

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 476	Reviewed: New Issue
Subject: Property Check Report	NYS Accreditation:
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To provide guidelines for the preparation and use of the Property Check Report.

II. POLICY

- A.** The Property Check Report will be used when citizens wish to report a vacant residence over a period of time.
- B.** The Property Check Report supplies:
 - 1. Contact information in the event a problem comes to light while the resident is away.
 - 2. Information on vacant residences that may be checked if a problem in the neighborhood comes to light.
 - 3. Information on how the physical dwelling was left, i.e. vehicles, lights, weapons, alarm system.
- C.** At no time will a resident requesting a property check be promised that an actual physical check will be made of the residence. Property checks may be conducted if the need arises or as calls for service dictate.

III. PROCEDURE

Complete the form as follows:

- A.** Date: Date the report was taken.
- B.** CR Number - complaint report number.
- C.** Address - the address of the house check.
- D.** Date Leaving - the date the residents leave.
- E.** Full Name - Full name of reporting person.
- F.** Date Returning - date the residents are expected back.
- G.** Date of Birth - DOB of reporting person.
- H.** Home phone - primary home phone number for reporting person.
- I.** Key to home left with - name of key holder that can respond if needed.
- J.** Their phone - key holders phone number.
- K.** Address of key holder - Self-explanatory.
- L.** In case of emergency - number the resident can be contacted act while away from home.
- M.** I will be staying at - location resident will be at while away from home.
- N.** Have trusted neighbors... - Yes or No, have trusted neighbors been made aware to keep any eye on the residence.
- O.** Location lights left on - Where have lights been left on or on a timer.
- P.** Vehicles left in... - What vehicles should be there while the resident is away and where.

- Q. Will any weapons ... - Are any weapons stored in the residence.
- R. Mail delivery stopped? - Self-explanatory.
- S. Newspaper stopped? - Self-explanatory.
- T. Is house alarmed? - Self-explanatory.
- U. Remarks/comments - Any pertinent information not covered in previous sections.
- V. Report received by - Signature of officer or clerk receiving the report.

IV. DISTRIBUTION

The original report will be placed in the three ring binder located in the front office. This copy will be removed and destroyed (shredded) upon expiration of the house check. A copy will be placed in the Sergeants' office in the box marked 'Items to be Scanned'. The report will then be scanned by a sergeant and then emailed to all members.

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Attachment