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Chapter 201 - Patrol Operations			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
Reviewing Office <i>Chief's Neighborhood Liaison</i>			
References			

PATROL

201.1 - 1 PURPOSE

The primary purpose of uniformed police patrol is the elimination of the actual opportunity, or the belief that the opportunity for successful criminal conduct exists. Uniform patrol is the only form of police activity that directly and consistently attempts to eliminate opportunity for criminal conduct. Close and careful observation is the principal function of every patrol officer. Careful patrol observation enables the conscientious patrol officer to become familiar with the habits of persons living in their area. It also allows the officer to become familiar with the residential and commercial districts that are the most frequent scenes of crimes or suspected unlawful activity.

201.1 - 2 POLICY

It is the policy of the Detroit Police Department that officers will conduct patrol vigorously to enforce traffic and criminal laws, answer complaints, conduct investigations, promote community-relations activities, and prevent crime.

201.1 - 3 Reporting for Duty

Before beginning a tour of duty, each officer shall ensure they have all required equipment (pens, flashlight, prep radio, etc.). Officers shall report in the appropriate designated uniform of the day. Officers will be provided with a summary of important citywide teletypes. This summary may also include other police information relevant to the precinct, area of patrol, or Department in general. Officers shall familiarize themselves with persons or places that require special police attention.

201.1 - 4 Roll Call

Precincts and certain specialized commands within the Department shall conduct roll call in order to ensure the presence and punctuality of personnel, assign daily details, inspect personnel, disseminate orders, special instructions, and administer daily training.

201.1 Patrol**201.1 - 4.1 Assembly of Personnel**

At the designated roll call time, a supervisor shall conduct roll call. Personnel assignments shall be read.

201.1 - 4.2 Inspections

1. *Prior to* roll call, a formal uniform inspection shall be conducted at *each tour of duty* on each platoon and group. All personnel shall fall in an appropriate number of ranks commensurate with the size of the platoon and space limitations. The lieutenant and/or sergeant shall conduct the inspection with attention directed to the following:
 - a. **Personal appearance and grooming:** Inspecting supervisors shall pay attention to personal grooming such as haircuts, mustaches, etc. (Reference Manual Directive 303.5, Uniforms and Appearance for specific standards);
 - b. **Uniform:** Supervisors shall ensure that all personnel are in the prescribed uniform of the day. Hats shall be worn at roll call, but jackets or coats need not be worn unless so directed by the supervisor conducting roll call. If jackets are worn at roll call, they shall be worn by all personnel and shall be buttoned or zipped. In addition to inspection for proper uniform, the inspecting supervisors shall ensure that clothing is in good repair, clean, and pressed;
 - c. **Leather:** Leather goods, including footwear, shall be inspected for condition, maintenance and compliance with prescribed specifications. Accessories shall be worn as directed in Department procedures governing uniforms;
 - d. **Name tags and badges:** When wearing the Class A uniform, name tags and badges shall also be checked for condition, proper display, etc.; and
 - e. **Identification cards:** Personnel shall be equipped with identification cards on and off duty; an inspection shall be completed for possession and condition.
2. Members who are deficient in any area shall be reinspected as soon as practicable to ensure that such deficiencies are corrected. However, this does not preclude supervisors from initiating progressive disciplinary action against officers who do not conform to current department procedures.
3. Supervisors shall conduct quarterly inspections on the following equipment and document the results on a Quarterly Equipment Inspection Record (DPD709):
 - a. Firearms;
 - b. Authorized ammunition with required rounds;
 - c. Driver's License;
 - d. DPD issued chemical spray device;
 - e. *Taser X2 CEW and related equipment*
 - f. PR-24;
 - g. 800 MHz Radio;
 - h. Bullet Proof Vest; and
 - i. Gas Mask.

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4. The Quarterly Equipment Inspection Record (DPD709) shall be prepared to include every sworn member of the Detroit Police Department. This document is prepared for accountability and maintenance of the member's equipment. Each command shall retain the original Quarterly Equipment Inspection Record for a period of one (1) year. An Interoffice Memorandum, DPD 568, shall be generated by each precinct/command commanding officer to Civil Rights indicating that a review was conducted, noting any deficiencies and the action taken to correct them. The DPD 568 from the commanding officer to Civil Rights is due by the 20th day of each quarterly month (March, June, September, and December).

201.1 - 4.3 Disseminating Orders

Following the inspection, the supervisor conducting roll call *may* permit personnel to be seated for the remainder of roll call. At this time, all pertinent directives, orders, and special instructions shall be read. This will include Department orders, special attentions, teletypes, etc. Orders which are lengthy shall be summarized by the supervisor conducting roll call.

201.1 - 4.4 Training

Training includes audio/visual programs, special instructions of local nature, review of general procedures, or any other area of general training interest as time permits. At the conclusion of on-duty roll call, all personnel shall be dismissed to take their assigned posts.

201.1 - 4.5 Off-duty Roll Call

Off-duty roll call is conducted in order to disseminate pertinent information and ensure that all personnel and equipment are accounted for. Once the functions of off-duty roll call are completed, the platoon shall be dismissed.

201.1 - 5 Vehicular Patrol

In the absence of a supervisor, the senior member in length of service shall be in charge. Officers assigned to vehicular patrol are responsible for the good maintenance and care of their assigned vehicles and equipment. Before beginning patrol, officers shall inspect their vehicles in accordance with Department vehicle procedures. Officers performing routine patrol functions shall:

- a. Sign on to the Mobile Computer Terminal (MCT) system and advise the zone dispatcher;
- b. Complete in-car video introduction;
- c. Vary patrol patterns;
- d. Patrol alleys during all times of the day;
- e. Be aware of all radio runs dispatched;

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- f. Observe other patrol officers in the area, especially those assigned to beat patrol and stationary traffic duty;
- g. Observe for suspicious vehicles or persons;
- h. Drive slowly enough to observe conditions without impeding traffic; and
- i. Check darkened doorways of businesses with a bright light.

201.1 - 5.1 One Person Unit (Adam Unit)

1. One Person Units (Adam Units) are scout cars to which one (1) officer is assigned.
2. If a situation appears to require more than one (1) officer, Adam Units shall request assistance via police radio and wait for the arrival of additional officers if the situation permits. If an Adam Unit desires to respond to a radio run given to a two (2) member response unit, the officer must receive authorization from the zone dispatcher prior to responding to the run. If approval is granted, the Adam Unit shall only respond as a back up unit.
3. Adam Units will operate under the following schedule: April 1 through September 30 between the hours of 6:00 a.m. and 8:00 p.m.; October 1 through March 31 between the hours of 6:00 a.m. and 6:00 p.m.

201.1 - 6 Foot Patrol

Generally, foot patrol provides more person-to-person contact, better familiarity with neighborhoods, personnel for immediate traffic control needs, and the ability to patrol in those locations normally inaccessible to patrol vehicles. Foot beat officers shall:

- a. Walk on the sidewalk facing traffic whenever possible;
- b. Check all doors and accessible windows of closed business places;
- c. Check fire escapes and other points of access for roof-type burglaries;
- d. Investigate articles or material piled against buildings;
- e. Step out of the mainstream of pedestrian traffic occasionally and observe conditions; and
- f. Vary patterns of patrol.

201.1 - 7 Business Districts

1. Both foot beat and vehicular patrol officers shall check doors of closed businesses at frequent intervals, as time permits.
2. Officers shall familiarize themselves with the daily customs of business establishments in their precinct and territory, including operating hours. Officers shall become familiar with the identity of owners and regular employees.
3. While on vehicular patrol, officers shall drive at reasonable speeds to facilitate observation of activity within businesses during all hours of the day, without impeding traffic.

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4. Officers shall familiarize themselves with the physical exterior of business places, noting points of entry and exit on the front, sides, and rear. Alleyways connecting the rear of business places with main streets shall be patrolled.
5. Patrol officers shall also note the general address sequence of the business district and the addresses of major business institutions, e.g., banks, credit unions, warehouses, and other locations highly susceptible to robbery and burglary.
6. When an officer has reason to believe that a business establishment has been burglarized, they shall request any necessary assistance, e.g., other officers, Canine (K-9) units, etc., before an investigation and search of the building is undertaken. After a search of the premises is completed, all doors and windows shall be secured, when possible, and the business owner notified.

201.1 - 8 Residential Areas

1. Officers shall patrol every residential neighborhood with equal care, caution, and concern, regardless of the racial, economic, or social makeup of the neighborhood.
2. Officers shall become acquainted with the identity of as many area residents as possible; this will enhance the effectiveness of service and the quality of life concerns of the community.
3. Officers shall note the general address sequence of residential areas. They shall also observe and check all residences for signs of irregularities.
4. Officers shall give special attention to area residences where there is a high susceptibility to burglaries and violent crimes, especially where there are elderly persons living alone. The “obvious” (e.g., “moving men”, etc.) may at times necessitate careful investigation.

201.1 - 9 Investigating Neglect

When a crime has been committed and circumstances indicate the crime might have been prevented by the officers assigned to the post or scout car area, the officer in charge of the precinct station desk shall assign a supervisor to investigate whether there was any negligence on the part of the assigned officers. If misconduct is revealed, the appropriate action shall be taken.

201.1 - 10 Radio Runs

Patrol officers shall be alert and maintain visualization of their partner whenever possible. They shall conduct all investigations in a professional and courteous manner. Patrol officers responding to radio runs shall:

- a. Not stop their vehicle directly in front of the address to which they have been dispatched;
- b. Treat each run to a location as if the possibility of danger exists;
- c. Not stand together or directly in front of windows and doors when dispatched to an address;

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- d. Exercise caution when dispatched to a location other than an exact address or in the vicinity of an address;
- e. Check the front and rear of the building when dispatched to an address;
- f. Be especially cautious in answering runs to locations where false runs have been received in the past;
- g. Closely observe run locations in sparsely populated areas while approaching and prior to leaving their vehicle;
- h. Not blockade any street with police vehicles, making necessary and rapid departure by other police or emergency vehicles difficult or impossible;
- i. Upon receiving information regarding perpetrators from officers dispatched to a crime scene, other officers in the vicinity shall patrol the perimeter of the crime scene and other possible escape routes to assist in locating and apprehending the offender; and
- j. In responding to any radio run, officers shall observe safe driving habits.

201.1 - 10.1 Michigan Crime Victim's Rights Act

1. Any officer taking a complaint of an offense, which is a felony or serious misdemeanor, shall provide the complainant with the Crime Victim Assistance Program card, (DPD110), to advise the victim of the rights granted under the Michigan Crime Victim's Rights Act.
2. The officer providing the card shall insert the name and telephone number of the appropriate investigative command in the space provided at the bottom of the card.
3. If the victim is a minor or legally incapacitated the card shall be given to the victim's parent, guardian or custodian.
4. If the victim is deceased, the card shall be given to the first applicable relative in the order listed, provided the relative is not the suspect (spouse, adult child, parent, sibling, or grandparent).

201.1 - 10.2 CAD and Radio Procedures

Members upon being dispatched to a radio run shall:

- a. *At the time Communications begins to transmit a radio run, all music playing from any external devices, i.e. radio, cellphones, etc. shall cease, until the completion of the police run.*
- b. Acknowledge dispatch via the radio and press "enroute" on the MCT, if the vehicle is so equipped. Immediately advise dispatch if response will be delayed by an on-going investigation or traffic conditions (e.g., railroad crossings);
- c. Proceed to the radio run via the most expeditious route;
- d. Not initiate traffic stops or investigations after being dispatched to a police run except under extraordinary circumstances. Dispatch shall be immediately informed if an investigation or traffic stop is necessary;
- e. Press "at scene" on the MCT just prior to arrival. For officer safety, dispatch shall be advised via the radio that the unit is arriving;
- f. Acknowledge via the radio the arrival of additional officers to the scene of a police run;

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- g. Advise dispatch via radio of the disposition at the conclusion of the police run; and enter the appropriate disposition code, and press the “disposition” key;
- h. Press “unit available” on the MCT so dispatch shows the unit available to answer additional radio runs; and
- i. Not delay in clearing from a concluded police run.

201.1 - 11 Noise Complaints

1. Per Detroit City Ordinance Code Sec. 36-1-1:
 - a. It is unlawful for any person to unreasonably disturb the public peace and quiet, or to unreasonably disturb or annoy the quiet, comfort and repose of persons in the vicinity by shouting or whistling, by loud, boisterous, or vulgar conduct, or by the playing of a compact disc player, musical instrument, phonograph, radio, tape player, television, videotape machine, or any other device, equipment, or instrument that amplifies, produces, or reproduces sound, in any public or private place.
 - b. It is unlawful to operate or play a compact disc player, musical instrument, radio, tape player, or any other device, equipment, or instrument that amplifies, produces, or reproduces sound, from any parked or moving motor vehicle in such manner as to be plainly audible at a distance greater than ten (10) feet from the motor vehicle.
2. It must be emphasized that the noise ordinance cannot be used to censor the content of any particular words or music which an officer or citizen personally dislikes or considers offensive. The officer’s or the citizen’s personal sensitivities cannot be used as the basis for enforcing the ordinance.
3. When enforcing the noise ordinance the officer must document as many relevant factors showing that the violator “unreasonably” disturbed the peace and quiet of persons in the vicinity. Examples of considerations are:
 - a. Time of day or night;
 - b. Location (e.g., commercial or residential);
 - c. Distance from which the officer hears the noise, duration, and frequency;
 - d. Type of device;
 - e. Description of activity;
 - f. The number and frequency of citizen complaints against the violator; and/or
 - g. The effect or problems caused by noise (e.g., neighbors not being able to sleep, etc.).
4. Although a violation of this ordinance is a misdemeanor offense, the violator shall only be issued a Miscellaneous Ordinance Violation Ticket and should not be arrested.

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201.1 - 12 Fire Hydrants

Any member encountering frozen, leaking, damaged, or otherwise inoperable fire hydrants shall immediately notify the zone dispatcher of the location of the hydrant and nature of the damage. The zone dispatcher shall relay the information to the Detroit Fire Department dispatcher.

201.1 - 13 Stopping Vehicles

1. All members shall notify the Zone Dispatchers of the locations of all traffic stops.
2. All marked patrol units shall activate their emergency flashing when making traffic stops.
3. Semi-marked units shall activate grill lights and flashers. The lights shall remain activated for the duration of the traffic stop.
4. Officers shall position their vehicle behind the stopped car so the police vehicle is half the car's width into traffic. This will afford some protection from vehicular traffic for the member standing next to the stopped vehicle. Officers shall not stand between the patrol car and the vehicle being investigated.
5. Officers desiring to converse with traffic violators and others shall direct the violator to pull their vehicle to a safe, nearby location, if possible. Such procedure must be followed to prevent any obstruction to traffic and to increase the officer's safety.
6. Both officers assigned to a scout car shall exit the vehicle. When approaching the vehicle, both officers shall remain alert for any unusual activity on the part of the occupants or persons in the immediate area.
7. The driver of the stopped vehicle shall be advised of the reason for the traffic stop prior to any demand to produce their driver's license and registration.
8. If an ordinance violation notice is to be issued, the member not engaged in writing the violation notice shall continue to direct their attention to the occupants of the stopped vehicle and persons in the immediate area.

201.1 - 14 Civil Process

1. Warrants and writs issued by competent judicial authority emanating from civil cases are generally the responsibility of the county sheriff, court appointed bailiffs, or court officers of 36th District Court. Unless otherwise directed by Department procedures, officers shall refer persons desiring service on a civil process to the Wayne County Sheriff's Department.
2. A claim and delivery order is issued in accordance with state law, which expressly provides the proper procedures. Upon receipt of a claim and delivery order, the deputy sheriff, bailiff, or court officer shall proceed to seize and take into custody the properties described. For that purpose, the deputy sheriff, bailiff, or court officer may break open any house or other building in which the property may be concealed after having first demanded deliverance of the property.

201.1 Patrol**201.1 - 14.1 Requests by Bailiffs, 36th District Court Officers, and City Officials**

1. Generally, officers will not be dispatched to requests for assistance by bailiffs, court officers, or city officials, unless a breach of the peace is imminent. Therefore, bailiffs, court officers, and city officials will be advised to contact the officer-in-charge of the precinct station desk to apprise that member of the situation and request assistance. The officer-in-charge of the precinct station desk will determine the probability of a breach of the peace occurring.
2. When the officer-in-charge of the precinct station desk is satisfied that a breach of the peace is imminent or in progress, the member shall contact an emergency service operator and request that a response unit be sent to the scene. Additionally, a response unit shall also be requested in all cases in which a bailiff or court officer possesses a claim and delivery order, or a city official possessing a search warrant, must forcibly enter the premises.
3. Officers dispatched to the scene shall bear in mind that their only function is to prevent or quell a breach of the peace, and they shall direct their activities only to that end. Upon arrival at the scene, the responding officers shall verify the identity of the bailiff, court officer, or city official, ascertain the claim and delivery order number or search warrant number, if applicable, and include this and other pertinent information in their *Officer's Daily Report*.
4. While at the scene, officers shall conduct themselves in such a manner as to preclude possible community misperception of the actual role of the police. In order to facilitate or enhance the activities of the bailiff, court officer, or city official, members shall not attempt forced entry into subject premises.
5. When arrests are made on a warrant emanating from a civil case, the bailiff, court officer or the deputy sheriff shall not be required to take their prisoner(s) to the Detroit Detention Center (DDC). However, if a member of the Detroit Police Department has to affect an arrest because of a breach of the peace, the prisoner shall be brought to the DDC. If the officer-in-charge of the front desk does not approve the arrest, the prisoner shall be delivered to the deputy sheriff, bailiff, or court officer holding the warrant and the customary disposition shall be made in the front desk blotter.

201.1 - 14.2 Civil Disputes

Officers confronted with civil disputes shall bear in mind that their main function is to prevent or quell a breach of the peace. Civil disputes generally involve arguments about money or property. Officers may advise the disputants to seek legal relief in civil court. The Civil Division of 36th District Court handles General Civil cases which concerns money property problems involving up to \$25,000, and landlord vs. tenant at no set amount. Small Claims disputes involving \$5,000 or less do not require an attorney. Disputes involving more than \$25,000 must be handled by 3rd Circuit Court. Disputants requesting legal advice are provided with a list of legal advisors.

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201.1 - 14.3 Failure to Pay Child Support

When a person violates a civil court order by refusing to pay child support and/or alimony, the person may be arrested in the following circumstances:

- a. The person fails to pay as ordered and is held in civil contempt, and a bench warrant for the person's arrest is issued; or
- b. When a court of competent jurisdiction has issued a warrant for non-support.

201.1 - 14.4 Repossession of Automobiles

1. A finance company may, by virtue of its contract, take or repossess a motor vehicle providing it can obtain peaceful possession. When an automobile is being seized on a writ of execution or a claim and delivery order, members shall investigate to determine the identification and authority of the person making service on the writ. If the person is vested with proper authority, the member shall be governed by the general rules in civil cases.
2. When a vehicle is repossessed, the person or company responsible for the repossession of the vehicle must immediately fax a copy of the LEIN holder's repossession order along with the date, time, and location of the repossession to Telephone Crime Reporting (TCR). Also included shall be the name of the repossession company, the driver, and a contact number for verification. Telephone Crime Reporting shall maintain this record for thirty (30) days.

201.1 - 15 Delta Codes

1. Delta codes designate problem locations within the city. Officers shall familiarize themselves with all delta-coded areas within their precinct or the city in general as the need arises.
2. Delta codes are divided into the following numerical designations:
 - a. **Delta 1** - Specific problem address and location in the proximity of a problem address; and
 - b. **Delta 2** – Precinct security.

201.1 - 15.1 Procedures - Delta 1 locations

Officers shall approach Delta 1 locations with extreme caution and remain aware of officer safety concerns and procedures.

201.1 - 15.2 Procedures - Delta 2 locations

Whenever Communications Operations becomes aware of an emergency or need for assistance at a precinct, the zone dispatcher shall:

- a. Immediately dispatch at least two (2) response units to the station stating "officer in trouble,"

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- b. Not cancel the units dispatched and disregard all orders authorizing cancellation until the units dispatched contact the dispatcher from the station;
- c. Not attempt to contact the station; and
- d. Notify the shift supervisor of Communications Operations who shall notify Telephone Crime Reporting upon receipt of the call for service, and again when the call for service is verified.

201.1 - 15.3 Responsibilities of the Precinct Commanding Officer

1. It shall be the responsibility of each precinct commanding officer to prepare and continually update a list of delta locations and conditions within their precinct. The following criteria shall be used in designating a specific address as a delta location or in designating a delta condition:
 - a. There has been a definite pattern of overt action committed at the address which poses a constant threat to the safety of Department officers;
 - b. The address is occupied by a person or persons whose activities have proven to be a threat to the safety of Department officers;
 - c. The address is a known narcotics factory/dealer/gallery which has sufficient criminal activity to indicate that a threat to the safety of Department officers exists; and/or
 - d. The condition which has arisen, or which will be known to arise, is of a nature, which poses, or will pose, a threat to the safety of officers.
2. Precinct commanding officers shall compile a list of delta locations within their respective precincts following these guidelines and shall submit a copy of the list to the commanding officer of Communications Operations. Each commanding officer shall be responsible for adding new locations and conditions to the list as they arise and for canceling outdated locations and conditions.

201.1 - 16 Proper Identification by Members

Officers in plainclothes, whether on or off-duty, must first properly identify themselves before taking police action. Under state law, citizens resisting arrest, even to the point of inflicting injury, cannot be blamed unless the officers have identified themselves by showing their badge and identification card and announcing their authority. Proper identification of members by displaying the badge and identification card may preclude unnecessary trouble, embarrassment, injury, or even death.

201.1 - 16.1 Immediate Police Action Necessary

In those instances that require immediate and decisive police action, where it is obvious to officers that they do not have time to present their badge and identification card, shall announce in a firm, clear voice, that they are an officer before taking police action.

201.1 Patrol**201.1 - 16.2 Upon Request of a Citizen**

Members on duty or while engaged in a Department matter shall, when requested, promptly give their name, badge number, and/or display their police identification card in a courteous manner, except when actually engaged in an undercover assignment.

201.1 - 16.3 Plainclothes and Undercover Members

1. Patrolling members in the course of street investigations may have contact with plainclothes or undercover officers. Therefore, it is incumbent upon officers working plainclothes or undercover assignments who are stopped by other members for investigative or identification purposes, to properly identify themselves.
2. Officers who are working in plainclothes assignments, or who are off-duty in plainclothes, shall present their identification cards and badges when stopped by patrolling officers or other members in the course of an investigation or other police function.
3. Officers working in undercover assignments who verbally identify themselves as members of the Department when stopped by other members in the course of an investigation or other police activity, shall present their identification cards and badges, and state their place of assignment upon request of the investigating officer. If the undercover officer believes their assignment is of such a nature that it warrants total anonymity, they shall not be required to identify themselves in the above-prescribed manner. However, undercover officers shall use the identification issued to them for identification purposes and be prepared to accept the consequences of the actions of the investigating officer.
4. Officers working in undercover assignments shall not verbally identify themselves as members of the Department and shall refuse to present the proper Department identification. Investigating officers shall remember that officers working in undercover assignments may be engaged in surveillance activities, and any investigations shall be kept to a minimum whenever possible. As soon as the undercover officer has properly identified them self, the investigating officer shall make every attempt not to interfere further with the undercover activities.

201.1 - 16.4 During Vehicle Investigations

1. Under Michigan state law, the operators of motor vehicles must present their operator or chauffeur's license to a uniformed officer upon demand. This law applies equally to all members without exception. Any member, who is operating a motor vehicle and is stopped by patrolling members or other members in the course of an investigation or other police function, shall present their driver's license and vehicle registration upon demand. Members shall also present their police identification.
2. Officers who have the occasion to stop another member shall make proper notation on their *Officer's Daily Report*. If patrolling officers encounter difficulty

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under such circumstances, they shall call for a supervisor and appropriate action shall be taken.

3. When unusual circumstances exist, and if a strong doubt remains as to the proper *identity* of the member, investigating officers shall contact Communications Operations to ascertain by name check that the person is a member of the Detroit Police Department. If a doubt still remains as to the proper identity of the officer, the investigating officer shall contact the patrol supervisor or the ranking officer in the precinct of occurrence, who shall respond immediately to the scene.
4. Officers questioning a member's identity shall use good judgment in their decision to request the presence of a supervisor and their judgment shall be subject to review. Officers being investigated shall, upon request, remain at the scene pending the arrival of a supervisor.

201.1 - 17 Damage to Citizen's Property

1. A member shall not offer settlement for any citizen's property damaged in the performance of duty without prior approval of the Agency Chief Financial Officer (CFO) of the Office of Departmental Financial Services.
2. When a member damages a citizen's private property through police action, (e.g., executing a search warrant or arrest warrant at the wrong address, or while in hot pursuit) such damage shall be reported promptly to the commanding officer, or in the absence of the commanding officer, to the officer-in-charge of the command to which the member is assigned. The written report shall be prepared in quadruplicate on Inter-Office Memorandum (DPD568), and forwarded through official channels to the CFO of the Office of Departmental Financial Services, along with a copy of all related documents (e.g., *incident* reports, search warrants, etc.). Upon receipt of the Inter-Office Memorandum (DPD568), the CFO of the Office of Departmental Financial Services will affix a recommendation and forward the original and one (1) copy, with related documents attached, to the Law Department's Police Unit. The Law Department's Police Unit will investigate and process any resultant claims for damages.
3. When damage to a building occurs, the concerned commanding officer or officer-in-charge shall notify the supervisor in charge of Facilities between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If the damage is of an emergency nature, e.g., occupants exposed to harmful elements, prompt notification shall be made. If the emergency exists during other than normal business hours, on weekends, or on holidays, Communications shall be notified. Notification and Control shall notify the maintenance supervisor, or if such contact is impossible, the commanding officer of Facilities.
4. The maintenance supervisor or the commanding officer of Facilities will contact the officer-in-charge of the concerned precinct or command to determine the extent of the problem. As soon as the appropriate maintenance personnel are aware of the nature and extent of the emergency, they shall contact the appropriate agency for correction of the problem.

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5. A copy of the Incident Report and/or a copy of the Inter-Office Memorandum (DPD568) concerning the incident shall follow up telephone notification. These reports shall be forwarded to the commanding officer of Facilities.