



Santa Cruz Consolidated
Emergency Communications Center
495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

9-1-1 FIRE
POLICE
MEDICAL



Michael J. McDougall
General Manager

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

Policy No.	4970	Date Issued:	June 1, 1996
Section:	4900 – Specific Procedures	Date Reviewed:	
Accreditation Standards:			
 SUBJECT: BURGLARY			
APPROVED:	<u><signed copy on file></u>		
	Chairperson, Law Enforcement Users Subcommittee		
APPROVED:	<u><signed copy on file></u>		
	Michael J. McDougall, General Manager		

Burglary (**459 PC**) is the unlawful entry into a structure to commit a theft, larceny, or felony. A structure is considered to include the following:

- | | |
|-----------------------|--------------------|
| House, dwelling | Public building |
| Out building | Garage |
| Office | Factory |
| Church | School |
| Apartment | Warehouse |
| Mill | Barn |
| Mobile Home | Railroad car |
| Houseboat | Housetrailer |
| Addition to structure | Stable |
| Cabin | Vessel, boat, ship |
| Tool/storage shed | Locked vehicle |

Burglary activity could result from the following suspicious reports: flashlight used at a residence or business, suspicious persons, vehicle unknown to the area, ladders placed next to windows, open or broken windows or doors, subject on a roof or seen crawling in a window, subject looking into yards, houses, businesses, or vehicles, etc.

Burglary - In Progress

Dispatch two units; K9 unit (if available) and advise the patrol supervisor. Keep the radio channel clear until advised by an officer at the scene that the situation is code 4.

If the RP is witnessing the burglary:

- Keep the RP on the phone until an officer arrives on scene. Update the responding officers of any additional information obtained from the RP.
- Ascertain the location of the RP.
In the building being burglarized
 - Which room within the building, upstairs or downstairs?.
 - Is the RP able to secure a door to the room or able to conceal him/herself?
 - Does the RP or any other occupant have any weapons?
 - Any animals in the building?**In a neighboring building**
 - Across the street, next door, etc.
- Exact location of the incident.
 - Address (if known), cross streets
 - Color of building, vehicles parked in front, fence, etc.
- What is the RP actually observing?
 - Suspect breaking window/door, gaining entry through window/door
 - Any weapons/tools seen
 - Unoccupied house/closed business
- Suspect/vehicle description.
 - Number of suspects
 - Mode of travel (i.e. -foot, vehicle, bicycle)
 - Direction of travel
 - Clothing description

If the RP is advising the subject is breaking into his/her house, be sure the call is not the result of a domestic or civil problem. Ask the RP if s/he knows the person breaking into the house. If so: who is the suspect? What is his/her relationship to the RP? Why is the suspect trying to gain access to the house?

Burglary - Cold Report

Obtain all information needed to send an officer to take a report - RP name, address, phone number. Ascertain the following from the RP:

- Location of incident
 - Address, cross streets, name of business