



# Alexandria Police Department

## Directive 10.13



# Procedures For Physically Securing Private Property

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### CONTENTS

- 10.13.01 POLICY/PURPOSE
- 10.13.02 GENERAL
- 10.13.03 PROCEDURE
- 10.13.04 RESPONSIBILITIES

#### **10.13.01 PURPOSE AND POLICY**

The purpose of this order is to establish procedures for securing private property that has been rendered accessible to unauthorized entry due to weather, criminal activity, or authorized police activity

#### **10.13.02 GENERAL**

Occasionally, officers are called upon to physically secure private property that is vulnerable to unauthorized entry due to events beyond the control of the property owner. In the interest of Crime Prevention, the Police Department may have an obligation to secure property in cases where the owner of the property is not known or cannot respond in a timely fashion.

Construction services are budgeted annually under Fees for Professional Services, account. These services are available to Patrol operations to secure private property rendered accessible to unauthorized entry due to weather, criminal activity, or authorized police activity when property owners cannot be located to respond and

secure their property. To avoid posting a police officer on the premises, a supervisor has the option of having the potential entry points boarded over for temporary security.

### 10.13.3 PROCEDURE

- A. In general, officers will take reasonable steps to secure vulnerable property. Personally notifying the owner and ensuring that the property is turned over to a responsible party is standard operating procedure.
- B. When a property owner or responsible party cannot be located and it is apparent the premises cannot be secured through conventional methods (such as locking doors or windows) officers will contact their immediate supervisor who will respond to the scene.
- C. The responding supervisor will assess the situation and determine if contracted construction services will be utilized to secure the property. The supervisor will ensure that all reasonable efforts have been made to have the owner or responsible party respond to the scene prior to authorizing a request for construction.
- D. Upon receiving authorization from the supervisor, the officer handling the case will contact or have the [Department of Emergency Communications \(DEC\)](#) contact the current vendor responsible for construction services. The officer will stand by until the vendor responds and secures the property. The officer will provide the report case number and the name of the supervisor authorizing services to the vendor.
  - **Under no circumstances will officers or supervisors contact construction services to secure property when a responsible party is available to respond and assume control of the business or premises. This 24 hour service is provided, under City contract only as needed by the Police and Fire Department. Employees are not to give out the name or telephone number to citizens or business owners as they do not provide “board-up” services to the general public.**

### 10.13.4 RESPONSIBILITIES

- A. The assigned officer will note that construction services were utilized in the police report (F-APD-0007) documenting the incident. The report will contain: the name(s), business address, home address, and phone numbers for the property owners. The report will also contain the name of the supervisor authorizing construction services. If the incident is not a reportable event, the officer will complete a POLICE INFORMATION report which includes the above information.

- B. The authorizing supervisor will ensure that a copy of the police report documenting the use of construction services is forwarded to the Fiscal Management Section and the Patrol Account Administrator.
- C. The Fiscal Management Section reviews the APD-0007 and periodically reports to the City Finance Department which will, if appropriate, bill the owner of the property for the services rendered.
- D. The Patrol Account Administrator will maintain a central file of all reports detailing the use of construction services and will verify that reports have been completed based on expenditures charged.

**By Authority Of:**

**Earl L. Cook**  
**Chief of Police**