	<p align="center"><b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b></p>		Number: P3106
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			Distribution: All
Title: Open Garage Door Program		Section: Programs	
Issued: 05/14/2013	Effective: 05/22/2013	Revised: 10/13/2021	
Rescinds: All Previous		Amends:	
CALEA References:			
Review: Annual	Authority: Chief Buck Buchanan		

## I. Purpose

The purpose of this General Order is to establish guidelines required for members of the Andover Police Department to conduct building and open garage door checks of residences and businesses.

## II. Policy

It is the policy of the Andover Police Department to help ensure the safety and security of residences and businesses within the City. Towards this end, officers will conduct regular checks of open and unattended garage doors on residences, day or night, and regular checks of open doors on residences and businesses.

## III. Definitions

(This section intentionally left blank)


## IV. Regulations

(This section intentionally left blank)

## V. Procedures

### A. Unattended Open Garage Doors

1. When a member of the Andover Police Department locates a residence with an unattended open garage door, they shall do the following:
  - a. Self start a call from the Mobile Data Computer (MDC) for "Public Relations- Open Garage Door" and give the address of the residence. If the MDC is inoperable, Officers shall either notify Communications by telephone or notify dispatch on a secure radio talk group of the open garage door.
  - b. Check Computer Aided Dispatch (CAD) to determine if the resident of the open garage door has requested to be contacted if their garage door is found open. If the request has been made, have Communications contact the resident by telephone.

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- c. If the resident has not requested a desire to be contacted, a completed APD Form 66 – Building Check Door Hanger with the date and time and applicable boxes checked, along with the officer’s business card, shall be left at the residence in a location that will be found by the homeowner.
  - d. After notification has been made or a flier left, notify Communications via radio that you are back in-service.
  - e. Call for service (CFS) shall remain on the CAD screen until 5:00 am so officers are not doubling up on addresses in one night.
2. The Open Garage Door program is a public service and officers should not use it as a ruse to gain evidence of criminal activity at the residence. Officers should be aware of signs of forced entry into the residence or vehicles, or anything suspicious or out of place.

#### **B. Open Doors at Businesses**

1. When an officer locates an unattended business with an open or unlocked door, they shall do the following:
  - a. Notify Communications of the location of the open door using a secure talk group and request a business owner or representative be contacted.
  - b. Absent signs of forced entry or criminal activity, officers will wait to enter the business until the business owner or representative has been contacted. In all cases, officers will have appropriate back-up before entering the building.
  - c. If unable to contact a business owner or representative, or the responsible party is unable to respond, officers will attempt to secure the business and leave a completed APD Form 66– Building Check Flier, along with the officer’s business card, with the date and time in a place that can be easily located by the responsible party.

#### **C. Building Check Fliers**

1. Copies of APD Form 66 – Building Check Flier will be kept and maintained in the forms file cabinet located in the Officer’s Room.
2. If additional forms are needed, the Records/Evidence Custodian will be notified and produce additional forms.