

## 6-10 WRONG DOOR AND DAMAGE REPAIR PROCEDURES



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 6-10**

**Subject: WRONG DOOR AND DAMAGE REPAIR PROCEDURES**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

The possibility always exists that the private property of uninvolved or inculpable persons will be damaged during the course of our enforcement activities. Such circumstances include entry into the wrong location, locations where a landlord could not reasonably know of the criminal activity occurring there, family homes when parents do not know of criminal activity by their children and other similar situations. Whenever it is our obligation to repair the damaged property in such circumstances, the following procedures shall be adhered to:

If the incident occurred at the wrong location:

- The Team Lieutenant shall be notified immediately. The Team Lieutenant shall respond to the location and notify the Bureau Commander.
- The concerned station commander or chief of police shall be notified as soon as possible.
- The Risk Management Bureau, Civil Litigation Unit, shall be notified by the Team Lieutenant from the scene, and request them to respond and make arrangements to repair the damage.

In all instances:

- If the Civil Litigation Unit cannot respond, provide the owner or resident with a Claim for Damages to Person or Property form and, if necessary, assist in completing the form (See attachment).
- In the event that there is no resident or other responsible person at the location, the Team Lieutenant shall arrange for deputy/police personnel to remain at the location until a responsible party has arrived or the location has been repaired or secured.
- A memorandum shall be submitted to the Bureau Commander explaining fully the circumstances of the incident.