

San Jose Police Department



Burglary Prevention Unit Guidelines



BURGLARY PREVENTION UNIT **GUIDELINES**

BPU MISSION & OBJECTIVES

The Burglary Prevention Unit (BPU) is a proactive component of the Bureau of Investigations (BOI) and utilizes specialized investigative techniques as a means to prosecute semi-organized crime, to recover stolen property, and to target the most active and prolific criminals in the City of San Jose. BPU's core focus is serial burglaries and thefts, but the scope may expand based on investigative needs and crime trends. The objective of BPU is to reduce burglaries and property related crime in the City of San Jose.

STAFFING

JOB DESCRIPTIONS

The staffing allocations and duties of assigned BPU personnel are as follows:

- **Lieutenant** (1) Duties include, but are not limited to, the following:
 - Oversee day-to-day operations, specifically those activities concerned with planning, organizing, directing, coordinating, recording, budgeting, and public relations
 - Assist unit personnel by furnishing direction and training to best accomplish the unit's goals and objectives
 - Monitor and review Versadex case management system for BPU

- **Sergeant (1)** Duties include, but are not limited to, the following:
 - Oversee BPU case management and assignment in the Versadex System.
 - Review cases and tips for possible BPU assignment from a variety of sources, including: BOI units, Crimestoppers, the internal and external tipline, Narcotic Incident Reports, and other law enforcement agencies.
 - Routinely monitor caseloads of assigned investigators to insure investigative timeliness especially with regard to statutory timelines
 - Routinely review results of work performed by subordinates
 - Develop and maintain morale, and ensure investigators are given all necessary practical assistance and training in the discharge of their duties.
 - Provide direct supervision in complex cases
 - Collateral duties to include but not limited to, keeping track of Unit equipment and BOI Vehicle Warehouse Liaison
 - Attend monthly county burglary meetings to gather intelligence
 - Coordinate weekly unit meetings
- **Officer (8)** Duties include, but are not limited to, the following:
 - Conduct timely and thorough follow-up investigation on BPU cases
 - Operate successfully in a collaborative team environment
 - Maintain a robust caseload that includes new and developing cases, ongoing investigations, and charged cases that require post-arrest follow-up
 - Work in an undercover capacity
 - Plan, coordinate, and execute BPU field operations
 - Manage confidential informants
 - Write and execute search warrants
 - Arrest suspects and obtain criminal complaints from the District Attorney
 - Provide assistance and direction when contacted by patrol personnel on BPU-related matters
 - Establish active communication between other BOI investigators, as well as outside agencies, including Parole, Probation, Juvenile Hall, in order to stay current on burglary-related crime strings and current trends
 - Establish communication with the private industry, including major retailers, commercial establishments, and storage facilities, in order to stay current on burglary and property related crime strings.

SCHEDULE

1. All BPU members will adhere to the 4/10 schedule. BPU members will work 0930-2000 hours, Tuesday-Friday. Any variation to that shift will be approved by the unit commander. If an investigator varies from the assigned schedule, the individual's supervisor, or an alternate supervisor, shall be advised. If an investigator will be more than 15 minutes late for their assigned schedule, they are directed to notify a sergeant. If an investigator calls in sick, or needs to use emergency time off of any variety, the investigator's supervisor or an alternate supervisor, will be advised.
2. Mid-day workouts are acceptable, providing the workout is ***in addition*** to the investigator's 10-hour day and any time spent for lunch. If an investigator is assigned to a 10-½ hour shift, the lunch hour shall be restricted to a half-hour.
3. Requests for time off shall be channeled through the member's supervisor and posted on the "board" located in the conference area. This calendar should also include all planned vacation, operations, training, and sick leave, etc. Minimum staffing for the unit will be ***one supervisor*** and ***one officer***. Any exception to this rule must be cleared by the unit commander.
4. Unless prior arrangements with a supervisor have been made, all officers are expected to complete their 10-hour shift.

OVERTIME

1. Any pre-planned overtime to be worked ***must be approved by a supervisor***. In the event an investigator's accumulated comp time exceeds 240 hours, the unit commander will be notified, and a reduction plan should be formulated. All unit members will abide by the current Memorandum of Agreement and comply with all overtime reduction as specified in MOA Section 13.6.5.
2. All OOT will be paid out in accordance to the current MOU. To maximize the unit's funding, members should only apply the overtime to BPU-related functions. To this end, a unit member working city-funded pay jobs must obtain the ***5-digit cost code number*** that identifies the overtime fund from which the funds will be derived and include the number on the applicable time sheet.

MEETINGS

1. Unit meetings are an essential vehicle for the exchange of vital criminal intelligence and administrative information among unit members. [REDACTED]
[REDACTED] It is the supervisors' responsibility to ensure investigators attend. Unit members should be prepared to discuss current cases.

2. A monthly county burglary meeting will be held on the third Thursday of every month at the Santa Clara County DA's Office.
3. If an investigator absolutely cannot attend a meeting, his/her supervisor must be notified. Weekly schedules should be arranged to accommodate the weekly meetings. Supervisors are responsible for informing any absent team member of the content of a missed meeting.

EQUIPMENT

1. VEHICLES:

- Investigators will be responsible for insuring vehicles are clean and maintained in good condition. The vehicle liaison sergeant is responsible for insuring the vehicles are submitted for scheduled service when notified by garage personnel.
- Spare vehicle keys will be marked and hung on a hook inside the key storage box located in the unit commander's office. When it is necessary for an investigator to use another investigator's vehicle, the investigator shall contact a supervisor who will give them the vehicle's keys. The investigator will place his/her name on the vehicle check-out board next to the vehicle number he/she is using. Investigators are responsible for returning the keys to a unit supervisor when the vehicle is returned, or by the end of shift. Vehicles or keys will not be taken home without prior approval of a supervisor.
- Any loan of a Burglary Prevention Unit vehicle to non-BPU personnel **must** be approved by a supervisor. While the vehicle is out on loan, the borrowing officer's name will be written on the vehicle check-out board next to the vehicle's number.

2. SPECIAL EQUIPMENT:

- Special equipment will be assigned to each member of BPU. 
- The equipment sergeant is responsible for ensuring proper tracking of all BPU issued equipment.

3. FIELD EQUIPMENT:

- It will be the responsibility of each unit member not covered by Article 39 to maintain a complete uniform and all equipment. This equipment will be available to the member in the event the department should go on a tactical alert status. Each supervisor will ensure that members have the proper equipment in serviceable condition and will inspect this equipment periodically. This

equipment, as listed in the Duty Manual, will include riot baton, helmet, face shield, gas mask, utility uniform, and protective body armor.

INVESTIGATIONS

SOURCE OF INVESTIGATIONS

Investigations conducted by the Burglary Prevention Unit are derived from a variety of different sources.

- Burglary Unit- Burglary cases default to the Burglary Unit. In the event that the Burglary Unit determines that a case would be better suited for BPU, the Burglary Unit sergeant will contact the BPU sergeant and discuss the case. In the event that a consensus cannot be reached, the BPU Unit Commander will decide if BPU will assume control of the case.
- Tiplines/Crimestoppers/Narcotic Incident Reports- Information can be forwarded directly to BPU via either the internal tipline on the SJPd Intranet, or the external tipline at SJPd.ORG. In addition to the tipline, the public can provide BPU with burglary and property crime information via CrimeStoppers or Narcotic Incident Reports (NIR). The BPU sergeant will review the information and determine the appropriate disposition.
- Private and Commercial Business- BPU detectives will forge relationships with commercial businesses and private companies to determine patterns, trends and identify burglary and theft suspects.
- Confidential Informants- BPU detectives will gather intelligence regarding burglaries and burglary suspects by utilizing confidential informants.
- Pawn Shops- BPU detectives will utilize the California Pawn & Secondhand Dealer System (CAPSS) and will conduct follow-up on leads generated by the Burglary Unit during pawn shop inspections.

CASE MANAGEMENT

1. Cases received by the unit through the Versadex RMS system will be reviewed and assigned by the sergeant(s) acting as the Case Coordinator.
2. When a case is assigned, the Case Coordinator is responsible for assigning the case to an investigator in Versadex RMS. The assigned investigator who will create a case file if needed. The assigned investigator will ensure the Versadex RMS system reflects the proper lead investigator.

3. If a BPU investigator initiates a case, he/she will ensure that the case is entered into Versadex. The investigator will notify his/her supervisor of the new case so that the supervisor can assign the case to the investigator in Versadex.
4. Supervisors will review all closed cases to ensure completeness. After being reviewed, the investigator will update the status of the case in the Versadex RMS system.
5. When a case is adjudicated, the assigned investigator will ensure any property booked as evidence or safe keeping be disposed of as soon as possible. In some instances, non-evidentiary items are released by the investigator while evidentiary items are kept in the event of appellate motions.

INVESTIGATION GUIDELINES

The following suggestions may assist the investigators in organizing their case files and prioritizing investigative activities:

1. When a General Offense report (G.O.) is sent to the Burglary Prevention Unit Handle via Versadex, it is reviewed by the Case Coordinator.
2. The Case Coordinator will assign the case to an investigator via Versadex.
3. Versadex will list the following information intended to aid in the locations of cases or strings:
 - Case number
 - Date, day, and time of occurrence
 - Victim's name (person or business)
 - Location of occurrence
 - Type of crime
 - Name and/or description of suspects
 - Type of weapon
 - Type of vehicle (description and license number)
 - Name and ID of information on arrestees
 - Investigator assigned
 - Disposition
4. The case notes section in Versadex should include a detailed log of all investigative activities, i.e., contacts with victim(s) and witness(es), attempts to contact, interviews, supplemental written information, recorded information, and any other appropriate activity. This log will serve as a convenient reminder of work done and will assist supervisors or other investigators who may need to review or assist in the case and provide a record for any administrative review.

5. Case notes should be brief but include enough detail to be easily comprehensible. Telephone numbers needed for follow-up should be logged into the case note section.
6. The investigator has the option of maintaining a personal log of assigned cases and their dispositions for ease of reference on old cases and for the furnishing of accurate statistics when needed.
7. The investigator shall review the assigned report received and should note important facts. The investigator should find the following important facts in the report:
 - ID information of victim (name, address, telephone number)
 - Language needs of victim
 - Whether/not victim can ID perpetrator
 - Suspect information (name, description, etc.)
 - Vehicle description
 - Weapons
 - Witnesses; whether/not they can ID perpetrator
 - Physical evidence; latent prints, photographs, surveillance photographs, videos, location of evidence recovered
 - Property taken, serial numbers – be sure to enter into stolen property system and that all credit cards are cancelled by the victim
 - Status of towed vehicles related to the case
 - Victim(s) injuries
8. Case assignments should be prioritized by considering the following solvability factors:
 - Suspect in custody
 - Known suspect
 - High profile cases, media interest
 - Crimes involving serious injuries of violence
 - Case with poor or sketchy information
 - Possible suspect, partial name or moniker
 - Possible or partial license number
 - Victim did not see perpetrator or perpetrator was masked
 - Victim cannot or will not ID perpetrator
 - Uncooperative victim
 - Case is unfounded.
9. The investigator should research the criminal history of both victim and suspect(s) for prior reports, check CJIC, DMV history, FBI, CII, local, probation or parole status, and Versadex.
10. The investigator should review the physical evidence booked and recovered and review any surveillance videos. BWC video should be reviewed at the investigator's

discretion. Photographs of the suspect(s) should be downloaded into the unit's digital evidence file and printed as necessary for investigative purposes.

11. The investigator should contact and re-interview the victim(s) and witness(es) to confirm the crime and accuracy of the initial report. The investigator should be aware of discrepancies between information given in the initial report and in the follow-up interview. The investigator will complete reports for the investigation in the Versadex System.
12. The follow-up interviews are best done in person. If this is not practical, the investigator should conduct the interview(s) by telephone as soon as possible. The investigator should confirm the victim's correct address, telephone numbers, CDL and Social Security numbers. Phone interviews should be digitally recorded.
13. After the initial follow-up interview(s), the investigator should maintain contact with the victim(s) and keep them informed of the status of the investigation. If needed, the investigator may refer the victim(s) to the Victim/Witness Assistance Program or a mental health care agency or professional to help them cope with the trauma of the crime.
14. The investigator should leave his/her business card with the victim(s) so the investigator can be personally contacted in the future by the victim(s).
15. The investigator should utilize the Police Artist whenever possible. The artist is able to develop details in description of the perpetrator that may not be present in the initial victim interviews. After the sketch is completed, the investigator should have it published in a TRAK flyer, and/or other media outlets.
16. The investigator should contact and use the media whenever possible. The SJPD Press Information Officer (409-5339) can be of assistance in working with newspapers, radio, television and social media. The investigator may consider publicity through TV shows like "America's Most Wanted," "Unsolved Mysteries," etc. The investigator may consider publishing information about the crime in SJ Mercury's "Crime Stoppers." The investigator should consider using social media networking platforms such as the SJPD Facebook website and the Department's Twitter account.
17. The investigator should utilize TRAK flyers as a means through which to share case information with patrol officers and other allied agencies. The entries should include a photograph or Police Artist sketch, and concise information necessary to alert field units as to the reasonable cause for detention or the probable cause for arrest.
18. In cases worthy of commendation, the investigator should contact the appropriate supervisor to initiate a notice of good police work to be routed through the proper

chain of command. An action such as this promotes good relationships between unit personnel and patrol personnel and motivates further good work.

19. Unit sergeants will review subordinates' open cases on a monthly basis. Cases which are still being investigated after a 3-month period, wherein no witnesses or suspects have been identified or developed, will be reviewed by the supervisor and the investigator for determination as to whether or not the case will be closed or remain open.

EVIDENCE

1. Evidence obtained during any investigation shall be entered into Versadex as soon as possible.
2. Investigators have the option of booking property into Central Supply or using the BPU Evidence Processing Station (EPS) for Versadex entry. Investigators that choose to use the EPS will enter the property into Versadex and secure the property in the evidence cage on a temporary basis only. Investigators must obtain supervisor approval before leaving evidence in the temporary evidence locker (cage) for more than 24 hours.
3. Under no circumstances will evidence remain in any BPU locked desk, case file, or anywhere else within the unit (except within the temporary evidence locker—cage). Weapons, clothing, narcotics, and currency will be immediately photographed, logged, and booked as evidence. Copies of document evidence may be retained in the case file, however, all original documents must be booked as evidence.
4. Evidence brought into the unit for evaluation and/or photographing will remain under the direct control of the case investigator and the movement of that evidence will be properly documented in Versadex.
5. Evidence submitted to the Crime Lab will be done as soon as practical, in order to ensure the timely availability of lab results for appropriate investigative and prosecution purposes. In the event that evidence is personally submitted to the Crime Lab, the investigator will recover and re-book the evidence when processing is complete to maintain the chain of custody.

PROSECUTION

A proper investigation does not conclude when the suspect is arrested and formally charged. Instead, the investigation continues throughout the prosecutorial process up to the point of final disposition (trial or pre-trial resolution).

Criminal Complaints: Investigators will obtain criminal complaint filings directly from the District Attorney's Office. The Court Liaison Unit will not be used for this purpose, unless previously authorized by a BPU supervisor. Investigators are responsible for preparing the criminal complaint, presenting the complaint to the appropriate issuing district attorney, and obtaining a criminal filing. Criminal filings may be in one of the following formats:

1. In custody: The suspect is in custody on the current charges being investigated (a corresponding felony affidavit has been filed).
2. In custody on other charges: The suspect is in custody on unrelated charges.
3. Out of custody: The suspect is out of custody and an arrest warrant is being sought.

Regardless of the format, investigators are responsible for ensuring that suspects are properly charged by the district attorney's office. If, for some reason, a case is rejected by the district attorney, the investigator is responsible for conducting all reasonable follow-up and then re-submitting the case for filing.

Discovery: Investigators are responsible for ensuring that the District Attorney's Office has discovery that is necessary for prosecuting the case. Again, this is not the responsibility of Court Liaison; this is the responsibility of the investigating officer. Discovery includes (but is not limited to):

1. Police reports
2. Photographs
3. Video surveillance
4. Recorded interviews
5. Other recordings and video
6. Lab reports

Communication: Investigators are responsible for updating the assigned prosecutor with additional information and discovery even after the case has been filed. This open line of communication will ensure a thorough and fair prosecution. Any conflicts with the District Attorney's Office should be brought to the attention of a supervisor immediately.

Court: Court testimony is an important part of an investigator's role and a mandatory duty for police officers. In BPU, officers need to balance the need to testify with the need to protect an officer's undercover role. Investigators shall communicate this balance to the assigned prosecutor, but ultimately the need for live testimony will prevail. Any conflicts should be brought to the attention of a supervisor immediately.

DATA COLLECTION AND STATISTICS

WEEKLY REPORTS

BPU supervisors are responsible for preparing weekly reports that accurately document the activities of BPU personnel for each specific week. The weekly reports shall gather statistics about important BPU activities including:

1. Field operations
2. Searches conducted
3. Criminal complaints obtained
4. Stolen property recovered
5. Arrests made

Each salient field in the weekly report shall have a corresponding case number.

PMR

The Unit Commander is responsible for the completion of the Program Management Report (PMR) every quarter. The PMR will list the highlights of the unit, any issues that need to be addressed, and whether the unit is within budget. The PMR will also list the following additional statistics: arrests made, search warrants served, and estimated value of property recovered.

COLLABORATION AND TRAINING

BFO

BPU welcomes assistance from BFO and will work collaboratively with patrol officers and BFO Special Ops. Officers that have information that may be beneficial for BPU, can utilize the internal BPU Tipline that is housed on the San Jose PD Intranet page. Information received from officers will be routed directly to the BPU sergeant, who will review it for possible dissemination or assignment.

BPU will also attend BFO briefings on a quarterly basis to provide and receive information from patrol officers regarding burglary trends, the identification of burglary crews and any other information that may help BPU and patrol work together to reduce burglaries and property related crimes.

BOI

BPU is a covert investigative unit with unique undercover capabilities. As such, it will provide covert and undercover investigative assistance to other BOI units, with the

approval of the BPU Unit Commander. Assistance shall include, but not be limited to, the following:

1. Physical surveillance
2. Electronic surveillance
3. Informant management and operations
4. Undercover operations

When BPU provides assistance to BOI (or other units and/or agencies), BPU will generally not take over the investigation. Instead, the original agency or unit will remain the lead investigative body and BPU will use a covert skill set to obtain evidence for that investigation. The lead agency or unit will remain responsible for case direction, criminal charging, and follow-up.

For example, if during the course of an investigation a BOI unit encounters a need for surveillance in order to further an investigation, BPU will conduct that surveillance and provide the results to that BOI unit. The same principle applies to informant management and undercover operations. BPU does not exist to take over BOI investigations, but rather to further those investigations via specialized covert techniques.

In addition to providing investigative assistance, BPU will collaborate with other BOI units on a regular basis. This may involve sending BPU investigators to share information with other investigators on a routine or ad hoc basis. This type of collaboration will be especially crucial when BOI is involved in a large scale investigation that involves multiple units.

PUBLIC

BPU will solicit information and tips from the public via the BPU Tipline. The BPU Tipline can be accessed via SJPD.org and is designed to allow the public to work collaboratively with BPU to help reduce burglaries and property related crimes in San Jose. The BPU sergeant is responsible for all BPU tips received from the public and will contact the tipster if more information is needed. The BPU sergeant will review the information and determine if it will be assigned to a BPU investigator.

MANDATORY TRAINING FOR BPU

Regular training is essential for maintaining operational readiness and a sharp investigative mindset. A productive member of BPU must be skilled in surveillance, covert investigation, undercover operations, basic tactics, and criminal investigation.

All new BPU detectives must complete (or have completed) the following training:

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2. Undercover operations

3. Informant management
4. Wiretap certification (expires every five years)

On an annual basis, all BPU detectives must receive training in all of the following areas:

1. Basic entry training
2. Surveillance refresher training
3. Informant management refresher training
4. Firearms training
5. Undercover operations and UC rescue refresher training
6. Criminal investigations refresher training

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