

## **SAN DIEGO POLICE DEPARTMENT ORDER**

**DATE/TIME:** July 18, 2023 0750 HOURS

**NUMBER:** OR 23-20

**SUBJECT:** UPDATE - UNSECURED BUILDINGS

**COST CENTER:** 1914131213

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** D.P. 6.10- UNSECURED BUILDINGS

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The City of San Diego recently secured a contract with Belfor Property Restoration (aka 1-800-BOARDUP) as the authorized vendor for the boarding and securing of commercial and residential buildings. **It is imperative that members of the Department do not direct non-contracted vendors to board and secure unsecured buildings.** The Department is currently in the process of updating Department Procedure 6.10, Unsecured Buildings, to reflect these changes.

The City recently created Ordinance Number O-21545 and updated San Diego Municipal Code 54.12 which authorizes police officers and members of the San Diego Fire-Rescue Department to mitigate unsecured buildings.

### **DEFINITION**

An unsecured structure is defined as any building of any kind with a window, wall, roof, or door that is broken or damaged, and invites intrusion, vandalism, trespass, theft, malicious mischief, or other criminal activity. This definition also includes windows, walls, roofs, or doors whose state constitutes a hazard to public health or safety, and any damage that may result from the lawful actions of a public officer in the performance of official duties.

Department members shall follow the below listed procedures should they encounter unsecured buildings in the course of their duties.

### **PROCEDURES**

A. Upon discovering an unsecured building, officers must notify Communications Division, giving the name and address of the establishment.

B. A cover unit will be dispatched, if appropriate or if requested. When checking any unsecured building, caution should be exercised until it has been definitively established that no danger exists.

C. If a building is found to be unsecure and the officer is able to enter it, an attempt should be made to determine if an unlawful entry has been made. If such an entry has been made, the officer(s) shall:

1. Notify Communications Division, who will attempt to contact the owner of the business or other responsible person to respond to the officer's location.
2. Prepare the appropriate incident report.
3. Officers shall complete a note with the following information: Event number, Date, Time, Investigative Unit and Contact Phone Number, Your Name and ID Number. The note should be left in a conspicuous place. The note should also advise that a partial report was taken and provide instructions on how to contact the appropriate investigative unit so the report may be completed.

D. The officer should attempt to secure the building if it is possible to do so in a responsible manner without physically altering the building. If, for some reason, the building cannot be secured, the officer must attempt to notify the owner or a representative before leaving. In some instances, it may be necessary to remain on the premises until that person's arrival, within a reasonable amount of time, subject to emergency and priority radio calls.

E. If in the course of evaluating an unsecured building, an officer determines that a public health, safety hazard, or potential for criminal activity exists AND an owner or responsible party is not able to respond to take possession of the property within thirty minutes (additional time can be allowed at the discretion of the officer), the officer shall notify Communications Division to callout Belfor (1-800-BOARDUP) to secure the building.

F. If an unsecured structure is located on property owned by a local public entity other than the City of San Diego, Belfor (1-800- BOARDUP) may be utilized ONLY with the consent of an authorized representative of the public entity having jurisdiction over the property.

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Please read at squad conferences and give a copy to all personnel.