

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER R-26

SUBJECT: VACANT (VACATION) HOUSE/BUSINESS REPORTS

POLICY

- 1 - The policy of this Department concerning the acceptance of vacation house/business reports is as follows:
 - (a) We will accept as vacant houses/businesses:
 - (1) Those premises containing household furnishings.
 - (2) Those businesses which are properly licensed and normally operating.
 - (b) We will accept vacation/business reports when the occupants will be away for a full **week** or more.
 - (c) We will not accept a vacation house report when:
 - (1) The unoccupied premise is a portion of a multiple family dwelling unit and another person resides in the same building.
 - (2) The occupant or another person will occupy, inspect or act as a caretaker of the premises on an intermittent basis.
 - (d) We will not assume custody of keys to premises.

PURPOSE

- 2 - The purpose of accepting a vacation house report is to provide the Department with emergency information about the premises while it is vacant. Such information includes the name and address of a contact person to be notified in the event of an unauthorized intrusion, fire or other emergency at the premises as well as the name and address of a person possessing keys to the premises and/or burglar alarm system or other security system.
- 3 - **A vacation house form shall be filled out by the Community Services Bureau and maintained in the Community Service Bureau.** This file will be checked periodically by **Community Services personnel** and purged of any reports which are found to be still in file five days after the resident's anticipated date of return.
- 4 - **Routing as follows:**
 - 1 - **Communications Center.**
 - 7 - **Sergeants' Office.**

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Listed below is a sample of the form to be used:

VACANT/VACATION HOUSE BUSINESS FORM

1. NAME _____
2. ADDRESS _____
3. PHONE _____
4. ADDRESS & PHONE NUMBER WHERE HOMEOWNER WILL BE (IF KNOWN)

5. CONTACT PERSON'S NAME _____
6. DOES CONTACT PERSON HAVE KEYS? YES _____ NO _____
7. WHEN LEAVING _____ WHEN RETURNING _____
8. DO YOU HAVE A DOG? YES _____ NO _____
9. DO YOU HAVE AN ALARM? YES _____ NO _____
10. ALARM COMPANY NAME AND PHONE NUMBER

11. HAVE YOU LEFT LIGHTS ON? YES _____ NO _____
12. HAVE YOU LEFT MUSIC ON? YES _____ NO _____
13. HAVE YOU LEFT ANY LIGHTS/MUSIC ON A TIMER? YES _____ NO _____
14. VEHICLES LEFT IN FRONT OF HOUSE OR IN DRIVEWAY (MODEL, COLOR, LICENSE NUMBER)?
