

April 2, 2013

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

House Checks

HOUSE CHECKS

608.00 PURPOSE

The purpose of this General Order is to establish the procedure for police personnel to respond to home checks when citizens are out of town.

608.01 POLICY

The purpose of this policy is to provide protection to residents who are away from their property and request assistance from the Ferguson Police Department.

608.02 PROCEDURE

When a resident of Ferguson requests the Police Department check their home while they are out of town, a vacation form will be completed by the records clerk, Monday - Friday 0900 - 1700 hrs, after hours this will be completed by the dispatcher/communication operator.

The dispatcher will enter the vacation address and relevant information into the in-house computer "desk book" section. When checking any "house check" residence, Officers will advise the dispatcher on the radio "**10-70**", documenting the service.

When the resident returns home and notifies the police department, the "desk book" entry will be removed from the computer by the dispatcher.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson", written in a cursive style.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel