


PBP FORM 290  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b>  <b>"GRAFFITI"</b>	<b>ORDER NUMBER:</b>  <b>43-16</b>
		<b>PLEAC STANDARD:</b>	<b>PAGE 1 OF 3</b>
<b>RE-ISSUE DATE:</b> <b>11/21/2016</b>	<b>EFFECTIVE DATE:</b> <b>8/25/2014</b>	<b>ANNUAL REVIEW DATE:</b> <b>AUGUST</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>ALL PREVIOUS</b>

**1.0 PURPOSE**

1.1 The purpose of this general order is to establish guidelines for the reporting and investigation of the crime of graffiti.

**2.0 POLICY**

2.1 It is the policy of the Pittsburgh Bureau of Police to ensure that calls to 911 and 311 related to graffiti are promptly and properly answered and investigated.

**3.0 DEFINITIONS**

3.1 **GRAFFITI** – an unauthorized inscription, word, figure, mark or design which is written, marked, etched, scratched, drawn or painted. (*Definition taken from PA Crimes Code Criminal mischief - 18 Pa. Cons. Stat. § 3304 (a) (4)*)

3.2 **TAG** – repeated use of a single symbol or series of symbols to mark territory.

**4.0 DUTIES OF RESPONDING OFFICER**

4.1 The Responding Police Officer will take an initial police report to include Incident Report PBP form 2.0 and an Investigative Report PBP form 3.0 reports and take digital photos of the marking(s):

4.1.1 Zone Officers will be responsible for responding to the site and photographing the graffiti using a camera that will be available at each duty location.

4.1.1.1 Zone Officers will be responsible for signing the camera in/out at their respective zone. The Desk Officer will log this activity on the Graffiti camera tab of the electronic station log.

4.1.2 Zone Officers will utilize an index card with the CCR# on it to ensure that the photos are properly documented.

4.1.3 Whether the incident is initiated by a 911 call, a 311 Mayor's Complaint, or a community concern, it is the Zone Officer(s) responsibility to complete the initial documentation and to take photographs of the incident.

4.1.4 If the call is initiated by a 311 complaint, it is the zone's responsibility to answer the complaint in the 311 system after the completion of the documentation required. (Generating a report and photographing the image). 311 will receive the answered complaint and forward it to the graffiti unit. Once the graffiti has all the information/images that they need for their investigation, they will respond back to 311 and inform them to forward to Public Works or PLI to initiate clean-up of the image.

4.2 If the Responding Officer can read what the tag states, then he/she should document the words and the colors used on the image on his/her report. If the tag is unreadable then he/she should state that the graffiti is "illegible."

4.3 OFFICERS MUST SELECT THE CHARGE 3304(A)(4) AND NOT THE GENERIC CHARGE OF 3304 OR ANY OF THE OTHER SUBSECTIONS, AS THEY DO NOT APPLY.

4.3.1 3304(a)(4) – intentionally defaces or otherwise damages tangible public property, or tangible property of another with graffiti by use of any aerosol spray-paint can, broad-tipped indelible marker or similar marking device.

- 4.4 After entering the charge of 3304(a)(4), officer/s will check the box that asked "is incident graffiti related?" Then officers will select the drop down box for "Offense Item" – "graffiti" to specifically denote that it is a Graffiti Offense and not any other type of Criminal Mischief. Note that there is also a box in which to place the "tag" if legible.
- 4.5 The Reporting Officer will email the Graffiti Unit with the Pictures (if able to), the CCR# and address of the incident to notify them that a graffiti-related report has been taken. The Graffiti Unit will then download the pictures into the Graffiti Tracking System.
- 4.5.1 The reporting officer should send an email to the Graffiti Unit via the email address:  
[REDACTED]
- 4.6 Community members should be encouraged to contact the Community Relations Officers with any questions regarding Graffiti or Criminal Mischief in their areas, just as they would be with any other community concerns. The Responding Officer may refer the complainant/victim to contact the Graffiti Unit via email [REDACTED] or by phone [REDACTED]

## 5.0 GRAFFITI UNIT

- 5.1 Once notification is made to a member of Graffiti Unit, they will follow up with an investigation into the offense and they will attempt to identify what kind of graffiti is involved (i.e. - gang related/tagger, unknown, etc.).
- 5.1.1 Detectives from the Graffiti Unit will download the image(s) into the Graffiti Tracking System when necessary. (*General Order #68-2*)
- 5.1.2 Detectives will contact victim(s) when necessary to follow up with an investigation.
- 5.2 Once the Graffiti Unit has obtained all necessary information and images from an area, they will notify the Mayor's Complaint Center (311) that the investigation is completed and that the graffiti can be removed. 311 will then forward the notification onto Public Works and BBI.
- 5.2.1 It is the responsibility of Public Works and/or BBI to ensure that the Graffiti Images are removed.
- 5.3 The Graffiti Unit will generate a monthly report based upon statistical information per zone in order to alert the PBP personnel about the locations where the graffiti is occurring and the identity of the suspect (s).

## 6.0 EQUIPMENT

- 6.1 If there is an issue with equipment (camera, camera cards, etc.) the officer should notify the equipment supervisor at their duty location.

## 7.0 GRAFFITI TRACKING SYSTEM USERS

- 7.1 The Bureau of Police shall train users of the Graffiti Tracking System and Graffiti Tracking System policies as appropriate to their needs.
- 7.2 Officers assigned and authorized as Graffiti Tracking System users shall abide by all Graffiti Tracking System policies relating to Graffiti Tracking System security agreements, workstation security, password security and applicable departmental policies on information technology and Electronic Communications (*General Order #68-1*).
- 7.2.1 Officers shall not divulge their passwords to anyone.
- 7.2.2 Officers shall use the Graffiti Tracking System for "official purposes" only.

7.2.4 All Graffiti Tracking System users understand that any violation of the agreement may result in the loss of their individual Graffiti Tracking System accounts and they further understand that disciplinary action up to, and including termination, may be taken if they fail to abide by the requirements of the agreement.

Approved By:

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Scott Schubert  
A/Chief of Police