

Medina Police Department

Subject: House Checks	Policy Number: 2020	House Checks 2020
Reference: Chief's Directive	Pages: 2	
Personnel: Sworn and Non-Sworn Personnel		
Issue Date: 01-01-2004	Revised Date: 11-16-2020	

2020.1 – PURPOSE

The purpose of this policy is to establish written procedures and guidelines for the processing of house check requests, from the residents of the City of Medina.

2020.2 – DISCUSSION

As a service to the residents of the City of Medina, the Medina Police Department will make every attempt to honor these requests and check the home as often as possible. Requests for house checks will be documented on the proper form and forwarded to the patrol division. It will then be the responsibility of each officer to keep this information updated and with them during his/her patrol shift.

2020.3 – POLICY

During the course of discharging their duties, officers will conduct house checks during their patrol shift. House checks will be made periodically during all patrol shifts. It is the duty and responsibility of each officer to conduct house checks as time permits.

2020.4 – PROCEDURE

When a house check request is received, the following information will be entered into the ICR in the record management system, along with a house check card: Owner's name, address, telephone number, keyholder and phone number, location of lights, departure date, return date, and other pertinent information.

Once the initial information is documented, the ICR in LETG will be stored in the assigned active house check list. When performing the house check, the officer will field generate the incident and relate it to the original ICR in LETG. The ICR will be kept in the active house check list until the homeowner returns and the house check is no longer necessary. Once the house check is no longer necessary, the ICR will be sent to the administrative assistant for processing to be closed.

If an officer observes unusual conditions, attempts should be made to contact the homeowner or the keyholder to advise them of the situation.

When an officer is making a house check, the officer will walk around the house, with the portable radio and take notice of the home's condition. During late night and early morning hours, it is recommended that the officer illuminate the home with their squad lights to check for unusual conditions and that they not walk directly next to the home. These types of house checks will be noted on the officer's log.

2020.5 – SUMMARY

It is the intention of this department to provide house checks whenever possible. However, due to weather, calls, and circumstances beyond our control, we cannot guarantee when a home will be checked.