

VACATION CHECK PROCEDURES

Pre-planning:

1. Check vacation request folder at the front desk for current requests.
2. Arrange requests in order by area. This makes an orderly route to locations.
3. Decide amongst yourselves before you begin your patrol who will do what when you arrive at the request location.
4. If more than one VIPS unit is working, you can divide the requests between the units. Divide them by one unit taking the requests on the northside, and the other unit take the southside.
5. BE SURE YOU AND YOUR PARTNER HAVE A VEHICLE KEY FOR THE VEHICLE YOU ARE USING. EACH VIPS VEHICLE HAS TWO (2) SETS OF KEYS.
6. VIPS SOP states: **DO NOT DO WALK AROUND VACATION CHECKS AFTER DARK.** You can drive by and do a visual on the parts of the house you can see. A pair of small binoculars is a handy tool to have and can be used to get a closer look from the vehicle. **DO NOT GET OUT OF THE VEHICLE AFTER DARK.**

Arrival at location:

1. When you arrive at your location, notify dispatch. When you do this **NEVER** give the house address over the radio. Notify dispatch you have a

S-43 in the 400 block SW Clay – **IMPORTANT** (always be sure of your location as in southwest, northeast, ect).

2. Each VIPS member should have a large flashlight with him or her while doing the walk around.
3. Before exiting the vehicle check the surrounding area for any people or dangers that may be present.
4. Work out what communications you will use between each other. Hand signals, code words, or what ever. Do not yell at each other, use a low voice while checking the residence.
5. When you exit your vehicle **LOCK IT AND TAKE YOUR KEYS** – IT WILL NOT BE FUN EXPLAINING HOW YOUR VEHICLE WAS STOLEN.
6. While approaching the residence scan for any sign that something is out of place.
7. One VIP will check the front door to make sure it is secure while the other stays 10 to 15 feet away and is observing his/her partner and the surrounding area. Keeping this distance is important if something were to arise from the door check, it will allow your partner to react/ warn you of a problem.
8. After the door check, proceed to do a perimeter check. Again, one lead the other lag behind with approximately 10 to 15 foot spacing.

9. **ALWAYS KEEP VISUAL CONTACT WITH YOUR PARTNER – NEVER SEPARATE OR LOSE VISUAL CONTACT AT ANYTIME.**
10. As you perform the walk around, check windows (basement, main floor, second floor) any other entry doors. Never walk close to any structure while going around corners, give yourself some distance in case someone is there so you have time to react. Also after the main house check is done if there is a storage shed check it also. If the house has a detached garage check that too.
11. NEVER walk into a fenced back yard without checking to see if there might be a dog in there. Rattle the gate, this is not always a reliable way to check. If the gate is locked, **DO NOT ENTER**. If you cannot gain access to the back yard you may be able to see from a neighbors yard or if available the alley. **DO NOT ENTER A NEIGHBORS YARD IF IT IS FENCED.**
12. If at anytime during the check a problem is encountered **BOTH VIPS** will return to the car, get in the car, and notify dispatch that you have a S-27 structure and you need a marked patrol unit at your location. **UNLESS ASKED BY DISPATCH DO NOT GIVE THE HOUSE ADDRESS OUT OVER THE RADIO.**
13. If at anytime during the check you hear that little voice in your head telling you something is wrong, or the hair on your neck stands up, or you just get a

bad feeling about what you are doing – **LET YOUR PARTNER KNOW AND BOTH OF YOU RETURN TO THE VEHICLE. REEVALUATE THE SITUATION – THERE IS NOTHING WRONG WITH CALLING A MARKED UNIT OUT FOR BACK-UP.**

DO'S & DONT'S

1. Do not give out the house address over the radio unless asked by dispatch to do so.
2. NEVER separate from your partner.
3. LOCK your vehicle when you get out of it.
4. Before you lock it make sure you have your keys to get back in. See # 5 above – it will be hard to explain how you cant get into your vehicle as well
5. Do not yell at each other while performing a check.
6. If you have a feeling that something is wrong – **DO NOT PROCEED ANY FURTHER** – back off, talk to your partner, and if necessary call a marked unit to your location.
7. **BE PREPARED TO DEFEND YOURSELF OR YOUR PARTNER IF NECESSARY – THINGS CAN HAPPEN QUICKLY - BE READY.**