

ALBUQUERQUE POLICE DEPARTMENT
* PROCEDURAL ORDERS*

Effective: 07/15/04; Replaces: 09/24/97
04-POR10

2-02 **DAMAGE TO DEPARTMENT OR CIVILIAN PROPERTY**
[7]

POLICY:

Department policy is to document damage to department or civilian property which occurs in the course of official duties.

RULES:

2-02-1 DAMAGE TO DEPARTMENT PROPERTY

* A. Photographs

Photographs will be required whenever damage to a department vehicle occurs, with the exception of minor, non-criminal damage (i.e., a cracked windshield). Photographs of other damage to department property will be at the discretion of the on-scene supervisor. Factors to be considered are:

1. **The value of the property damaged.**
2. **Whether the damage was of a criminal nature, and**
3. **Possible litigation that might arise out of the incident.**

Exposed film will be tagged into evidence.

* B. Documentation

The primary officer will complete an offense/incident report whenever damage to department property occurs. The exception will be when minor personal use items are damaged, such as a mace/OC holder, handcuff case, etc. In these instances, personnel will complete a property replacement form and submit it through the chain of command. The Property Section will retain the original form. The final determination for the need of an offense/incident report will lie with the Section Commander.

2-02-2 DAMAGE TO CIVILIAN PROPERTY

A. When sworn personnel damage civilian property in the course of their official duties:

1. The supervisor in charge will ensure that photographs are taken of the damage that was caused.
2. The scene will not be left until detailed photographs of the damage have been taken.
3. The assigned officer will write a supplemental report detailing the exact damage and forward a copy to the Risk Management Division.

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cont'd

- B. The Risk Management Division and the concerned deputy chief/deputy director/area commander will coordinate regarding any possible liability.