

Graffiti Removal Program

424.1 PURPOSE AND SCOPE

To establish an effective program that ensures compliance with the municipal code relating to graffiti removal. To outline responsibilities necessary to ensure the removal of graffiti on a continual basis on both public and private property.

424.2 POLICY

When graffiti is located within South San Francisco, the Police Officer/Police Service Technician will initiate a police report and leave a Courtesy Notice Graffiti Removal card at the location. In accordance with Municipal Code 10.48.070, graffiti not removed from private property within 48 hours after receiving this courtesy notice shall be removed by the City of South San Francisco at not cost to the owner. Any questions by the public should be directed to the Community Relations Sergeant.

GRAFFITI REMOVAL COURTESY NOTICE:

The Graffiti Removal Courtesy Notice will be left at all residences or businesses where graffiti is located. If graffiti is located at apartment buildings, common areas of condominiums, or shopping centers, the courtesy notice will be left with the appropriate property manager. Should the graffiti be found on property not associated with a residence, business, or a property manager, then a notation will be left (incident card) for the Community Relations Sergeant who in turn will notify the appropriate property owner, i.e. P.G.&E./U.S. Postal Service.

REPORTING METHODS:

Desk Officer:

- (a) Initiate a RIMS Case Report.
- (b) Dispatch a unit to leave Graffiti Removal Courtesy Notice and take photographs of the graffiti to be included in the RIMS case report. No more than two photographs will be uploaded to the RIMS report under the "Photos" tab. If more photos are required, they should be uploaded into evidence.
- (c) If the graffiti consists of a legible moniker or "tag", that information will be added to the "Suspect" page in the RIMS report as an "alias". A RIMS records check will be conducted to determine if there have been prior contacts with the same moniker/tag. If the records search reveals a possible suspect, proper investigative follow-up will be conducted. Police Officer/Police Service Technician:

On-View / Dispatched Graffiti:

- (a) Initiate a RIMS Case Report.
- (b) Take photographs of the graffiti and upload no more than two photographs to the "Photos" tab of the RIMS report. If more photos are required, they should be uploaded into evidence.

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- (c) Prepare a Graffiti Removal Courtesy Notice and leave the notice with a responsible party or post in a prominent location.
- (d) If the graffiti consists of a legible moniker or "tag", that information will be added to the "Suspect" page in the RIMS report as an "alias". A RIMS records check will be conducted to determine if there have been prior contacts with the same moniker/tag. If the records search reveals a possible suspect, proper investigative follow-up will be conducted.

Front Office:

- (a) Once the Front Office receives the report, they shall send a copy of the report to the Street Department authorizing them to remove the graffiti within the specified time. If the graffiti is gang-related, the case report will also be referred to the School Liaison Unit for information.