

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #58 "FIELD REPORTING" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Field Reporting Policy in compliance the CALEA standards.

Section 2 The attached agreement is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this _____ day of _____ 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this day of **2017**

Theodore Hoskins, Mayor


ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 58
FIELD REPORTING		
ISSUE DATE: 12/1/17	EFFECTIVE DATE: 12/18/2017	DISTRIBUTION: ALL PERSONNEL
		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 82.2.1, 82.2.2		NUMBER OF PAGES: 3

PURPOSE: The purpose of this directive is to establish procedures and guidelines for the documentation of incidents occurring within the City of Berkeley.

POLICY: It is the policy of the Berkeley Police Department to prepare documentation for the following categories of incidents alleged to occur in the Berkeley's Police Department's jurisdiction;

1. Citizen reports of crime, [CALEA 82.2.2 a]
2. Citizen complaints, [CALEA 82.2.2 b]
3. Citizen requests for services of the Police Department in cases where: an officer is dispatched, an employee is assigned to investigate, or an employee is assigned to take action at a later date, [CALEA 82.2.2 c]
4. Criminal and non-criminal cases initiated by Police Department personnel, [CALEA 82.2.2 d] and
5. Incidents involving arrests, citations, or summons. [CALEA 82.2.2 e]

DEFINITIONS:

Incident - An event that requires law enforcement action, documentation, or the dispatching of agency personnel in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, which involves a response to the scene, an investigation, or the preparation of an oral or written report.

RULES AND PROCEDURES:

FIELD REPORTING REQUIREMENTS [CALEA 82.2.1]

- A. An event report must be created when there is evidence that a crime has been committed, when a crime has been reported, when a case is initiated by a member, or when an officer is otherwise required to do so by law [CALEA 82.2.1 a]
- B. All reports will be completed in the department's field reporting system or on department approved forms. [CALEA 82.2.1 b]
- C. A computer generated report is created for a majority of the calls for service. The Primary Event Report is the first report created for a documented event. Computer generated supplemental reports are created to correct or add information to the Primary report. There are circumstances that do not require the use of a computer generated report but must be documented. These forms include: [CALEA 82.2.1 b]

1. Vehicle Violation Warning (215.050 Ordinance Violation) - These warnings are generated for inoperable/unlicensed vehicles.
 2. Field Interview Report- A field interview report may be completed by an officer when persons or vehicles are observed acting in a suspicious manner or are involved in suspicious circumstances but when adequate probable cause to effect an arrest does not exist.
 3. False Alarm Report- This report is used to document false alarm responses.
 4. Found Contraband Report- A Found Contraband Report may be completed when a member finds contraband that the owner of which cannot be identified. It is not uncommon to find items of drug and narcotic contraband in places such as trash cans, floors of bars, the ground, etc. during the course of a regular tour of duty or investigation.
- D. Each field report must include the following, where applicable: [CALEA 82.2.1c]
1. Description of the incident
 2. Date and time the incident occurred
 3. Location of the incident
 4. Description of the incident scene
 5. Physical evidence
 6. Identifying information regarding victim(s), suspects(s), Arrestee(s), reporter(s), and/or witnesses
 7. Descriptions of stolen/recovered property, evidence, and /or damage
 8. Actions taken by the investigating officer
 9. Any other pertinent information available.
- E. Members are required to complete all reports prior to the end of their shift. In the event a member cannot complete a report by end of shift, a memorandum explaining why the report cannot be completed must be submitted to his/her supervisor requesting the delay be approved. [CALEA 82.2.1d]
- F. All completed reports are submitted to the appropriate supervisor for review and approval. [CALEA 82.2.1e]
- G. Reports requiring FCIC/NCIC entry cannot be held and must be entered prior to end of shift. Further, these reports must be approved by a supervisor prior to the end of shift to ensure compliance with FCIC/NCIC rules.

SUPERVISORY REVIEW OF REPORTS

- A. In order to insure that a high level of quality is maintained in the reports written by members of the Berkeley Police Department, supervisors will carefully review those reports prior to approval. It is each supervisor's duty to insure that incident and traffic reports submitted by subordinates are thorough, accurate and comply with department guidelines and procedures. [CALEA 82.2.1 e]
- B. Once completed, reviewed and approved by the supervisor, reports will be forwarded from supervisors to the Records Section. [CALEA 82.2.1 e]

- C. As follow-up reports on active cases are completed, they will be forwarded through the chain of command to the Records Division for placement with the original report. [CALEA 82.2.1 e]

COMPUTER AIDED DISPATCH SYSTEM

The CAD System may be used for documenting incidents only if the following criterion is met:

1. Non-criminal matters where the circumstances for the incident cannot be located or verified. This includes circumstances where clearance comments would include unable to locate, gone on arrival, etc.
2. Non-Criminal matters where there exists no need to document the incident as there is no contact with any party and the issue is not expected to involve further Department action, or continue to raise community concern, once the matter giving rise to the incident is resolved. This includes matters such as debris in the roadway, malfunctioning traffic signals, valid alarm cancellations etc.
3. Criminal matters where there is no contact with any person related to the incident being reported, outside of the reporting person, and there is no information developed from a diligent investigation, beyond the reporting persons assertion, to indicate the event being reported ever occurred. This includes matters such as amplified sound where no activity is located and no persons are contacted, etc.
4. The Cad System may also be used to document the following incidents:
 - a. False Alarms - Responsible person’s information (if they’ve responded) and brief comments regarding the cause of the alarm must be included in clearance comments.
 - b. Security/Welfare Checks
 - c. Family Disputes – NOT Domestic Violence
 - d. Prowler, gang activity
 - e. Lost Property reports
 - f. Public Assistance
5. All calls for service documented in the CAD system require brief clearance comments, by the assigned officer, sufficient to give a clear picture of the outcome of the incident.

DRAFTED BY: Eye-Liza Conner	DATE: 11/19/17
BY ORDER OF:	
ART JACKSON MAJOR	DATE: 11/21/17
APPROVED BY: Public Safety Committee	DATE: 12/1/17
APPROVED BY: Berkeley City Council	DATE: 12/18/17