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Reporting Property Damage Caused by Members
(Re-issue DB 16-156)


Occasionally members may damage Department property or the property of another in the course of their duties. Property damage may be intentional e.g. executing a search warrant, forcing entry in medical emergencies, etc., and unintentional such as an officer-involved vehicle collision.

All members, regardless of the circumstance, shall submit a report whenever Department property or the property of another is damaged.

Damage to Department property shall be reported on a ***Report of Damage to Department Property*** (SFPD 154). Damage to another person's property shall be reported on a ***Memorandum*** (SFPD 68). The report shall describe the property, the extent of the damage and the circumstances that led to the damage.

In most circumstances a CDW incident report is also required. If a CDW report is prepared, members shall list the damaged property in the property section of the incident report and briefly describe the circumstances in the narrative section.

Members shall forward all applicable reports and photos of the damage as a complete package to the Legal Division. Photos may be color copies or on a photo CD. The PC/OIC shall retain a copy of the report(s) at the involved unit or station. If appropriate, relevant information regarding the incident should be entered into the CAD system.


WILLIAM SCOTT
Chief of Police