

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jerry Hoover /s/		
Legal Advisor: Karen Fraley /s/		
Approving Deputy Chief:		
General Order No: P-240-04	Issued: June 8, 2004	Supersedes: 5/610.000
General Order Title: House and Business Watch Requests		

POLICY

The Reno Police Department has a policy of accepting notices from citizens advising when their residence or business will be temporarily unoccupied. The information is retained by the Department only for the purpose of notifying a responsible person of criminal activity at, or damage to, the location.

DEFINITIONS

House Watch Request - Notification that a residence will be temporarily unoccupied, including duration of the vacancy and identification of a person to be contacted in the resident's absence.

Business Watch Request - Notification that a business will be temporarily unoccupied or has been repeatedly victimized when closed, to include duration of the vacancy and a person to be contacted during the period of the watch.

Watch Request Disclaimer - A "watch" request is intended to provide the Department with the name of a responsible party to notify in case the listed property is the scene of a crime. Watch notification does not mean that the department in any way assures or guarantees patrol at the location for the period of the watch. All parties requesting watch notification will be so advised.

PROCEDURES

A watch request will be taken at the request of a resident or a proprietor or responsible person for a business under the following circumstances:

- When the location is the scene of a recurring problem, such as property damage, burglary, etc.
- When the location will be closed or vacant for an extended period of time and does not have an alarm system.
- At the specific request of a responsible person when unusual circumstances exist and to

make the department aware of those circumstances. Unusual circumstances include the presence of employees in a business when the business is closed or a malfunctioning alarm system.

Time Frame

House and business watches will automatically be cancelled after fourteen days unless the resident or business owner or responsible person will be away longer than fourteen days and provides a specific date of return. When a specific cancellation date is indicated on the report, the house or business watch will be cancelled on that date. The resident or business owner requesting the watch is responsible for notifying the Department if they wish to cancel the watch before the previously-established date.

A watch can be renewed for an additional fourteen days at the request of the resident or business owner or responsible person.

Processing Watch Requests

Front Desk personnel will take watch information from the requesting party by telephone or in person. Personnel taking the watch information will read the watch request disclaimer verbatim to the requesting party. If the requesting party indicates that the request is being made for the purpose of receiving extra patrol during their absence, they will be advised to seek private security and will again be specifically advised of the terms of the disclaimer (Page 1,II,C.).

A Public Service call number will be obtained by desk personnel for the request. A hard copy of the house/business request is then forwarded to records for processing. The Records Section will place a copy of the watch request in the Sergeant's briefing basket.