

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>GENERAL ORDER POLICE BUREAU</b>	<b>DATE OF ISSUE AUGUST 15, 2025</b>	<b>EFFECTIVE DATE AUGUST 15, 2025</b>	<b>NO. 033-25</b>
<b>SUBJECT: GENERAL ORDER Unattended Property Inspection and Special Attention Requests</b>		<b>DISTRIBUTION Police Bureau Personnel</b>	<b>AMENDS</b>
<b>REFERENCE: NYSLEAP 29.3</b>			<b>RESCINDS 033-19</b>

**PURPOSE:** To familiarize employees with established procedures for the inspection of unattended property and special attention checks.

**POLICY:** Personnel will honor citizen requests for unattended property inspections and special attention checks.

**I. Unattended Property Inspection / Special Attention Requests.**

Upon request for an Unattended Property Inspection by a home, business owner or for a request for Special Attention checks by a citizen, the following procedure will be adhered to:

- A. The person making the request will be advised that the inspection or special attention will be done as patrol time allows.
- B. A PB-018 Unattended Property Inspection/Special Attention Request Form will be completed in its entirety and forwarded to the appropriate Zone Clerk.

**II. Patrol Division**

**A. Zone Clerk**

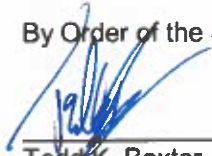
- 1. Will maintain the Unattended Property Inspection / Special Attention database and will update it at least twice weekly.
- 2. Will remove from the active database all requests that have expired.
- 3. Will provide an updated copy of the database for all zone personnel.
- 4. Upon expiration, the Unattended Property Inspection/Special Attention Request form is to be destroyed.

**B. Patrol Deputies**

- 1. It is the responsibility of the all platoons to be aware of the Special Attention requests in their districts and remain diligent in performing the requested checks.
- 2. Property inspections and special attention checks will be conducted during routine patrol duty time. Deputies will make as many property checks and Special Attention checks as possible during their shift.

3. To document these checks, the deputy will make a job card for each residential and business property inspection and/or special attention check completed. The job card will reflect the date and time that the check or inspection was completed.
4. A physical check of each residence or business will include walking the premises and checking doors, windows, etc. If after inspecting the property, the deputy finds a potential area of security risk, the deputy will take appropriate action, including notify to a contact, and will notify the Community Engagement Deputy to provide crime prevention material when appropriate.

By Order of the Sheriff,



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Todd K. Baxter