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Burglary Investigation Protocols

The Burglary Unit is responsible for the investigation of particular burglary cases. While the Burglary Unit may not handle every burglary case, members of the Burglary Unit will review all burglary reports.

The purpose of this bulletin is to identify the case criteria for the Burglary Unit, the case criteria which will remain at the Station Level (SIT) and the protocol for notifications of the Burglary Unit during business and non-business hours.

The Burglary Unit investigates:

- Hot prowl burglaries where an additional violent crime is committed.
- Burglaries involving a loss in excess of \$15,000.00.
- Burglary series, including auto burglaries, which include multiple districts or jurisdictions.
- Burglaries or auto burglaries likely to garner high media attention.
- Safe burglaries.
- Any burglaries that occurred and notifications or response are at the direction of the Night Captain or the OIC of Night Investigations.
- Residential or commercial burglaries where a firearm is taken.
- Auto burglaries where a firearm is taken.
- Commercial or residential burglary in which an arrest occurs except as listed below.)

In most instances, the Burglary Unit will not handle the below cases which will remain at the Station Investigations Team (SIT). Notifications need not be made in:

- Auto boosting (459 Auto) work ups or arrests where a firearm is not involved.
- Retail theft type of burglaries.
- Misdemeanor and grand theft cases.

Should any of the Burglaries listed above occur a notification to the Burglary Unit or the DOC should be initiated as listed:

- During normal business hours (Monday-Friday 0600-1800) the Burglary Unit should be notified of the listed types of Burglaries. The office number is [REDACTED]. If the Burglary Unit cannot be contacted during these hours the DOC can be notified and will contact the OIC of Burglary.
- During all other non-business hours (1800-0600) the Department Operations center (DOC) should be notified and will contact an on duty Night Investigations Unit.

Should there be questions about a need for a response on a burglary, either the OIC of the Burglary Unit or the OIC of Night Investigations can be contacted at any hours by a Commissioned Officer or Acting Platoon Commander.

William Scott
WILLIAM SCOTT
Chief of Police