



Police Review Commission (PRC)

LEXIPOL POLICIES SUBCOMMITTEE
Commissioners Perezvelez (Chair), Ramsey, Mikiten
AGENDA

Wednesday, November 13, 2019
5:30 p.m.

South Berkeley Senior Center
2939 Ellis Street, Berkeley

1. CALL TO ORDER

2. PUBLIC COMMENT

(Speakers are generally allotted up to three minutes, but may be allotted less time if there are many speakers; they may comment on items on this agenda only.)

3. APPROVAL OF AGENDA

4. OLD BUSINESS (discussion and action)

a. Review the following policies, revised following discussion:

Lexipol #	G.O. (if any)	Title
301	R-03 (Oct. 9 packet), U-01	Officer-Involved Shooting/Injury Review Board
344		Off-Duty Law Enforcement Actions
408	B-3 (Oct. 23 packet)	Response to Bomb Calls
421 (to be delivered)	R-29	Contacts and Temporary Detentions

b. Review the following policies:

Lexipol #	G.O. (if any)	Title
337	D-21	Biological Samples
427		Medical Marijuana

(See Oct. 23 packet.)

5. NEW BUSINESS (discussion and action)

a. Review the following policies:

Lexipol #	G.O. (if any)	Title
431		Medical Aid and Response
434	A-31, A-32	Animal Control

c. Decide what policies to consider next.

6. SCHEDULE NEXT MEETING DATE

7. ADJOURNMENT

Communications Disclaimer

Communications to the Police Review Commission, like all communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the PRC Secretary. If you do not want your contact information included in the public record, do not include that information in your communication. Please contact the PRC Secretary for further information.



Communication Access Information (A.R.1.12)

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

SB 343 Disclaimer

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Police Review Commission, located at 1947 Center Street, 1st floor, during regular business hours.

Contact the Police Review Commission at (510) 981-4950 or prc@cityofberkeley.info.

Officer Involved Shooting/Injury Use of Force 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 insulating in serious injury or death. -the use of force by its employees in order to identify organizational and individual training needs.

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 **very**-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 -Use-of-Force Review Board, hereinafter "the Board", will be convened when the use of force by a member results in **very**-serious injury or death to another.

The Use-of-Force-Review 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 Use-of-Force-Review Board to investigate the circumstances surrounding any use of force incident.

The Professional StandardsSupport-Services Division Captain will convene the Use-of-Force Review Board as necessary. It will be the responsibility of the Division Captain or supervisor of the involved employee to notify the Professional Standards Support-Services 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 Professional Standards Support Services Division Captain **shall select a minimum of three, but no more than should select** five ~~Use of Force Review~~ Board members from the following, as appropriate:

- The Professional Standards Division Captain (Chair)
- ~~Representatives of each division~~
- The division captain of the subject employee~~Commanding officer in the involved member's chain of command~~
- Personnel and Training Sergeant
- A designated on-duty patrol sergeant~~Non-administrative supervisor~~
- Two representatives of the subject employee's labor group
- A peer officer
- ~~A sworn peace officer from an outside law enforcement agency~~
- Department instructor for the type of weapon, device or technique used

~~The senior ranking command representative who is not in the same division as the involved employee will serve as chairperson.~~

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.

301.7301.8 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:

- (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, ~~such as disciplinary investigations~~, 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 recommendation, 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.
 - 1. Dissenting Board members may submit a minority report which shall be included with the Final Report.
- (c) Any recommendations of the Board
- (d) 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 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 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)

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.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 1, 2017

GENERAL ORDER U-1

SUBJECT: USE OF FORCE TRAINING REVIEW BOARD

PURPOSE

- 1 - This policy establishes a Use of Force Training Review Board (TRB) to review use of force incidents by department employees in order to identify organizational and individual employee training needs.

POLICY

- 2 - The Berkeley Police Department will objectively evaluate all use of force incidents by its employees to ensure that applied force is consistent with department authorized training and best practices. A TRB will be established to review all use of force reports. The TRB's review will be independent and not related to any internal or external administrative investigation. The board shall consider use of force trends, as well as individual employee and departmental training needs.

BOARD COMPOSITION

- 3 - The TRB will be made up of the following members:
 - (a) Personnel and Training Bureau Lieutenant or his/her designee;
 - (b) Firearms Training Unit Coordinator or his/her designee;
 - (c) Defensive Tactics Unit Coordinator or his/her designee.
 - (d) Additional subject matter experts may be included at the discretion of the Personnel and Training Bureau Lieutenant.

REVIEW PROCESS

- 4 - The TRB will meet monthly to review all use of force incident reports and referrals. The department will use these reviews to help shape departmental training priorities and content and to identify individual employee training needs. They will summarize the findings from the monthly meeting in a memorandum sent to the Chief of Police via the Professional Standards Division Chain of Command.
- 5 - If an individual employee training need is found during a review, the board will identify and recommend remedial training if they feel it is needed, and submit their recommendations to the Chief of Police via the Professional Standards Division Chain of Command. Any approved training will be coordinated through the Personnel and Training Bureau.

*Entire General Order Is new.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 1, 2017

GENERAL ORDER U-1

SUBJECT: USE OF FORCE TRAINING REVIEW BOARD

REFERRALS

- 6 - The Chief of Police may refer use of force related complaints to the TRB for remedial training if he or she determines the complaint was generated from a specific training need and is best resolved through training rather than discipline. The TRB will identify the training need, and submit a recommended remedial training plan to the Chief of Police via the Professional Standards Division Chain of Command. Any approved training will be coordinated through the Personnel and Training Bureau.
- 7 - If an Internal Affairs Board of Review is called to evaluate a use of force incident, that process will run separate from the TRB. If a Board of Review identifies training issues during their evaluation they will include training recommendations or TRB referral for training in their findings to the Chief of Police.
- 8 - Any supervisor may refer an incident to the TRB that does not have a use of force report associated with it, but identifies a use of force related training need. Supervisor referrals should be sent to the Personnel and Training Bureau Lieutenant who will distribute them to the TRB.

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 authorized flat badge and identification.

~~Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations.~~ 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 ~~would tend to~~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.
- (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 **an Berkeley Police Departmenta 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.

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 is immediately advised and informed of the details. This will ~~enable the Watch Commander to~~ ensure that 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 FACILITY

If the bomb threat is against the Berkeley Police Department's Public Safety Building-facility, 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.

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~~ Watch Commander or DCO-Duty Command Officer is immediately notified. ~~so that he/she can communicate with the person in charge of the threatened facility.~~

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.
- (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.

408.6408.7 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
 - 1-2. Body Worn Cameras
 - 2-3. Cell phones
 4. Other personal communication devices
- (d) The appropriate notifications **shall** be made in the following order:

1. 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.
2. The Communications center will call the University of California Police Department (UCPD) and request mutual aid assistance only under the following circumstances:
 - a. If the Communications Center is unable to contact any of the Berkeley Police Department Bomb Technicians within 15 minutes of calling/paging them.
 - b. No Berkeley Police Department Bomb Technicians are able to respond to the scene.
 - c. At the direction of the Bomb Technician Sergeant (or the Senior Bomb Technician) or Bomb Squad Commander.
3. 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.
4. Berkeley Fire Department.
5. The Patrol Watch Commander, or in his/her absence, the Duty Command Officer.
6. The Investigations Division Captain will be notified if the found device constitutes a violation of the 12300 series of the Penal Code.
7. 60th Civil Engineering Squadron - Travis Airforce Base (only if suspected military device)

~~(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.~~

- (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 Duty Command Officer including:
 1. The time of discovery.
 2. The exact location of the device.
 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.

408.7408.8 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.

408.6.1 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.
- ~~(f)(g)~~ Search for additional or secondary devices.
- ~~(g)(h)~~ Preserve evidence.
- ~~(h)(i)~~ Establish an outer perimeter and evacuate if necessary.
- ~~(i)(j)~~ Identify witnesses.

408.6.2 NOTIFICATIONS

When an explosion has occurred, the following people **should** be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as Property Crimes detectivesinvestigators
- ID Technician and forensic services
- ~~Field supervisor~~
- Watch Commander or Duty Command Officer
- 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

408.6.3 CROWD ~~CONTROL~~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.

408.6.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps **should** immediately be taken to preserve the scene. The Watch Commander or Duty Command Officer **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 Sergeant-assigned by the Support Services Investigations Division Captain Commander 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.
- (a)(d) All officers are required to be familiar with the fundamentals of bomb investigation contained herein in the Berkeley Police Department Training Bulletin No. 15 (revised) and **shall** follow the stated procedures.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: November 1, 1999

GENERAL ORDER R-29

SUBJECT: FIELD INTERVIEWS

PURPOSE

- 1 - The purpose of this General Order is to establish policy and procedures for conducting field interviews and maintaining records of those citizen contacts.

POLICY

- 2 - Field interviews **should** be used only in the pursuit of legitimate goals of the Department and not to harass any individual. Field interviews are a productive tool and source of information for the Department. When used properly, they can discourage criminal activity, identify suspects, and add useful information to Department files.

PROCEDURES

- 3 - The Field Interview Card (referred to in this order as "Form") **shall** be used to record information where persons are stopped and interviewed in the field and where no numbered report is made. Field Interview Cards **should** be completed under the following circumstances:
 - (a) The person contacted is a named suspect in a reported crime, but additional information, such as current address or photograph for a lineup, is needed to complete an ongoing investigation.
 - (b) The person contacted is a possible suspect in a crime, or his/her physical description matches the suspect in a specific crime. A. photograph may be taken for identification or elimination purposes.
 - (c) The person committed a minor infraction in the officer's presence and was warned; the Field Interview Card was completed in lieu of arrest.
 - (d) The subject was engaged in suspicious activity which caused the officer's attention to be focused upon him/her. Examples of such activity would include loitering around a closed business or known drug spot without apparent business, erratic driving, attempting to hide from the officer, etc.
- 4 - A supply of the forms will be maintained in the **Squad Room with additional forms available in Support Services Division.***
- 5 - The originating officer **shall** legibly print the required information on the form at the time contact is made. The officer **shall** be responsible for determining whether or not there are any outstanding warrants or "wants" on the subject.
 - (a) The officer **should** also search the criminal files to determine whether the subject has a criminal record.

* Highlighted text is new

BERKELEY POLICE DEPARTMENT

DATE ISSUED: November 1, 1999

GENERAL ORDER R-29

- (1) If a record is located, the officer **should** indicate by a check mark in the appropriate box at the bottom of the form whether it is a felony or misdemeanor.
 - (2) If the subject has a CORPUS personal file number, the number **should** be written on the lower portion of the form.
 - (3) If there is no record, the word "No" **should** be written in each box.
- (b) The FI form **should** be fully completed before being turned in.
- 6 - The officer **should** promptly place the completed form into the "Stop Card Tray*" located in the Squad Room.
- (a) It **shall** be the responsibility of the Detective **Bureau Secretary*** to remove the completed forms from the tray* and process them properly.
 - (b) The **Detective Bureau Secretary*** will be responsible for entering the forms into the Records Management System.
 - (c) By agreement with the Police Review Commission, Field Interview Cards are purged from the Records Management System after 90 days.
- 7 - In those instances where the officer feels that the person stopped would be of interest to a particular Detective **Bureau*** detail, e.g., Sex, Robbery, etc., the officer **shall** photocopy the form and route the copy to the particular detail.
- (a) Appropriate information **shall** be included in the section titled, "Circumstances of Stop," as well as the notation that a copy has been sent to the concerned detail, e.g., "cc: Sex Detail."
 - (b) The original of the form **shall** be handled as outlined in paragraph 6, above.

Reference: CALEA Standards

Medical Aid and Response

431.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be 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 and 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.

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 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.

431.5.1 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.

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.

~~435.6 AIR AMBULANCE~~

~~Generally, when on scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.~~

~~The Operations Division Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:~~

- ~~• Responsibility and authority for designating a landing zone and determining the size of the landing zone.~~
- ~~• Responsibility for securing the area and maintaining that security once the landing zone is identified.~~
- ~~• Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).~~
- ~~• Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.~~
- ~~• Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.~~
- ~~• Procedures for ground personnel to communicate with flight personnel during the operation.~~

~~One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.~~

~~Members should follow these cautions when near an air ambulance:~~

- ~~• Never approach the aircraft until signaled by the flight crew.~~
- ~~• Always approach the aircraft from the front.~~
- ~~• Avoid the aircraft's tail rotor area.~~
- ~~• Wear eye protection during landing and take-off.~~
- ~~• Do not carry or hold items, such as IV bags, above the head.~~
- ~~• Ensure that no one smokes near the aircraft.~~

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).

~~435.6.1—AED USER RESPONSIBILITY~~

~~Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Personnel and Training Sergeant who is responsible for ensuring appropriate maintenance.~~

~~Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.~~

~~Any member who uses an AED should contact the Communications Center as soon as possible and request response by EMS.~~

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).

~~The Personnel and Training Sergeant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).~~

~~435.9—ADMINISTRATION OF OPIOID OVERDOSE MEDICATION~~

~~Members may administer opioid overdose medication in accordance with protocol specified by the licensed health care provider who prescribed the overdose medication for use by the member and (Civil Code § 1714.22; 22 CCR 100019).~~

~~(a)—When trained and tested to demonstrate competence following initial instruction.~~

~~(b)—When authorized by the medical director of the LEMSAs.~~

~~(c)—In accordance with California Peace Officer Standards and Training (POST) standards.~~

~~435.9.1—OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES~~

~~Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Personnel and Training Sergeant.~~

~~Any member who administers an opioid overdose medication should contact the Communications Center as soon as possible and request response by EMS.~~

435.9.2— OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

The Personnel and Training Sergeant will ensure that the Public Safety Business Manager is provided enough information to meet applicable state reporting requirements.

435.9.3— OPIOID OVERDOSE MEDICATION TRAINING

The Personnel and Training Sergeant should ensure initial and refresher is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department and comply with the requirements in 22 CCR 100019 and any applicable POST standards (Civil Code § 1714.22).

435.10 ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS

The Operations Division Commander may authorize the acquisition of epinephrine auto-injectors for use by Department members as provided by Health and Safety Code § 1797.197a.

The Personnel and Training Sergeant shall create and maintain an operations plan for the storage, maintenance, use and disposal of epinephrine auto-injectors as required by Health and Safety Code § 1797.197a(f). Trained members who possess valid certification may administer an epinephrine auto-injector for suspected anaphylaxis (Health and Safety Code § 1797.197a(b); 22 CCR 100019).

435.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members should handle, store and administer epinephrine auto-injectors consistent with their training and the Department operations plan. Members should check the auto-injectors at the beginning of their shift to ensure the medication is not expired. Any expired medication should be removed from service in accordance with the Department Operations Plan.

Any member who administers an epinephrine auto-injector medication should contact the Communications Center as soon as possible and request response by EMS (Health and Safety Code § 1797.197a(b)).

435.10.2 EPINEPHRINE AUTO-INJECTOR REPORTING

Any member who administers an epinephrine auto-injector should detail its use in an appropriate report.

The Personnel and Training Sergeant should ensure that the Public Safety Business Manager is provided enough information for required reporting to the EMS Authority within 30 days after each use (Health and Safety Code § 1797.197a(f)).

Records regarding the acquisition and disposition of epinephrine auto-injectors shall be maintained pursuant to the Department established records retention schedule but no less than three years (Business and Professions Code § 4119.4(d)).

435.9.1— EPINEPHRINE AUTO-INJECTOR TRAINING

Best Practice

The Personnel and Training Sergeant should ensure that members authorized to administer epinephrine auto-injectors are provided with initial and refresher training that meets the

requirements of Health and Safety Code § 1797.197a(c) and 22 CCR 100019.

431.8 OPIOD OVERDOSE MEDICATION

See the Use of Narcan (Naloxone) Policy.

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.

~~Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.~~

Members may consider acting ~~before the arrival of such assistance 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.

434.5—DECEASED ANIMALS

~~When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.~~

~~Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by the responding member.~~

~~Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.~~

~~When handling deceased animals, members should attempt to identify and notify the owner of the final disposition of the animal.~~

434.6434.5 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).

- (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 a 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 staff. ACS staff **shall** be requested to respond to the scene and impound the animal.

434.9434.8 STRAY DOGSANIMALS

If a stray animal/dog has a license or can otherwise be identified, the owner **should** be contacted, if possible. If the owner is contacted, the animal/dog **should** be released to the owner and a citation may be issued, if appropriate. ~~If a dog is taken into custody, it shall be transported to the appropriate animal care facility.~~

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 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.

434.10434.11 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.

434.11434.12 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.

434.12434.13 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.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 28, 2006

GENERAL ORDER A-31

SUBJECT: ANIMAL BITE INVESTIGATIONS

PURPOSE

- 1 - The purpose of this General Order is to outline policies and procedures regarding the handling of animal bite investigations.

POLICY

- 2 - City of Berkeley Animal Care Services **shall** have primary responsibility to investigate reports of animal bites. Officers **shall** assist Animal Care Services as needed or requested.

INVESTIGATION AND REPORTS

- 3 - Animal Care Services personnel are responsible for initial investigation of animal bite reports during their regular hours, Monday – Saturday, 0800 to 1600.
 - (a) Officers **shall** conduct initial animal bite investigations and set any necessary follow up for Animal Care Services in the following situations:
 - (1) When the incident occurs and is reported outside of the normal business hours of Animal Care Services.
 - (2) Whenever a serious injury of fatality occurs as a result of an animal bite, regardless of the time of occurrence.
- 4 - In all cases of animal bites the investigating officer **shall** prepare the initial "Animal Bite Report" form and other reports as necessary.
 - (a) All reports **shall** be routed as follows:
 - (1) Original to Report Review.
 - (2) Duplicate to the Animal Care Services.
- 5 - Every effort will be made to identify, locate and impound the responsible animal with its owner or other responsible person provided that the animal will be kept inside a structure.
 - (a) The person in whose care the animal is left will be directed to contact Animal Care Services the next working day at **981-6600**.
- 6 - The identification and/or apprehension of the responsible animal is of critical importance to the health and safety of the bite victim. The animal must be located within ten days of the bite; therefore, all requests for assistance from Animal Care Services personnel **shall** be honored.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 28, 2006

GENERAL ORDER A-31

- (a) **Supplemental** Reports describing **additional** investigative work completed by officers **shall** be forwarded in the same manner as listed in paragraph 4.

- 7 - If an animal responsible for a 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 staff. Animal Care Services staff **shall** be requested to respond to the scene and impound the animal.

References: Berkeley Municipal Code 10.04

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 28, 2006

GENERAL ORDER A-32

SUBJECT: LOST AND FOUND ANIMAL REPORTS

PURPOSE

- 1 - The purpose of this General Order is to establish policy and procedures regarding lost and found animals.

POLICY

- 2 - Lost and found animals are the responsibility of **Animal Care Services, 2013 Second St, Berkeley, 981-6600. Business hours are generally 0800 to 1600 hours Monday thru Friday, and Saturday from 1000 to 1600 hrs.**

PROCEDURES

- 3 - Police officers have the responsibility to assist the **Animal Care Services** by being alert for lost animals. **If animals are found, officers shall contact on-duty Animal Care Services staff for assistance.** If staff is unavailable, officers **shall** ensure animals are taken to the **Animal Care Services** deposit box located near the entrance.
- 4 - **Officers responding to a found animal call shall complete the small form available near the shelter entrance when storing a found animal. The officer shall also complete a Miscellaneous Service Complaint (MSC) or Computer Aided Dispatch (CAD) entry. The animal shall be placed in an available secured storage box located near the facility entrance.**
- 5 - **Animals found to be in the possession of an arrestee are often secured at Animal Care Services. In these situations, officers shall leave Animal Care Services a note containing this information, and also listing the arrestee's name, address, phone and the corresponding Berkeley Police Department case number.**

