



Section 4/100 ♦ General Miscellaneous Operational Procedures		
4 / 103	House Checks	9/9/94 Rev 3/31/97
Accreditation Standards		

4 / 103.05 INITIATING A HOUSE CHECK

When a house check is requested by a citizen via Communications, the PCS will assign an officer to respond and collect the necessary information, initiating a CAD call.

When an officer is assigned a house check, he will respond to the residence and obtain the necessary information to complete the Department House Check Form. The completed form will then be placed on the Beat House Check Board.

4 / 103.10 OFFICER RESPONSIBILITIES

House checks shall be made by the Beat / Sector officer a minimum of once each day, between 0700 and 1800 hours. If the day shift officer is unable to perform the check, he shall notify the evening shift officer to ensure the check is made once daily.

The officer will physically check the premises, noting any unusual conditions on the House Check Form. The House Check Form will be dated and signed daily by the Beat / Sector officer.

Each house check performed requires Communications to be notified in order to document the services being performed. Do not consolidate all house checks into one CAD request.

When notifying Communications, advise (10-91 at 900 Block Park Avenue) using the block rather than the exact address.

4 / 103.15 CANCELLATION PROCEDURES

When a cancellation is received, the dispatcher will send an officer to the residence to confirm the cancellation, noting canceled on form and date.

END OF ORDER