

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 01		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> FIRE SUPPRESSION: SAFEGUARDING PROPERTY	<b>SECTION</b> 13	<b>PAGE</b> 1 of 1	<b>EFFECTIVE DATE</b> 11/01/06

### XIII. SAFEGUARDING PROPERTY

#### A. Preventing Loss or Theft

Employees shall make every effort to prevent the loss or theft of money, jewelry, or any other contents at the scene of any emergency. Full authority is granted to an officer of San Diego Fire-Rescue Department by the Municipal Code to prevent the approach of any person, or to remove and keep away all persons not usefully employed in the extinguishment of fire or the preservation of property. This authority will be used to prevent entrance to, or loitering at, the scene of an emergency by any individual not having a legitimate reason for being present.

#### B. Complaint of Loss or Theft by Citizens

Any employee receiving a complaint of loss or theft of valuables or damage to property at the scene of an emergency shall report it to their officer without delay. The officer shall then report the complaint to the Battalion Chief. As quickly as possible, the Battalion Chief shall institute an investigation. If the complaint cannot be satisfactorily cleared immediately the Duty Deputy Chief shall be notified through channels. Any subsequent investigations, reports or Police Department input will be made as necessary.

#### C. Finding Valuables at Emergencies

Any employee finding money, jewelry or other valuables at the scene of an emergency, shall report the fact to their officer, who will in turn report to the Battalion Chief. When the Battalion Chief is satisfied that the proper owner has been located, he/she shall turn over the valuables and secure a receipt. If the proper owner cannot be located, such valuables shall be retained until proper disposition can be made. In either event, a letterhead report shall be submitted through channels promptly. Receipts secured shall be forwarded with this report.

#### D. Unsecured Property

In the event that Fire Department personnel must leave property unsecured, the officer in charge at the incident shall notify the Police Department, the property owners, or their representatives, that said property is unsecured because of an emergency. Fire personnel will not leave the property until either the Police Department, property owners or their representatives have been notified.