



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 527.05 SECURING OPEN / DAMAGED STRUCTURES 05-22-17

### PURPOSE

The purpose of this order is to establish procedures to secure open or damaged private property that presents a serious safety hazard or loss of property.

### POLICY

It shall be the policy of the Sacramento Police Department, when the owner or responsible person cannot be notified, to secure private businesses or other property that presents a safety hazard or is damaged and cannot be secured due to an accident, a criminal offense (e.g., burglary, malicious mischief, etc.), or action of officers in the course of their official duties.

### PROCEDURE

#### A. PRIVATE PROPERTY DAMAGE

1. Police officers shall secure private property when the owner or responsible person cannot be notified whenever
  - a. Damage was caused by a criminal action, traffic accident, or forces of nature.
  - b. A serious safety hazard is discovered by an officer or a complaint is received regarding one.
  - c. An officer causes the damage while performing his/her official duties.
2. Individuals seeking information for reimbursement to damaged property caused by City employees shall be directed to contact the City of Sacramento Risk Management administration during normal working hours no earlier than the next working day.

#### B. REPAIRS

1. Officers discovering serious safety hazards or property that they cannot reasonably secure shall make reasonable efforts to contact an owner or responsible person and suggest a proper course of action.
2. When contact cannot be made with an owner or responsible person, officers shall notify their immediate supervisor.
3. If the supervisor concurs with the officer, the supervisor shall have Communications Division contact the appropriate entity to respond and secure the building or eliminate the hazard.
4. Officers shall
  - a. Make reasonable efforts to learn the identity of owners of property that is secured by the City.
  - b. Document the information on the appropriate SPD form with the circumstances requiring the security measures.
  - c. Complete form RM 3 City of Sacramento Incident/Loss Report (Red Border Form) and route through the chain of command to the Professional Standards Unit.