

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** June 12, 2015

**NUMBER:** 6.10 – PATROL

**SUBJECT:** UNSECURED BUILDINGS

**RELATED POLICY:** N/A

**ORIGINATING DIVISION:** OPERATIONAL SUPPORT

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**

**SUPERSEDES:** DP 6.10 – 7/24/2013

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**I. PURPOSE**

This Department procedure establishes guidelines for sworn Department members to follow, should they encounter unsecured buildings in the course of their duties.

**II. SCOPE**

This procedure applies to all sworn members of the Department.

**III. BACKGROUND**

- A. The discovery of unsecured, non-residential buildings should be an integral part of every police officer's patrol strategy, as they are prime targets for criminal activity.
- B. Normally, unsecured buildings are discovered by police officers while making routine security checks, but some may be found as the result of radio calls.
- C. Periodic visits to businesses not only serve to deter possible unlawful entry, but lead to the early discovery of crimes already committed and can act as a valuable public relations tool.

#### **IV. DEFINITIONS**

Unsecured building – a non-residential establishment is an unsecured state during other than normal business hours. For purposes of this procedure, a non-residential building, which is open or unlocked to the extent that it can be entered during other than normal business hours without physically altering any portion of it, should be considered unsecured.

#### **V. 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 definitely established that no danger exists.
- C. If a building is found to be unsecured 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:
    - a. In cases where no contact with the owner is made, the officer shall complete an ARJIS-2 with available facts and information. Under the section labeled "Code Section and Description" enter ZZ981153 to designate the report as an "Incident Only" report, rather than a crime report.
    - b. A note should be left in a conspicuous place advising the owner that a partial report has been taken and providing instructions to contact the appropriate investigative unit so the report may be completed.
- D. If an unlawful entry was not made, the officer shall leave an Open Business Notification form (PD-1065-FOA) which can be located on the F Drive at: Templates\Patrol Based Forms\Open Business Notification-4x4; or a note referencing the unsecured business in a conspicuous place.

- E. If an officer discovers a business that, in his/her opinion, lacks certain sound security measures, but does not meet the established criteria for an “unsecured building”, he/she shall notify the owner either in person, by phone, or by leaving a note advising of the deficiency.
- F. 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.
- G. Upon discovery of an unsecured building, officers shall NOT:
  - 1. Remove screens on open windows unless they are already unlatched.
  - 2. Remove louvers even if it is obvious that they are poorly installed or situated.
  - 3. Manipulate or “slip” locks even if they provide only minimum security.
- H. If damage occurs to a City-owned building (non-police or fire), officers shall notify Communications Division, describe the damage, and advise a dispatch operator that the building is City property. Communications will relay the information to Station 38 and a Facilities Maintenance Division employee will respond to the scene. Facilities Maintenance Division is responsible for the maintenance of City-owned buildings and private contractors SHALL NOT be used for repairs.
- I. Officers shall use the following disposition codes when clearing a radio call, per Department Procedure 2.03:
  - 1. C D/AB, for Arrest-Board and Secure;
  - 2. C D/KB, for No Report Required-Board and Secure;
  - 3. C D/RB, for Report made-Board and Secure.