



**2-7 DAMAGE TO CIVILIAN PROPERTY**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

1-35 Crime Scene Specialists (CSS) Unit (Formerly 5-8)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**2-7-1 Purpose**

The purpose of this policy is to outline the procedures for Albuquerque Police Department (Department) personnel when they damage civilian property or commercial buildings in the course of their official duties.

**2-7-2 Policy**

It is the policy of the Department to document when Department personnel damage civilian property or commercial buildings during the course of their official duties.

**N/A 2-7-3 Definitions**

A. Civilian Property

Personal property or real property belonging to a community member.

**7 2-7-4 Procedures**

**N/A** A. Civilian property may include, but is not limited to:

1. Backpacks;
2. Cell phones;
3. Purses;



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

**SOP 2-7 (Formerly 2-02)**

**P&P Draft 09/07/2022**

4. Residential property, including, but not limited to, doors, gates, and fences;
5. Wallets; or
6. Vehicles.

B. When Department personnel damage civilian property, they shall:

1. Complete a Uniform Incident Report documenting the damage;
  - a. If the primary officer caused the damage, they shall document the information in their Uniform Incident Report.
  - b. If another officer caused the damage, they shall document the information in a Supplemental Report.
2. Request the Emergency Communications Center (ECC) to dispatch a Crime Scene Specialist (CSS), consistent with SOP Crime Scene Specialists (CSS) Unit;
  - a. The primary officer or their designee shall remain on-scene until photographs of the damaged items have been taken.
3. Forward a copy of the Uniform Incident Report to the City of Albuquerque's Risk Management Division at [riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov) before the end of their next work shift;
  - a. If the incident occurs on the last day of the Department employee's workweek, they shall forward a copy of the Uniform Incident Report to the City's Risk Management Division by the end of their work shift.
4. Provide their name and the case number to the property owner; and
5. Provide the Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080) to the property owner.

C. ECC personnel shall not dispatch Department personnel to document damage caused by Albuquerque Fire Rescue (AFR).

**N/A**

1. AFR is responsible for documenting damages that they caused unless the damage was caused at the request of Department personnel.

D. When Department personnel cause damage to a residence or commercial building, they shall:

1. Attempt to contact the owner;
2. Make a reasonable attempt to secure the residence or commercial building; and



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

**SOP 2-7 (Formerly 2-02)**

**P&P Draft 09/07/2022**

3. Contact the ECC and request a periodic watch (10-10) for the location if they are unable to secure the residence or commercial building.

REDLINED



**2-7 DAMAGE TO CIVILIAN PROPERTY**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

1-35 Crime Scene Specialists (CSS) Unit~~(CSS) Unit~~ (Formerly 5-8)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**2-7-1 Purpose**

The purpose of this policy is to ~~establish~~ outline the procedures for Albuquerque Police Department (Department) personnel when they damage civilian property or commercial buildings in the course of their official duties.

**2-7-2 Policy**

It is the policy of the Department to document when Department personnel damage civilian property or commercial buildings during the course of their official duties.

**N/A 2-7-3 Definitions**

A. Civilian Property

Personal property or real property belonging to a community member.

**7 2-7-4 Procedures**

**N/A A. Civilian property may include, but is not limited to:**

1. Backpacks;
2. Cell phones;
3. Purses;



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-7 (Formerly 2-02)

P&P Draft 09/07/2022

4. Residential property, including, but not limited to, doors, gates, and fences;
5. Wallets; or
6. Vehicles.

7

B. When Department personnel damage civilian property, they (~~e.g., sworn personnel, Police Service Aides (PSA), and Crime Scene Specialists (CSS)~~) shall:

1. Complete a Uniform Incident Report documenting the damage;
  - a. If the primary officer caused the damage, they shall document the information in their Uniform Incident Report.
  - b. If another officer caused the damage, they shall document the information in a Supplemental Report.
2. Request the Emergency Communications Center (ECC) to dispatch a Call for a Crime Scene Specialist (CSS), consistent with SOP Crime Scene Specialists (CSS) Unit;
  - a. The primary officer or their designee shall remain on-scene until photographs of the damaged items have been taken.
3. Forward a copy of the Uniform Incident Report to the City of Albuquerque's Risk Management Division at [riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov) ~~prior to~~ before the end of their next work shift;
  - a. If the incident occurred ~~on~~ on the last day of the ~~officer's Department's sworn personnel's~~ employee's workweek, they shall forward a copy of the Uniform Incident Report ~~Report shall be sent to the City's Risk Management Division~~ by the end of their ~~primary officer's~~ work shift.
4. Provide their name and the case number to the property owner ~~their name; and the case number; and~~
5. Provide the ~~to the property owner the~~ Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080) to the property owner.

7

C. ~~Emergency Communications Center (ECC)~~ personnel shall not dispatch Department personnel to document damage caused by Albuquerque Fire Rescue (AFR).

N/A

1. AFR is responsible for documenting damages that they caused, unless the damage was caused at the request of Department personnel.

7

D. When Department personnel cause damage to a residence or commercial building, they shall:



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

**SOP 2-7 (Formerly 2-02)**

**P&P Draft 09/07/2022**

1. Attempt to contact the ~~property structure's~~ owner;
- ~~1.2. , and m~~ Make a reasonable attempt to secure the residence or commercial building; and
- ~~2.3. If Department personnel are unable to secure the residence or commercial building, they shall~~ Contact the ECC and request a periodic watch (10-10) for the ~~at~~ location if they are unable to secure the residence or commercial building.

REDLINED