



**Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-121 DAMAGE TO PROPERTY (Daily)
Revised 09/17/2012**

121 DAMAGE TO PROPERTY

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for documenting any damage to department property or to private property that occurs in the course of official duties. This General Order does not apply to damage sustained due to a vehicle crash. Vehicle crashes are governed by General Order 118 Crashes Involving Department Vehicles.

POLICY

The Las Cruces Police Department (LCPD) shall document damage to department property and to private property caused by an employee that occurs during an employee's official duties.

APPLICABILITY

This General Order applies to all employees. This General Order supersedes all previous versions.

REFERENCES

- City Manager Policy 8.2, Risk Mitigation Policy

121.01 DAMAGE TO DEPARTMENT PROPERTY

When department property is discovered to be damaged or is damaged during the course of the employee's duties, the employee shall report the damage to his/her supervisor or the on-duty supervisor immediately. The employee shall ensure that photographs of the damage are taken and that an offense/incident report is generated to document the damage if the damage is the result of criminal behavior. The supervisor shall ensure that all proper documentation and notifications are forwarded to the appropriate deputy chief and to Risk Management.

121.02 DAMAGE TO PRIVATE/PUBLIC PROPERTY

When private or public property is damaged by an employee during the course of the employee's official duties, the employee shall immediately notify the on-duty supervisor. The supervisor shall respond to the scene of the incident and ensure that photographs are



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taken of the damage and the property owner or agent is notified as soon a practical. An offense/incident or supplement report to an instigating incident shall be made to document the damage and circumstances that caused the damage. The supervisor shall provide a copy of the case number to the property owner and/or agent and inform the owner/agent of the right to file a claim with the City of Las Cruces Risk Management Office. The supervisor shall ensure that all proper documentation and notifications are forwarded to the appropriate deputy chief and to Risk Management.

121.03 DAMAGE TO EMPLOYEE PERSONAL PROPERTY

Commissioned employees are required to complete and submit to the Chief's Office a personal property inventory, on the Schedule of Individual Officer's Personal Property form of all personal property used in the employee's line of duty by August 15th of each year or whenever a change in personal property occurs. Items such as weapons, magazines, glasses, watches, boots, etc. may be listed. An employee who damages personal property in the line of duty may be eligible for full or partial reimbursement if the item is properly documented on the Schedule of Individual Officer's Personal Property form. Items not documented may not be eligible for reimbursement.

121.04 EMPLOYEES NOT EMPOWERED TO FINANCIALLY OBLIGATE

Employees shall not financially obligate the department or the City of Las Cruces in any action arising in the line of duty without express direction by the Chief of Police. Statements such as, "I was at fault," or, "The City will reimburse you for the damages." shall not be made. Liability is determined by Risk Management in consultation with City leadership.

121.05 ATTACHMENTS

ATTACHMENT A: Schedule of Individual Officer's Personal Property Form



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