

TITLE: DAMAGE TO DEPARTMENT OR CIVILIAN PROPERTY

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PURPOSE

The purpose of this directive is to establish guidelines for the proper documentation of damage that occurs to department or civilian property.

DISCUSSION

It is a public expectation that material resources provided a government entity be carefully maintained and accounted for.

When sworn personnel of this department damage civilian property in the course of their official duties such damage shall be properly documented.

POLICY AND PROCEDURE

DAMAGE TO DEPARTMENT PROPERTY

91.1.01 Photographs will be required for documentation whenever damage to department equipment is sustained.

91.1.02 In the event instant photography is not used (Polaroid, Digital), the unexposed film will be submitted to the Police processing laboratory for processing as soon as possible. If prints are needed by Internal Affairs or for Civil Litigation, the proper request form will be filled out.

91.1.03 If the incident that caused the damage involved a criminal offense, the person taking the photographs will submit a supplementary report.

91.1.04 If the incident did not involve a criminal offense, the officer involved will write a brief

memorandum to the office of the Chief of Police explaining the incident and photographs. This memo will be submitted through the chain of command.

91.1.05 In every incident, the immediate supervisor of the employee(s) whose equipment was damaged will complete a supervisor's first report of accident/injury.

DAMAGE TO CIVILIAN PROPERTY

91.1.06 The officer in charge will photograph the damage that was caused by the officer(s). Officers will not leave the scene until detailed photographs of the damage have been taken.

91.1.07 Photographs, along with the summation of events leading to the damaged property will be submitted along with the photographs to the office of the Chief of Police, by the Commanding Officer of the officer(s) involved.

91.1.08 The officer working the case will write an original or a supplemental report detailing the exact damage caused by the officer(s) and forward a copy to the office of the Chief of Police.

91.1.09 All reports along with recommendations will be submitted to the office of the City Attorney for their files and information.

Drafted (awm) 03/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04