

## 1-6 Wrong Door and/or Damage Repair Procedures

### MAJOR CRIMES BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-6**

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

Effective Date:	04-02-2001	Last Date Revised:	11-13-2015
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

### PURPOSE

The purpose of this policy is to inform and assist personnel in handling situations where forced entry into a wrong location occurred or when property is damaged and it may be the Department's responsibility to repair or secure the location. Additionally, this policy ensures that appropriate notifications are made in order to protect the Department and its personnel against needless civil liability.

### GUIDELINES

Whenever a forced entry into a wrong location occurs, or when circumstances exist in which the Department may be obligated to repair damage, the following shall apply:

1. The unit lieutenant shall be notified immediately.
2. The unit lieutenant shall respond to the location and notify the Bureau Commander.
3. The concerned Station Commander or Chief of Police shall be notified as soon as practicable.
4. The Risk Management Bureau, Civil Litigation Unit, shall be notified as soon as practicable but no later than the next business day.
5. Provide the owner or resident with a Department claim form and, if necessary, assist in completing the

form.

6. The on scene team sergeant shall assist the owner or resident with arrangements for repairs. If immediate repairs are required to secure the location, they shall be coordinated through Risk Management Bureau, Civil Litigation Unit, at (323) 890-5400 during regular business hours or through Sheriff's Information Bureau at (213) 229-1700.

7. In the event that there is no resident or other responsible party at the location, the on scene team sergeant shall arrange for deputy personnel to remain at the location until a responsible party has arrived or the location has been repaired or secured.

8. The I/O shall submit a memorandum to the Bureau Commander fully explaining the circumstances of the incident.

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