

## CHAPTER 24

### Patrol and Property Checks

10/01/2016

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#### **Purpose**

To establish procedures for conducting patrol and property checks by deputies.

#### **Policy**

It is the policy of the Cecil County Sheriff's Office to conduct Patrol and Property checks as requested by the public, or in the event of suspicious activities in a specific area.

#### **Definitions**

**Patrol Check** - A check conducted during routine patrol by a deputy due to a known specific condition, a request by a business owner, or by direction of a supervisor, or as part of the deputies routine patrol to be proactive. Patrol checks are usually conducted where there is a known or suspected problem.

**Property Check** – A physical check of a specific location or premise made at the request of the property owner, due to a specific patrol condition, or the absence of the owner due to vacation, death, or some like reason. Deputies should also conduct property checks if he or she has information or reason to believe that a property check is needed. Property checks require the deputy to get out of the vehicle and physically check the property and surrounding areas.

#### **Procedures**

##### A. Procedures for Conducting Patrol Checks

1. Deputies conducting patrol checks shall notify communications of the location of the patrol check upon initiating the check and request entry in the CAD for same.
2. The deputy shall check the location or premise for any signs of illegal or suspicious activity.
3. Upon completion of the check, the deputy shall notify communications that the location is secure and close out the CAD entry, advising they are clear of the check.
4. Upon discovery of any illegal or suspicious activity at the location, the deputy shall take appropriate action, filing the appropriate reports. If the need arises, it is the responsibility of the deputy conducting the check to notify the owner of the property, or the person requesting the check of any suspicious activity.
5. Patrol checks will continue for the duration of the special condition or circumstance.

B. Procedures for Making Property Checks

1. A property check shall be made at any location where the resident, property owner, or some other person in control of the property has completed a CCSO Form SO-008 Property Check Request, or the deputy has information or reason to believe that a condition exists to warrant a property check. The form must be completed to include location of the property, description of the property, directions to the property, and the reason for the request. The form must be signed and dated by the person requesting the check.
2. Form SO-008, Property Check Request Form is good for thirty days from the date that it is signed
3. Property Checks may be extended beyond 30 days in the event of exigent circumstances where it is determined by a Supervisor that an extended time for the property check is necessary, or at the request of the property owner.
4. When conducting a property check, the deputy shall notify Communications to, make an entry in the CAD, including the location of the check. The deputy shall be aware of the reason for the request and shall make every effort to address the purpose of the check.
5. While conducting the check, if the deputy notes any illegal activity, suspicious entry, or anything out of the ordinary, it will be reported immediately. Every attempt shall be made to resolve unusual situations by notifying the emergency contact numbers. All conditions out of the ordinary will be documented.
6. Upon completion of the property check, the deputy will notify communications that the check was completed and to close the entry in the CAD.

C. Patrol Responsibilities

1. It is the responsibility of each patrol deputy to be aware of the property checks for his or her assigned patrol area. Supervisors will keep deputies current on new property checks in their area.
2. Requests for property checks shall be filled out completely. The original form shall be placed in the property check binder located at the duty officer's desk, and a copy of the form shall be forwarded to all shift commanders to disseminate to each deputy assigned to that particular patrol area.

3. The shift commander shall routinely check the binder to ensure that all deputies of the shift are familiar with the property checks. The shift commander will also remove any property checks that are in excess of thirty days old, where an exception has not been deemed necessary.
4. After 30 days the property check request forms will be place in the inactive area of the binder, where it will be stored for one (1) year after the request was made.