


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> February 2021	<b>Review Date</b> February 2022	<b>Directive Number</b> <b>6.2.7</b>
<b>Accreditation Index:</b>		<b>Rescinds:</b> Directive 6.2.7 of November 2019
<b>Chapter:</b> Six – General Procedures		<b>Section:</b> Two – Law Enforcement Functions
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: TEMPORARY VACANT PROPERTIES**

**I. PURPOSE**

This directive is issued to ensure that properties which are reported to the Department as “temporary vacant properties” are routinely checked by officers to deter property crimes while the property their owners are not occupying the properties. These property checks may also reveal property damage caused by adverse weather conditions, allowing notification to the proper person or agency which can respond and secure the property from further damage.

**II. POLICY**

In an effort to promote the community policing efforts of the Department, this directive provides an opportunity for a property owner who will be away from their property for a period of time to allow the Department to check on the security and condition of the property while unoccupied. It shall be the policy of the Department that the procedures outlined in this directive are to be followed and appropriate action taken by all members.

**III. DEFINITIONS**

**Temporary Vacant Property** – is any residence in the Township of Haverford that is reported to the Department by the property owner and will be vacant for a period of time exceeding one (1) calendar day. Temporary Vacant Properties that are in a transition phase, such as for sale, estate settlements, bankruptcies, etc. may remain on the list of Temporary Vacant

Properties until a final disposition on the property is reached.

#### IV. RESPONSIBILITIES AND PROCEDURES

##### A. Information Assistant Responsibilities

1. Shall maintain a “Temporary Vacant Property” Excel workbook in the Everyone Folder on the Police Department Intranet Network.
2. Upon receipt of temporary vacant property information, an entry shall be made in the “Temporary Vacant Property” Excel workbook.
3. Upon notification of the return of the property owner; the sale or settlement of the property to new owners; or the expiration of the vacant time period reported by the owner, the entry shall be canceled from the “Temporary Vacant Property” book by striking a line through the entry in the Excel workbook.

##### B. Patrol Supervisors Responsibilities

1. The “Temporary Vacant Property” Excel workbook is to be accessed at every roll call by the Supervisor.
2. While generally a responsibility of the Informational Assistant if a supervisor receives temporary vacant property information, a supervisor can make the entry in the “Temporary Vacant Property” Excel workbook.
3. Each new temporary vacant property entry shall be read at three consecutive roll calls.
4. Shall ensure that officers make entries into their notebooks of these temporary vacant properties.
5. Shall ensure that officers make periodic checks of the temporary properties in their assigned areas and that these checks are noted on the officer’s daily patrol log (form 23-09)

##### C. Officer Responsibilities

1. Shall make notebook entries at each roll call of any new temporary vacant properties in their area of assignment.  
**Note:** – Officers whose assigned areas may change frequently shall be responsible for making notebook entries of all temporary vacant properties in the areas they usually are assigned.
2. Shall make periodic checks of the temporary vacant properties in their assigned areas of patrol. These checks shall be conducted in

such a manner as to make it difficult to determine a pattern of time that these checks may be made.

3. Shall note on their daily patrol log (form 23-09) the times, and conditions found at the time of the check.
4. Shall ensure that an incident report is completed whenever the property has been the scene of criminal activity such as a burglary, vandalism, etc. The officer shall immediately notify his/her supervisor.
5. Shall ensure that an incident report is completed whenever the property has experienced damage not previously observed and reported by the officer. If there is the possibility of further damage occurring, the officer shall request his/her supervisor to respond to the property.
6. Shall attempt to notify a property owner that the property has been burglarized, vandalized, etc; or has experienced damage which may need immediate attention to prevent further damage from occurring.
7. Shall ensure that all action taken, and persons contacted are noted on the incident report.
8. In the event that an officer has been off duty for a period of two days or longer it shall be his/her responsibility to check the "Temporary Vacant Property" Excel workbook for new vacant properties in his/her assigned areas.

**BY ORDER OF THE CHIEF OF POLICE**