DAVIS POLICE DEPARTMENT
RECOVERY OF DAMAGES TO CITY PROPERTY
Policy and Procedure 4.05-B

DEPARTMENT MANUAL

Index as:
City Property Damage
Claims for Damage

I. POLICY

The Police Department occasionally receives reports of, and investigates damage or destruction to, City property. The police department is responsible for reporting any damage to City property related to a criminal act. In all cases where the responsible party who damaged City property is identified a report shall be taken so that cost recovery efforts can be made by the City’s Risk Manager.

II. PROCEDURE

A. Report Requirement

1. A police report shall be taken whenever City property is damaged as the result of a criminal act.

2. Any member who identifies the person responsible for damage or destruction of City property, regardless of whether it was damaged as the result of a criminal act, shall either prepare or cause to be prepared a police report.

3. Records personnel are responsible for sending to the Risk Manager all information governed by this Policy.

4. State law requires that 60 days must elapse from the reporting of the offense before releasing the identity of minor offenders.

Darren Pytel
Police Chief
10/94

Rev. 10/99
1/02
06/08 clarification to procedure
05/19

Reviewed 2/04, 05/10, 12/11, 08/17, 12/17