



PARADISE VALLEY POLICE GENERAL ORDER

Vacation Watches

Order Number

45.10

Date

05-15-17

45.10 Vacation Watches

- A. A vacation watch provides a close patrol of a residence while the legal occupant is on vacation only. A vacation watch form will be completed and submitted to PVPD.
1. Information required *will* be:
 - a. Name, address, and phone number of occupant.
 - b. Specific dates of departure and return.
 - c. Description of any vehicles to be on premises.
 - d. Identification of authorized persons allowed on the premises and a phone number for a responsible party in the event of an emergency. In addition, the homeowner is to supply a code name to be used in case of a return to their residence prior to the listed date.
 2. Vacation watches will not be placed on homes that are for sale, vacant, part-time residences, or when the homeowner's absence will be in excess of six (6) weeks.
 3. If the absence is to be for a period of more than six (6) weeks, the occupant *will* be encouraged to contract with a private security company. A once per year up to six (6) week extension may be granted with Patrol supervisor approval.
- B. Completed forms *will* be forwarded to the *Communications Section* for entry of CAD alerts and scanning onto the I: drive.
- C. As time permits, patrol *officers* and volunteers *will* make periodic checks of vacant residences in their assigned beat. *Officers* and volunteers *will* only check areas that are readily accessible. Checks *should* be recorded in CAD.
- D. It *will* be the occupant's responsibility to notify the *Paradise Valley Police Department* upon their return. Cancelled vacation watch notices *will* be sent to the *Communications Section* who *will* remove them from CAD alerts and the I: drive.
1. At the time of notification, the occupant *will* be required to supply the previously indicated code name.
 2. If the correct code name is not provided, a patrol *officer* *will* be dispatched to verify identity.