
	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: P3105
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			Distribution: All
Title: VACATION WATCH PROGRAM		Section: Programs	
Issued: 07/29/2014	Effective: 08/06/2014	Revised: 11/28/2017	
Rescinds: All Previous		Amends:	
CALEA References:			
Review: Annual	Authority: Chief Michael A. Keller 		

I. Purpose

The purpose of this General Order is to establish guidelines for the Andover Police Department's Vacation Watch Program.

II. Policy

It is the policy of the Andover Police Department to help ensure safety and security of residences within the City. Toward this end, officers will conduct vacation watches of a citizens home that leave town for a certain period of time.

III. Definitions

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IV. Regulations

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V. Procedures

A. Program

1. A citizen that lives within the city limits of Andover may contact the Andover Police Department Communications Section to request a vacation watch on their home for the time period they are away from home or while on vacation or travel. Vacation watches do not apply to vacant homes or homes in which someone will be staying while the resident is away. Vacation watches may be scheduled for periods from a minimum of twenty-four hours up to three months.
 - a. Vacation watches scheduled for one month or less in length are considered short term watches. The vacation watch home will be checked once in a twenty-four-hour period for the duration of the watch.
 - b. Vacation watches scheduled for more than one month and no more than three months in length are considered long term watches. The vacation watch home will be checked once a week for the duration of the watch.
2. To initiate a vacation watch, the citizen requesting the service must complete and sign APD Form 67 Vacation Watch Security Check. The

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completed form may be faxed, e-mailed or personally delivered to the police department. The form should contain:

- a. Name, address, phone number, departure and return date as well as emergency contacts.
 - b. Special instructions such as: alarm information, lighting information and who, if anyone will be on the property during their absence.
3. The on duty Communications Officer receiving the vacation watch request shall enter the information into the departments Computer Aided Dispatch (CAD), setting the time of 0700 hours each day as the time the vacation watch will appear on the call screen for up to one month for short term watches, and setting the time of 0700 hours on Sunday as the time the vacation watch will appear for long term watches for the duration of the watch.

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B. Responsibility

1. Officers working an assigned beat will check their mobile computer daily to see if there are vacation watch checks on their beat.
2. If the mobile computer is down, it is the responsibility of the officer to contact the on duty Communications Officer either in person or by phone to check vacation watches in their assigned beat.
3. It is the responsibility of the beat officer to check their respective vacation watches sometime during their shift. If the day shift officer is unable to clear the watch during his or her shift, the call will be cleared by the night shift officer prior to 2400 hrs.
4. When checking a vacation watch home, the officer will notify the on duty Communications Officer by radio of the call number listed for the vacation watch that they are checking. Officers will not call out the address of the vacation watch over the radio unless using a secured frequency.
5. The on duty Communications Officer will assign the officer to this call in CAD.
6. The officer will walk around the house, checking for damage to doors and windows, signs of entry as well as any other items out of place.
7. If the officer finds something out of place at the vacation watch home, the officer will notify the on duty Communications Officer, and if needed, notify the watch commander. The officer will take appropriate actions, depending on the situation.
8. When the officer has completed the check of the vacation watch home, the officer will notify the on duty Communications Officer of the disposition and return to service.
9. Officers will be knowledgeable of the vacation watch program and share information with the community regarding the services provided when appropriate.

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