



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-7

Effective: 05/26/2021

Review: 05/26/2022

Replaces: 10/05/2018

## 2-7 DAMAGE TO CIVILIAN PROPERTY

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-35 Crime Scene Specialists \(Formerly 5-8\)](#)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

### 2-7-1 Purpose

The purpose of this policy is to establish procedures for Albuquerque Police Department (Department) personnel when they damage civilian property in the course of their official duties.

### 2-7-2 Policy

It is the policy of the Department to document when personnel damage civilian property during the course of their official duties.

### N/A 2-7-3 Definitions

A. Civilian Property

Personal property or real property belonging to a community member.

### 2-7-4 Procedures

N/A A. Civilian property may include, but is not limited to:

1. Backpacks;

2. Cell phones;

3. Purses;



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4. Residential property;
5. Wallets; or
6. Vehicles.

**7** B. Department personnel (e.g., sworn personnel, Police Service Aides (PSA), and Crime Scene Specialists (CSS)) shall:

1. Complete a Uniform Incident Report documenting the damage;
  - a. If the primary officer causes the damage, they shall document the information in their Uniform Incident Report.
  - b. If another officer caused the damage, they shall document the information in a supplemental report.
2. Call for a CSS, consistent with SOP Crime Scene Specialists;
  - a. The primary officer or their designee shall remain on-scene until photographs of the damaged items have been taken.
3. Forward a copy of the Uniform Incident Report to the City of Albuquerque's Risk Management Division at [riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov) prior to the end of their next work shift;
  - a. If the incident occurs on the last day of the officer's workweek, the report shall be sent by the end of the primary officer's work shift.
4. Provide to the property owner their name and the case number; and
5. Provide to the property owner the Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080).

**7** C. Emergency Communications Center (ECC) personnel shall not dispatch Department personnel to document damage caused by Albuquerque Fire Rescue (AFR).

1. AFR is responsible for documenting damages that they caused, unless the damage was caused at the request of Department personnel.

**7** D. When Department personnel cause damage to a residence or building, they shall:

1. Attempt to contact the property owner, and make a reasonable attempt to secure the residence or building; and
2. If personnel are unable to secure the residence or commercial building, contact the ECC and request a periodic watch (10-10) for that location.