

## Citizens On Patrol Premise Checks

April 25, 2005

**Effective immediately Citizens On Patrol will perform premise checks that will be communicated to radio and coded.**

**Below are the guidelines to be followed**

### Guidelines:

- **Do not call** in premise checks when a major event is occurring
- **Do not call** in premise checks when radio traffic is high
- **Do not call in all** premise checks, **only** those listed, assigned, or done with the intent of coding them to radio
- **Limit the number** of checks called in; use common sense, possibly 2 per hour as a guide and they should be checks from the list or worthy of a premise check
- **Do not repeat** a premise check called in by an officer or CSO, if you do a recheck close to the same time as someone else, do not call it in
- **If you find something while doing your check, take appropriate action that may include requesting an officer or reporting damage**
- **Identify on your report** the premise checks coded by placing an “\*” in front of the appropriate premise check in your premise check list on the report
- Checks called in to radio and then radio traffic gets heavy can be coded through when radio traffic returns to a normal; i.e., P-37 a premise check at “ \_\_\_\_\_ ” please code it out as 19-p “ \_\_\_\_\_ ”
- As with all other radio traffic, use common sense when and when not to call in premise checks. Make sure they are appropriate and that we are not interfering with other calls.
- As has been the past practice, all Premise Checks will be logged on the Citizens On Patrol Duty Report (**Put an asterisk in front of those coded**).

**Premise Checks to be logged on the report and communicated with the 911 Center include:**

- Premise checks assigned to the Citizens On Patrol by the Watch Commander or his delegate
- Premise checks of the O’Hare Perimeter
- Library (inside walkthroughs)
- Locations on the heightened security list (To be distributed by BA)
- Library Garage and Library Plaza (all floors to be included if coding)
- Metropolitan Garage (all floors to be included if coding)
- Major parks with parking lots (checks are to be perimeter for safety, the parking lots, areas with exit, no paths)
- Major shopping areas (The Oaks, Oak Leaf, K-Mart, Market Place)

### Radio example:

P-37 a premise check “Library Garage and Plaza”

Do the premise check

### Code the check:

P-37 a code

Radio P-37

P-37 19-P checked and show us 10-8