

# PROPERTY CHECKS

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<i>Effective Date:</i> <b>April 15, 2013</b>	<i>Directive Number:</i> <b>10-2-10</b>	
<i>Special Instructions:</i>		
<i>Distribution: All Sworn &amp; Civilian Personnel</i>	<i>Last Re-Evaluation Date:</i> August 26, 2020	<i>Total Pages:</i> 1

## I. PURPOSE

It is the purpose of this directive to provide officers with guidelines for recording and documentation of Property Checks (Vacation Check).

## II. POLICY

The police department, in its efforts to provide unique services to its citizens, may conduct property checks. A resident or business can ask for a special property check. A record of the request and action taken by the officers is to be documented by radio and annotated on officers daily log sheet.

## III. PROCEDURES

- A. Notification of all Property Checks will be placed on the patrol room board and vacation or information sheet kept in file in patrol room for duration of Property Check.
- B. Each officer will notify KENTCOM of the check and the address of the property. Officers will indicate on their activity logs the locations and times of property checks.
- C. A report will be initiated if there is any problems with the property and responsible party will be contacted, if information is provided.
- D. This does not alleviate officers from making additional property checks other than those requested.

ORDER EXECUTED and ISSUED this 13th day of April, 2013.

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Christopher Workman  
Chief of Police