



**LOWER MERION TOWNSHIP POLICE DEPARTMENT**  
Ardmore, Pennsylvania

**Policy 3.19.4**

Subject:		Distribution:
<b>Vacant House Program</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 07-10</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

**PURPOSE**

The purpose of this policy is to establish a system to inspect vacant houses in order to deter burglaries and to promote a feeling of security in the community.

**PROCEDURE**

**A. Receipt of Vacant House Information**

1. Residents contacting this department are to be referred to the Communications Center to file a vacant house report form. Records clerks can also perform this function if the resident walks in to the front counter to make the report.
2. Personnel shall fully complete the vacant house form. A supply shall be kept in stock in the Communication Center and in the report review supply room.
3. Upon receipt, the vacant house slip is to be entered into the CAD and an incident number generated. The incident data shall be entered according to the address of the vacant house, but assigned to the police station. The incident shall be assigned code 4510, 8600. Pertinent data that is on the vacant house form such as the emergency contact information or the resident's phone number shall be included in the notes.
4. The white copy of the form is to be placed in an interoffice envelope and placed in the platoon mail box (in the records section) that is scheduled to work the next shift.
5. The yellow copy of the form is to be filed in the vacant house file in the communications center. Vacant house forms are to be retained for thirty (30) days after the resident returns home. The supervisor of the communications

center is to check the file daily and purge the file of outdated forms (over 30 days).

**B. Platoon Supervisor's Responsibility**

1. Supervisors receiving the white copy of the form are to file the vacant house form in the file located in the Sergeants room.
2. Each day work shift, the on-duty supervisors are to check the file for vacant house forms corresponding to that date and issue them to the appropriate beat car. The name of the officer assigned to the beat car that day is to be recorded in the appropriate block. Vacant house forms are to be assigned based on a ten (10) beat plan.
3. Weekly, all platoon supervisors are responsible to review the vacant house book assigned to the ten (10) beat plan. Supervisors are to sign the review page in the book if no review has taken place in the previous seven (7) days.
4. Supervisors are to purge the vacant house book at each review.
5. Supervisors are to ensure that all officers under their supervision comply with section "C" of this policy. Any failure to comply with this policy is to be reported to the Watch Commander's office.

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