



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 41.31

TITLE: DAMAGE TO PUBLIC PROPERTY

EFFECTIVE: 08/05/2018

REVISED: Replaces Policy 472

PURPOSE

The purpose of this Chapter is to establish guidelines for the documentation of damage to public property that is not in the immediate control of the New Orleans Police Department.

DEFINITIONS

Public Property—Any item owned by, or in the immediate control of, a governmental entity or agency, to include city, state, or federal governing bodies or any subdivision thereof. For the purpose of this Chapter, the term property will also include any database or software where records are stored or generated, including the computer programming causing the mechanism to function properly.

INSTRUCTIONS/DOCUMENTATION

1. All calls for service being investigated by the New Orleans Police Department, where public property has been damaged, either through accident or criminal intent, shall be documented using an NOPD Incident Report (EPR) or Motor Vehicle Crash Report.
2. The governmental authority and agency in immediate custody or control of the public property shall be listed as the "victim/owner" within the report (examples: State of Louisiana, Department of Public Welfare, City of New Orleans, Streets Department).
3. The damaged public property will be described as accurately as possible, including the color, model, make, serial numbers, property tag numbers, or any other alpha/numeric identifiers utilized for identification purposes.
4. Should the damaged public property not include alpha/numeric identifiers, the description shall be as complete as possible (example: A building on publically owned property not bearing a municipal address should be described as follows: A one story brick building color red within the boundaries of City Park visible from the intersection of Marconi and Harrison Ave.).
5. Damage to the public property shall be specifically outlined to include any obviously missing components or materials.
6. A copy of the approved report shall be forwarded to the appropriate governmental

agency responsible for the property. A copy attached to a departmental email is preferred to mailing a hard copy.

7. If the damaged public property is in the control of the City of New Orleans, an additional copy of the report shall be forwarded to the City Attorney's Office. A copy attached to a departmental email is preferred to mailing a hard copy.

NOTIFICATIONS

8. The investigating officer shall notify the governmental agency responsible for the damaged public property prior to concluding the report and investigation. The notification shall be documented within the report to include the date, time, method used and the name of the individual notified.

SCIENTIFIC CRIMINAL INVESTIGATIONS SECTION (CRIME LAB)

9. Nothing in this Chapter shall prevent an officer from requesting Crime Lab to photograph and process the scene in criminal investigations involving public property damage or in instances of excessive public property damage where additional documentation is desired.

SECURING DAMAGED PROPERTY

10. Investigating officers will take all reasonable steps to secure the public property from further damage during the course of the investigation. If the public property is impounded as property or evidence, it shall be secured and logged to the Central Evidence and Property Division.