



## 2-7 DAMAGE TO DEPARTMENT OR CIVILIAN PROPERTY

### 2-7-1 Purpose

The purpose of this policy is to detail establish the procedures to be followed by for all Department personnel when department or civilian property is damaged in the course of official duties.

### 2-7-2 Policy

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

### 2-7-3 Procedures

#### 7 A. Damage to Department Property

##### 1. Photographs

Photographs will be required whenever damage to a Department vehicle occurs, except minor, noncriminal damage, such as a cracked windshield.

##### 2. Documentation

- a. The primary officer will complete an offense/incident report whenever damage to Department property occurs.
- b. The exception will be when minor items are damaged, such as an OC spray holder or handcuff case. 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 of the need for an offense/incident report will be the responsibility of the employee's supervisor.

#### 7 A. Damage to Civilian Property

1. When personnel damage civilian property in the course of their official duties, the following actions will be taken:
  - a. The supervisor in charge will ensure that photographs are taken of the damage that was caused.
  - b. An employee will remain at the scene until detailed photographs of the damage have been taken.
  - c. The incident will be documented detailing the exact damage, and a copy shall be forwarded to the Risk Management Division.
  - d. The supervisor shall provide Risk Management's contact information to the property owner.



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PROCEDURAL ORDERS

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- e. The incident report, containing the property owner's contact information, will be forwarded to Risk Management.
2. The Risk Management Division and the appropriate Deputy Chief/**Major/Executive Director** Area Commander will coordinate the investigation regarding any possible liability.

DRAFT

Submit

## Policy Recommendations to the Office of Policy Analysis

Date: 6/21/18

SOP : 2-7 Damage to Department or Civilian Property

Name of Submitting Department / Unit: Officer Julie Maycumber (Compliance)



In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

RECOMMENDATION			
Issue	This SOP does not need to include Department Property since more detailed guidelines are already included in the Property SOP 2-2. Some wordiness and confusing verbiage.		
Recommendation	Remove Department portion from this SOP and only include Civilian Property. Remove unnecessary wordiness. And simplify.		
Recommendation made by	<input type="checkbox"/> Office of Policy Analysis	<input checked="" type="checkbox"/> Other stakeholder:	Officer Julie Maycumber
Supporting research, best practices, data trends, etc.	See SOP 2-2 Department Property		
Contact information:	Name: Officer Julie Maycumber	Phone: (505)492-4610	E-mail: jmaycumber@cabq.gov

Please submit this form to [OPA@cabq.gov](mailto:OPA@cabq.gov)

If you need assistance completing this form, and for any questions or concerns please contact your SOP liaison @ [adgarcia@cabq.gov](mailto:adgarcia@cabq.gov).