

## 1-18 Wrong Door Procedures

### NARCOTICS BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-18**

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

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

#### I. CONCEPT AND ISSUES

##### A. Purpose of the Document

The purpose of this order is to inform and assist Bureau personnel in handling situations where forced entry into a wrong location has occurred or when property was damaged as a result of our actions and it is determined that it may be the Department's responsibility to repair or secure the premises. This policy ensures that appropriate notifications are made to the Narcotics Bureau Commander and the Risk Management Bureau's Civil Litigation Unit, in order to protect the Department and its personnel against needless civil liability (Refer to Manual of Policy and Procedures 5-07/290.00).

##### B. Background

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 a wrong location and in some instances, damage to locations where a landlord could not reasonably know of criminal activity

occurring there or damage to family homes when parents do not know of criminal activity by their children or guests. In some instances, mitigating factors may also exist in which we may elect to accept responsibility for damage repair.

### **C. Scope of Policy**

This policy is designed to assist all Narcotics Bureau personnel who become involved in situations in which “wrong door” entry occurs or property damage liability exists.

### **D. Accountability**

The Narcotics Bureau Commander is expected to provide clear guidelines to Bureau Zone Lieutenants detailing the types of situations that may involve departmental repair of or reimbursement for damaged property. In turn, Zone Lieutenants are expected to inform their Crew Sergeants of the guidelines and hold them accountable for timely notifications, repair and/or securing damaged property in appropriate situations.

### **E. Training**

The situations constituting the Bureau’s obligation to repair and secure damaged property may seem unclear to some personnel. Periodic briefings and Bureau policy review shall be provided to instill and reinforce this Bureau policy.

### **F. Conclusions**

The intent of this policy is to protect against needless civil liability and provide for the appropriate repair and securing of damaged property.

## **II. POLICY**

Whenever a forced entry into a wrong location has occurred or when circumstances exist in which the Department may be obligated to repair property damage or it is simply in the best interests of the Department and its relations with the public to do so, the following procedures shall be adhered to:

- The Zone Lieutenant shall be notified immediately.
  
- The Zone Lieutenant shall respond to the location, investigate the circumstances surrounding the damage and notify the Bureau Unit 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 as soon as practicable, but no later than the next business day.
  
- Provide the owner or resident with a Departmental claim form and, if necessary, assist in completing the form.
  
- In the event that there is no resident or other responsible person at the location, the Crew 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.

- A detailed memorandum shall be submitted to the Division Chief explaining the circumstances surrounding the incident.
  
- The Crew Sergeant shall assist the owner or resident with arrangements for repairs.

If immediate repairs are required to secure the premises or it has been determined that an "Expedited Claim Process" should be utilized, the Risk Management Bureau's Civil Litigation Unit shall be immediately contacted for direction. During business hours contact should be made at (323) 890-5400 or after hours at (213) 229-1850 via the Department Operations Center.

**ORIGINAL SIGNED**

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU