Press the plunger firmly to give the dose of NARCAN Nasal Spray.

Step 6. Remove the NARCAN Nasal Spray from the nostril after giving the dose.

Step 7. Get emergency medical help right away. • Move the person on their side (recovery position) after giving NARCAN Nasal Spray. • Watch the person closely. • If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available. • Repeat Steps 2 through 6 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, Steps 2 through 6 may be repeated every 2 to 3 minutes until the person responds or emergency medical help is received.

Step 8. Put the used NARCAN Nasal Spray back into its box.

Step 9. Throw away (dispose of) the used NARCAN Nasal Spray in a place that is away from children.

QTY: 250 REFILLS: 3 SIG:  use as directed

DATE 8/20/2018 Dr. Signature Karl Sporer, MD 

Print Dr. Name and contact information: Karl Sporer MD C04 2975

201 Admin Order.pdf

DEPARTMENTAL ORDER

ADMINISTRATIVE ORDER #2010-001

DATE ISSUED: 2/4/2010

SUBJECT: ANNUAL PHYSICAL EXAMINATIONS

PURPOSE

The purpose of this Department Order is to direct the attendance and participation of specified employees in annual physical health examinations.

POLICY

Department employees shall attend and participate in work-related physical health examinations announced in this Order.

EFFECTIVE TERM

This Department Order shall remain in effect until this Order is rendered inoperative by the issuance of another order by the Chief of Police or, one year from the date of issuance.

PROCEDURES

Specified personnel are assigned to be present for and participate in an annual physical health examination at the medical facility designated by the Department.

Individual appointments have been made for assigned personnel based on work schedules and employee input. An employee who, for good reason, cannot participate as scheduled shall contact the Personnel and Training Bureau no later than 72 hours prior the appointment date to request rescheduling of the examination. An examination may be rescheduled only upon the approval of the Personnel and Training Bureau Lieutenant. Any employee not complying with this Administrative Order may be subject to discipline.

Chief of Police

cc: All BPD Personnel

BPD Narcan Report.pdf

Berkeley Police Department

Intranasal Narcan (Naloxone) Usage Report

Date:	Police Department:	Time of Arrival:	Case Number:
Location of Incident (Number, Street, Business):		Name of Police Officer Administering:	
Name of Victim:	Address: (no., street, city/town, state)	D.O.B:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unk.
Victim status prior to administering Intranasal Narcan: (Check one in each section)			
Level of consciousness-Victim responds to: <input type="checkbox"/> Alert <input type="checkbox"/> Verbal Stimulus <input type="checkbox"/> Painful Stimulus <input type="checkbox"/> Unresponsive <input type="checkbox"/> Other:(specify)_____			
Breathing: <input type="checkbox"/> Rapidly (>24 BPM) <input type="checkbox"/> Slowly (<10 BPM) <input type="checkbox"/> Normally (12-20 BPM) <input type="checkbox"/> Not Breathing			
Pulse: <input type="checkbox"/> Rapid (>100) <input type="checkbox"/> Slow (<60) <input type="checkbox"/> Normal (60-100) <input type="checkbox"/> No Pulse <input type="checkbox"/> Did not check pulse			
Constricted Pupils (Pinpoint): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Other Indicators:_____			
Evidence of Opioid Usage: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify below in comments		If drug packages found at scene, describe stamp or marking:	
Victim overdosed on what drugs? (Check all that apply)			
<input type="checkbox"/> Heroin <input type="checkbox"/> Morphine <input type="checkbox"/> Codeine <input type="checkbox"/> Methadone <input type="checkbox"/> Suboxone <input type="checkbox"/> Unknown Pills <input type="checkbox"/> Unknown Injection <input type="checkbox"/> Fentanyl <input type="checkbox"/> Prescription Medication <input type="checkbox"/> Unknown <input type="checkbox"/> Other: (specify)_____			
Time Intranasal Narcan was administered:	Number of vials of Intranasal Narcan used: <input type="checkbox"/> Half <input type="checkbox"/> One <input type="checkbox"/> Two		
If Narcan worked, how long did Intranasal Narcan take to work?			
<input type="checkbox"/> Less than 1 minute <input type="checkbox"/> 1-3 minute(s) <input type="checkbox"/> 3-5 minutes <input type="checkbox"/> more than 5 minutes <input type="checkbox"/> Unknown <input type="checkbox"/> Did not work			
Victim's response to Intranasal Narcan being administered:			
<input type="checkbox"/> No Response to Narcan <input type="checkbox"/> Responsive but Sedated <input type="checkbox"/> Responsive and Alert <input type="checkbox"/> Responsive and Angry <input type="checkbox"/> Combative <input type="checkbox"/> Other:_____			
Post-Intranasal Narcan responses: (Check all that apply)			
<input type="checkbox"/> None <input type="checkbox"/> Opiate Withdrawal (e.g. nauseated, muscle aches, runny nose and/or watery eyes, shivering, and sweating) <input type="checkbox"/> Respiratory Distress <input type="checkbox"/> Seizure <input type="checkbox"/> Vomiting <input type="checkbox"/> Other: (specify _____)			
What else was done by the police officer? (check all that apply)			
<input type="checkbox"/> Verbal Stimulus <input type="checkbox"/> Tactile Stimulus <input type="checkbox"/> Recovery Position <input type="checkbox"/> Bag Valve Mask <input type="checkbox"/> Mouth to Mask <input type="checkbox"/> Mouth to Mouth <input type="checkbox"/> Defibrillator: (If checked, indicate status of shock) <input type="checkbox"/> Defibrillator - no shock <input type="checkbox"/> Defibrillator - shock administered <input type="checkbox"/> Chest Compressions <input type="checkbox"/> Oxygen <input type="checkbox"/> Other: (specify)_____			
Was Intranasal Narcan administered by anyone else at the scene? <input type="checkbox"/> Yes (If yes, check all that apply) <input type="checkbox"/> No			
<input type="checkbox"/> EMS <input type="checkbox"/> Bystander <input type="checkbox"/> Other:(specify)_____			
Disposition: (check one)			
<input type="checkbox"/> Care transferred to EMS <input type="checkbox"/> Other (specify)_____			
Was a paramedic on scene prior to being transported? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did the person live? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Transported to which Hospital:		Transporting Ambulance:	
Comments: <input type="checkbox"/> Cross-referenced related case number: _____			

For Training Manager Use Only

Lot Number:	Expiration Date:
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COB Statement of Expense.pdf

City of Berkeley
STATEMENT OF EXPENSE FORM

A.R. 3.9
Rev Feb.08

Finance Director or Designee Signature

Date

AR2-7 Employee report 27.pdf



Human Resources

INCIDENT REPORT Employee Incident Report

1. Today's Date:	2. Date of Incident:	3. Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm	4. Exact Location of Incident (Bldg/Floor):
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INCIDENT DETAILS

5. Name of Affected Employee (please print):	6. Employee #:	7. Department & Division:
8. Job Title:	9. Home Address (include zip code):	10. Home Phone (include area code)

11. Narrative of the incident (*Who/What/Where/How?*) Continue on reverse side if needed:

12. Witness(es) – full names & phone numbers:	a.)	b.)
	c.)	e.)

13. Identify any contributing factors to this incident:

14. Suggestions for Future Avoidance:

15. Enter the Date & Time the employer was first notified of this incident: _____

16. To whom was this incident first reported to (name and position): _____

17. Did you seek medical treatment for this incident? Yes No If Yes, where: _____

If No, by signing here you are attesting that you do not require medical treatment at this time: _____

18. Were you supplied with a DWC-1 form? Yes No If Yes, did you complete and submit it? Yes No Date: _____

ATTESTMENT

19. By signing below, you are attesting that the information you have provided is true and accurate to the best of your knowledge:

_____ Name (printed)

_____ Signature

_____ Date

REPORTED TO

20. Name (please print):

21. Signature:

22. Job Title:

23. Part of Body (check all that apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Abdomen | <input type="checkbox"/> Finger: _____ | <input type="checkbox"/> Head | <input type="checkbox"/> Jaw / Chin |
| <input type="checkbox"/> Heart | <input type="checkbox"/> Hand..... L <input type="checkbox"/> R | <input type="checkbox"/> Knee..... L <input type="checkbox"/> R | <input type="checkbox"/> Face |
| <input type="checkbox"/> Stomach | <input type="checkbox"/> Arm..... L <input type="checkbox"/> R | <input type="checkbox"/> Leg..... L <input type="checkbox"/> R | <input type="checkbox"/> Eye..... L <input type="checkbox"/> R |
| <input type="checkbox"/> Kidney | <input type="checkbox"/> Elbow..... L <input type="checkbox"/> R | <input type="checkbox"/> Lung..... L <input type="checkbox"/> R | <input type="checkbox"/> Ear..... L <input type="checkbox"/> R |
| <input type="checkbox"/> Nervous System | <input type="checkbox"/> Shoulder..... L <input type="checkbox"/> R | <input type="checkbox"/> Respiratory | <input type="checkbox"/> Mouth |
| <input type="checkbox"/> Buttocks..... L <input type="checkbox"/> R | <input type="checkbox"/> Back/ Spine | <input type="checkbox"/> Foot..... L <input type="checkbox"/> R | <input type="checkbox"/> Nose |
| <input type="checkbox"/> Groin..... L <input type="checkbox"/> R | <input type="checkbox"/> Neck | <input type="checkbox"/> Toe: _____ | <input type="checkbox"/> Tooth: _____ |
| <input type="checkbox"/> Pelvis/Hip..... L <input type="checkbox"/> R | <input type="checkbox"/> Ribs..... L <input type="checkbox"/> R | <input type="checkbox"/> Ankle..... L <input type="checkbox"/> R | <input type="checkbox"/> Tongue |
| <input type="checkbox"/> Other: _____ | | | |



INCIDENT REPORT

Employee Incident Report

Itemized instructions and additional information:

1	Enter today's date.
2	Enter the date of the incident.
3	Enter the time of the incident, check a.m. or p.m.
4	Enter the exact location of the incident.
5	Enter your first name, middle initial and last name.
6	Enter your Employee Number.
7	Enter your Department and Division.
8	Enter your job classification title.
9	Enter your home address, include city and zip code.
10	Enter your home phone number, include area code.
11	Please PRINT or TYPE the specific description of what you were doing immediately prior to the incident. Describe the exact work task(s) and movements you were performing immediately prior to the incident. For example: <i>I was climbing up an A-frame ladder and my left foot slipped off the 3rd step causing me to fall approx. three feet to the ground, where a sprained my right ankle.</i>
12	Enter the full names of any witnesses, and provide a phone number for each witness.
13	Identify any other factors which may have contributed to the incident.
14	Identify any actions which may minimize the potential for similar incidents in the future.
15	Enter the date and time you first reported the incident to you supervisor.
16	Enter the name of the person to whom you reported the incident.
17	Indicate if you did seek medical treatment at this time for an injury sustained from this incident. If you did seek medical treatment, enter the name of the medical provider. Enter your signature if you did not require medical treatment.
18	Indicate if you were supplied with a DWC-1 form. Indicate if you completed the form and the date you completed it.
19	Print your name, sign your name and enter the date.
20	Name of the person to whom the incident was reported.
21	Signature of the person to whom the incident was reported.
22	Title of the person to whom the incident was reported.
23	Indicate the body part injured; check as many as applicable.

INDEX / TOPICS