



# DEPARTMENT NOTICE

22-122

Published: 12/21/22

Expires: 12/21/25

## Reporting Property Damage Caused by Members

(Update to DB 18-184)

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

Members are reminded that all searches and seizures should be conducted in a thorough and professional manner and, when feasible, with minimal damage or disruption to the location searched. To minimize property damage and the need for forcible entry, members should attempt to lawfully obtain keys, combinations, or access codes when a search of locked property is anticipated unless doing so increases a safety risk to officers or the public.

All members, regardless of the circumstance, shall submit a report whenever Department property or the property of another is damaged. Members are to ensure photographs of the damage are taken.

Damage to Department property shall be reported on a **Report of Damage to Department Property** (SFPD 154) form. Damage to Department vehicles shall be reported on a **Damaged Department Vehicle Report** (SFPD 500) form. 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, an incident report is also required. If an incident 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. If appropriate, relevant information regarding the incident should be entered into the CAD system.

Members shall forward a packet containing the applicable Department form or memorandum and all reports, including photos of damage through the chain of command to their Commanding Officer, who will forward the packet to the Legal Division. Photos may be color copies or on a photo CD. Commanding Officers shall ensure a copy of the report(s) is kept at the involved unit or station.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*