

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 07-05

September 20, 2007

TO: Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: ROLLBACK SEARCH LOG

To accurately document our crime suppression efforts, Metropolitan Division will implement a Rollback Search Log effective immediately. The Log will document field activity relative to consent searches and contacts with Parolees or Probationers with search conditions.

When an investigation has determined that a Rollback search is the appropriate course of action, the investigating supervisor shall:

- * Verify that the Parolee or Probationer is in violation of a condition of their parole/probation, and the home to be searched is verified as the residence of record. This will support the legal justification for the search and assist in the monitoring and rehabilitation of the Parolee or Probationer;

Note: Rollbacks shall not be conducted when a "Parolee At Large" warrant exists for the suspect. Such a warrant indicates that California State Parole has relinquished their authority to conduct a warrant-less search of the residence.

- * Contact Metro Desk and obtain a Rollback search number. The Desk Officer shall complete the shaded areas of the Rollback Log and issue a Rollback number for reference in the Supervisor's Log; and,
- * Notify desk personnel or respond to Metro and complete the Rollback Log in its entirety after the search.

In cases when desk personnel are unable to issue a Rollback Search Number, the search may be conducted and notifications made after the search. The issued Rollback numbers shall be sequential and the related attachments placed behind the corresponding page in the Rollback Log. The log shall be maintained by Metro Desk personnel and a new log will be initiated each calendar year.



SCOTT C. KROEBER, Captain
Commanding Officer
Metropolitan Division

Attachment

Example

Rollback Number 07-0001	Date	Time
Incident Number	<input type="checkbox"/> Bkg # <input type="checkbox"/> RFC # <input type="checkbox"/> Cite #	DR#
Suspect's Name:	DOB:	<input type="checkbox"/> CDC # <input type="checkbox"/> CII # <input type="checkbox"/> Cal OP #
Address		Phone #
Reason Parole <input type="checkbox"/> Probation <input type="checkbox"/> Consent <input type="checkbox"/>	Agent's Name / Phone #	Present at Search <input type="checkbox"/>
Results / Items Recovered:		
Involved Supervisor / Officers / Others:		Platoon B / C / D / E
Officer Completing:		
Attachments: Arrest Report <input type="checkbox"/>	SRF Response <input type="checkbox"/>	Other (Please list) <input type="checkbox"/>
Property Report <input type="checkbox"/>	Consent Form <input type="checkbox"/>	