

## OFFICE OF OPERATIONS

NOTICE NO. 52

December 5, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: BOARD-UP PROCEDURES

RECEIVED

DEC 17 1996

EFFECTIVE: Immediately

PLANNING AND RESEARCH  
DIVISIONPURPOSE

This Notice reminds Office of Operations (O.O.) personnel of the procedures to be followed when securing locations following a window smash or other such investigations where a building must be temporarily secured.

INFORMATION

It has been recently discovered that some officers are not complying with existing window smash (board-up) procedures as outlined in O.O. Order No. 17, dated September 2, 1977.

Officers have, on occasion, responded to locations that were open or unlocked, and when unable to contact a responsible party to secure the location, have notified the Board-Ups Unlimited board-up company to secure the location.

The City of Los Angeles has no contractual agreement with Board-Ups Unlimited. In addition, Department employees have no authority to obligate the City to pay for the service.

The City is in the process of identifying and entering into contractual agreements with board-up companies to secure window smashes and other locations. Upon the completion of this process, the Department will publish new procedures for securing window smashes and open/unlocked locations.

Board-Up Procedures


Page 2

1.2.1

Officers are reminded not to contact Board-Ups Unlimited (or any other board-up company) to secure locations, or refer business owners to any board-up company for service. The City Attorney's Office has informed the Department that officers who contact Board-Ups Unlimited or any other board-up company for services will be held liable for the bill.

Until new procedures are published, all personnel shall comply with the procedures outlined in O.O. Order No. 17, 1977. The Order details notification, reporting, and board-up procedures which shall be followed.

Any questions related to this Notice shall be directed to O.O., Evaluation and Administration Section, at extension 5-4111.



BAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

DISTRIBUTION "A"