

**HAZELWOOD POLICE DEPARTMENT  
VOLUNTEER SERVICE UNIT  
OPERATIONAL GUIDELINE**

**DATE ISSUED** 07-30-07 **Number** 07-OG-10  
**DATE EFFECTIVE** 07-30-07 **EXPIRATION** Indefinite  
**CANCELED ORDER/S** \_\_\_\_\_  
**REFERENCE** \_\_\_\_\_  
**SUBJECT** VACATION CHECKS

**VOLUNTEER SERVICE UNIT MISSION STATEMENT:**

*Providing support and service to the entire Hazelwood Police Department, but remembering that our primary focus is relieving police officers from doing routine non-police duties so that they may concentrate their efforts on professional police work.*

**I. PURPOSE**

A. To document volunteer actions supporting the procedures for administration of the Vacation Check program. This program is intended to supply to the citizens of Hazelwood a means of safety for their properties while they may be on vacation., The checks have previously been performed by police officers and it is felt that having volunteers perform these checks will enable the officers to remain on duty, doing police work while these checks are made.

B. Only COP members that have successfully completed COP Communications training may use Department portable radios.

**II. RESERVING TIME**

A. Volunteer will schedule work time by completing the sign-up sheet available during the monthly Volunteer Service Unit (VSU) meetings. Volunteers unable to attend the monthly meeting must obtain approval from the Volunteer Coordinator or his appointed representative to reserve Duty Station Time.

B. Vacation checks can be made by one individual, but it is encouraged that two volunteers perform these checks especially if they are the least bit leery of doing it by themselves.

### **III. PROCEDURES**

A. The Volunteer car is to be used, if it is available. If it is not, then an available police car is to be used.

B. Obtain the “Sector Vacation Book” for the sector you will be checking from either the Supervisor or the Sector Officer. Secure the sector book and a hand-held radio, to be taken along.

C. Advise dispatch that you are proceeding to make vacation checks, giving them your name, VSN, and the radio call sign for your hand-held radio. It is better to write this information on a post-it or a piece of paper rather than expect the dispatcher to copy it while you are speaking.

D. When you arrive at the vacation check location, call dispatch on the radio and give them the hundred block of the check, i.e.: “ VSN 826, I will be on an 88 in the 7400 block of N. Lindberg.” Drive up to the residence and park on the street, but not directly in front of the residence.

E. You should go to the front door and make sure it is locked and secure. Then walk completely around the building, checking the doors and windows (especially basement windows) for signs of damage or forced entry. If you find that forced entry has been made or that someone is present in the residence, you should immediately get in the vehicle, move to a safe location where you can observe the residence, and call for an officer to come to check the residence. “VSN 826, I have an open door; open window; broken lock, etc. at 7400 Lindberg on an 88, can you have an officer respond. I will watch the house until they arrive.” Block number is used when doing a vacation check, when having an actual problem; we need to give the address.

F. Do not attempt to take any action against the individuals. Remember, you are simply to observe and report.

### **III. REPORTING ACCOUNTABILITY**

A. The Volunteer Coordinator will appoint a Volunteer to oversee the administrative requirements of the Vacation Check Program

B. The Volunteer Overseer will schedule the sectors for vacation checks and the Volunteers who have signed up to perform vacation checks, seeing that all requested vacation checks are scheduled to be performed.

C. If there are insufficient volunteers signed up to perform the requested vacation checks, then the Supervisor or Sector Officer must be informed that the Volunteers are unable to make the vacation checks in a specific location.

D. Volunteers are responsible for notifying the Volunteer Coordinator or the Program Overseer if unable to meet their vacation check commitment.

***Approved by Command Staff:***

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Don Routh, Volunteer Coordinator

**Vacation Check Procedure**

**Acknowledgment of Receipt**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**I acknowledge receipt of this written Directive and my responsibility for knowing its contents and my duty to address any need for clarification to a Supervisor.**