

# Graffiti Abatement

## STANDARD OPERATING PROCEDURES (SOP)

Date: 19 October 2012

Reviewed on: 5/24/2013

1. Purpose. This SOP implements internal procedures for the Walla Walla Police Department Crime Watch Graffiti Abatement Program for the city of Walla Walla, WA.
2. Applicability. This SOP is a directive applicable to all personnel assigned to or attached to the Graffiti Abatement Program. Each individual will be responsible for familiarization with the provisions of policies set forth within this SOP.

### SECTION I. RESPONSIBILITIES

1. Police Advisor. It will be the responsibility of the Walla Walla Police Department Crime Prevention Coordinator to guide and direct the graffiti abatement program through the assigned graffiti coordinators.
2. Crime Watch (CW) Graffiti Coordinator(s). It will be the duty of each CW Graffiti Coordinator to implement the guidelines set forth by the advisor for assigned work and other related responsibilities. CW Graffiti Coordinator(s) coordinate the graffiti paint crew, provide safety and security, and equipment for all members of assigned. The CW Graffiti Coordinator(s) have a variety of responsibilities.
  - a. When graffiti is reported to Crime Watch, by a property owner, or police patrol
    - i. If the Graffiti team member(s) are made aware of graffiti, they are to make sure that it is reported to dispatch so that a police report is taken by an officer.
  - b. Take photos of alleged graffiti report back to the PD and see that the Gang Unit is sent photos of what was seen via email. This helps the Gang Unit with what is happening out in the street.
  - c. When abating graffiti on private property, the permission slip needs to be signed by the property owner of resident at the property. This gives us permission to abate the graffiti. If they refuse to sign

the permission slip or can't because the property owner is out of the area, try to get the telephone number of the property owner. Or have the person there get hold of the property owner and ask if they want the graffiti removed.

- d. When a graffiti abatement crew sets out to start graffiti removal, Walla Walla Dispatch needs to be advised on the crew's destination.
  - i. Take before and after photos of the graffiti to turn into the Crime Prevention Coordinator when the assignment is completed so the Crime Prevention Coordinator and Gang Unit can see the results and know this area has been taken care of.
  - ii. The (CW) Graffiti Coordinator's vehicle will be the primary reporting point. At least one coordinator will be with the assigned painting team at all times.
  - iii. Consult with the volunteers/work crews on the scope of the removal project/locations.
  - iv. Over see that the safety precautions are available and used by the volunteers/work crew members.
  
- e. If confronted and asked to leave or stop the abatement by the property owner, the Graffiti Coordinator and any volunteers will immediately leave the vicinity and report the incident to CW Graffiti Coordinator. If it is a gang member confronting the crew, leave the safest way out and report to dispatch that you have a situation and may need assistance from a patrol officer. At no time confront the gang member.

SECTION II APPROVING AUTHORITY

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Scott Bieber  
WW Police Chief

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Vicki A. Ruley  
WWPD Crime Prevention Coordinator

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Volunteer Signature

Date

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Print Volunteer Name