

SECURITY CHECKS

POLICY & PROCEDURE NO. 7.04	ISSUE DATE: 10/1/04
	EFFECTIVE DATE: 10/01/04
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: NONE	REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

During the calendar year, several of our residents leave their homes to go on vacations, which can be for a matter of days to months at a time. When a house is left unoccupied for a matter of time it becomes vulnerable to breaking and entering, whereas the resident's valuables are susceptible to theft. These vacant houses are also open to vandalism and malicious destruction.

Over the past several years, a number of our residents have requested that their houses be checked during their absence.

Business owners have also requested security checks when they will be absent from their businesses.

The goal of this department is to conduct security checks on resident houses and or businesses when they have requested it. Officers will investigate any and all incidents regarding these premises. The department is not mandated to conduct safety checks and is not an armed security service.

II. POLICY

The officers, while on shift, are asked to do a security check on the houses or businesses noted on the security check forms. These security checks are not mandatory and are done as a courtesy to the residents of the Town. While conducting a security check, officers shall walk around the premises checking to see if the premises are unsecure or if there is any evidence of forced entry.

- A. If premises is found unsecure or there is evidence of forced entry and upon investigation of the interior you have found evidence of vandalism or theft, the officer will make a separate incident entry in the department computer.

III. PROCEDURE

The procedure of this department is to:

- A. Log all requested house checks on the departmental SECURITY CHECK FORM.
- B. The following information should be noted on the form:
 - a. Name of resident
 - b. Address
 - c. Departure date
 - d. Return date
 - e. Resident emergency vacation phone number
 - f. Area key holder, name and phone number
 - g. Vehicles located in the driveway or garage
 - h. Lights that are on timers, areas in home
 - i. Persons authorized to be at this residents vacation dates
 - j. Alarm information (if applicable)
 - k. Other pertinent information regarding the home or resident
- C. Form should be put on the SECURITY CHECK clipboard located in the dispatch area.
- D. Officers are asked to take the Security Check clipboard with them while they are on duty.
- E. When a Security Check is made on either a residence or business, the following will be noted on the Security Check form:
 - a. Date and time of check
 - b. Statement if premises is secure or other
 - c. Officer's initials
- F. The clipboard, along with the forms will be returned to the proper location in the dispatch area at the end of each shift.