



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number: 512

Property Checks

Issuing Authority: Chief John Barber

Effective Date: 07/01/16

Rescinds/Supersedes: All previously issued directives

Review Date: 07/2017

Applicable NYSLEA Standards: 29.3

Number of Pages: 3

I. Purpose

The purpose of this General Order is to establish the policies for providing residents of the community with property checks of their residences or businesses while they are absent from their homes or businesses, and providing neighborhoods with increased police patrols, when circumstances warrant it.

II. Policy

- A. When requested, the Ithaca Police Department will provide property checks of the residences and businesses of community residents, when the residents are absent from their homes.
- B. Neighborhoods will be provided with increased police patrols, when warranted by circumstances.

III. Procedures

- A. When a resident notifies the Ithaca Police Department of a request for a property check, a Request for Security Check form will be provided to the resident. This form will include:
 - 1. Name of the owner of the property and a contact phone number;
 - 2. The address of the residence to be checked;
 - 3. Departure Date – the date the resident is leaving;
 - 4. Return Date – the date the resident will return;
 - 5. Destination;
 - 6. If the keys have been left with anyone, including names, addresses and phone numbers;

7. If the lights will go on, including times;
8. If the residence is alarmed;
9. What vehicles should be in the driveway, if any;
10. If anyone else will be checking the residence;
11. If the resident wants to be notified in case of emergency, including contact information.

B. Completed forms will be given to the front desk personnel, who shall:

1. Have a Spillman incident created for the property check and notate the number on the form.
2. Place the form in the corresponding beat's property check folder.

C. At minimum, property checks will be assigned to officers on B-Line on Sundays, but may be assigned more frequently by staff officers. The assigned officers shall:

1. Exit their patrol vehicles and walk around the perimeter of the house, checking for any points of entry or any situation at the residence that requires any immediate attention.

a) The officers will complete the property check form, recording the date/time they checked the property and the results.

b) If a situation exists within the residence that requires the officers to enter the house they will notify a supervisor and dispatch.

i. If the situation is not a burglary in progress, in which case entry into the residence can be immediate, the officers will attempt to get a key for the residence from the person listed as having it, if applicable.

ii. If entry into a residence is made, the circumstances will be documented on a Spillman Incident Report.

2. Multiple Dwellings

a) Citizens requesting property checks in multiple dwellings should be informed of the limitations on our ability to conduct property checks due to other persons/apartments in the buildings.

b) The citizens should be encouraged to enlist the assistance of another tenant to monitor their property and notify the police if any unusual or suspicious activity occurs.

3. Vacant residences and buildings

- a) Property checks will not be done on vacant businesses, vacant houses, or houses owned by banks pending foreclosure or sale unless the location has become a suspected location of criminal activity or possible hazard to those who trespass.
- b) If the need arises, the officer will contact the owners to advise them of the problems and suggest additional security measures to the property.

IV. Requests for Special Patrols

When a neighborhood is experiencing local problems such as youths gathering, larcenies, or other matters that require special attention on the part of patrol officers, the supervisor will detail a patrol to pay special attention to the problems. This assignment will require the patrol to make several passes through the area, pay special attention to the activities which occur there, and address any issues appropriately.

