

## 98-05 PROPERTY DAMAGE PROCEDURES



# TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-05

Subject: PROPERTY DAMAGE PROCEDURES

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| Effective Date:     | 03/23/1998 | Last Date Revised: | 09/25/2008 |
| Last Date Reviewed: | 04/30/2020 | Next Review Date:  | 04/30/2021 |

### PURPOSE

This Unit Order establishes policy regarding the reporting of property damage by TRAP personnel.

### GUIDELINES

Members shall promptly submit a written report of any damage to real or personal property resulting from the execution of their official duties or responsibilities. When property is damaged in the course or the performance of assigned duties, the victim should be informed that he or she has 180 days from the date of the incident to file a claim against the County. A Claim for Damages to Person or Property (SH-AD -672) shall be furnished to the claimant and advised to mail it to the address indicated on the claim. If necessary, TRAP personnel shall assist the claimant in completing the form. The Risk Management Bureau, Civil Litigation Unit, shall be notified as soon as practicable.

In the event there is no resident or other responsible party at a location where force was used to enter the location, the on-scene supervisor shall arrange for TRAP personnel to remain at the location until a responsible party has arrived, or the location has been repaired or secured by TRAP personnel.

Team supervisors are responsible for submitting a memo to the Project Director detailing the circumstances surrounding the incident and describing the damage in detail. Copies of all reports and photographs depicting the damage shall accompany the memo and be kept on file at TRAP headquarters for one year. This will ensure sufficient documentation is readily available for any litigation that may result from the incident.

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MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

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