

# JACKSONVILLE POLICE DEPARTMENT

## HOME SECURITY: VACATION CHECK PROGRAM

Policy: 3-6

Effective: 05-01-11

Revised: 05-10-19

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**PURPOSE:** To establish guidelines for the Department to provide a Home Security/Vacation Check Program for the residences of private citizens of the City of Jacksonville. The intended purpose is to deter and/or detect property crimes when the tenant and/or owner are away and no other persons will be occupying the residence.

**POLICY:** The Department will offer the Home Security/Vacation Check Program as a community caretaking function. An officer will be assigned to do a security check of the exterior of the property to detect and/or deter criminal acts on the property while the owner and/or tenant is away and no other person(s) will be staying at the home. The property will be checked on a reasonable basis dependent upon the available manpower and number of calls for service during each patrol shift. This policy is not meant to eliminate or nullify the owner and/or tenants personal responsibility for the safekeeping of their home and property.

### PROCEDURES:

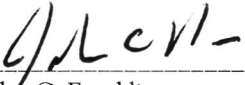
#### I. HOME SECURITY /VACATION CHECK REQUEST

- A. The Support Services Division will be responsible for making the Home Security/Vacation Check request forms available on the Department's website and on paper at the Department for walk-in request.
- B. The Support Services Division will ensure that all Home Security/Vacation Check requests on paper are relayed to the Jacksonville Communication Center to input into the database by the appropriate date for the check to begin.
- C. The Patrol Division will be responsible for the task of performing the security checks for the property listed on each Home Security/Vacation Check Request form during each duty shift.
  1. The Communication Center shall update the form each time an officer performs a check on a request. The Patrol Shift officer shall update the original form with the same information at the time of his check of request location.

#### II. REPORTS

- A. When an officer discovers a suspicious or unexplainable circumstance existing at a Home Security/Vacation Check request location, the information should be relayed to dispatch and included in the narrative of the CAD report.
- B. If the property is unsecure and requires an inspection of the interior of a residence, this shall be reported on an incident report and not just a call report.
  1. The owner or contact person on the Home Security/Vacation Check request shall be contacted if possible prior to entry.
  2. If contact person cannot be initially reached, attempts by the Communication Center should be made until which time they are notified of the situation.

3. After entry has been made and the residence is made safe, it will be secured and an incident report completed by the primary officer. The report should include if representative listed was or was not contacted and explain what actions were taken by officers on the scene.

  
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John C. Franklin  
Chief of Police