

	CLEARFIELD COUNTY EMERGENCY MANAGEMENT / 9-1-1 Standard Operating Procedures	Initial:
	SOP #: Police 5-19	Revised: 10-2005
	Subject: Burglary	

BURGLARY

- A. A burglary may be “in progress” or have occurred some time ago. It is very important that the dispatcher determine whether the incident is “in progress”, as this will decide how the call will be processed.
- B. The dispatchers should be aware of the fact that many callers will report that they have been “robbed”, when actually they mean that their home or business has been burglarized. Robbery is the taking of property by force, while burglary involves a break-in to a building and committing a crime inside.
- C. The call taker may have trouble establishing a time lapse on these types of calls. The caller may be unable to narrow the time frame due to the fact that a business or residence may have been closed or unoccupied for several hours or days. Even if a caller reports that the incident “just happened” the dispatcher must be aware that the caller may have spent considerable time checking the business or home for damage and missing items or may have made other phone calls prior to calling the police.
- D. For incidents of burglary the dispatchers will obtain as much information as possible to include, but not be limited to, the following:
 - Is the incident in progress? If yes ask:
 1. How many suspects?
 2. Where are they now?
 3. If inside, where was entry made?
 4. What part of the building are they in?
 5. Is anyone acting as a lookout? Get description.
 6. Are there any vehicles in the area? Where? Description? License Number?
 - Location of the incident.
 - Was entry made or only attempted?
 - Has the building or residence been checked or may the suspects still be inside?
 - Has the building or residence been unoccupied for a period of time? How long?
 - Was anyone seen leaving the area? If so, what was the direction of travel?
 - Suspect description if available.
- E. The appropriate police department who covers the area the call is in will be dispatched. The dispatch of further emergency service responders will be done at the request of the police department.

- F. The dispatchers should attempt to keep the caller on the line so the situation can be continually assessed and further information can be given to responding police units. The dispatcher will instruct the caller on the following:
- Do not disturb anything inside the building or residence.
 - Suggest the caller meet the officer outside if the incident is at a residence.
 - If the incident is in progress the caller will be asked about the suspects' movements and actions.
- G. The dispatchers will run any vehicle information that was obtained from the caller and relay it to responding police officers (with the exception of PSP).
- H. Burglary incidents will require an automatic dispatch of back up officers upon the initial dispatch if the burglary is "in progress".
- I. BOLO or ATL information will be dispatched by radio as soon as possible. As time permits, the information will also be group faxed to county police departments.
- J. **When there are multiple calls on the same incident where a burglary has been reported, the dispatchers are to obtain the name, telephone number and address of all callers. Information on all persons who call regarding this type of incident is of extreme importance and may be critical information that is needed to aid in the officer's ongoing investigation and if the case goes to court.**