



Foot Patroller's Checklist & Quick Reference

Starting Checklist

☛ Do you have your:

- Hand held tally counter
- CPN book
- Volunteer notebook
- Black pen
- Cell phone
- Nitrile gloves
- Plastic bag
- CPC yellow jacket, vest, or blue volunteer shirt

☛ Have you properly chosen a zone by:

- Checking recent foot patrol logs
- Checking recent VPD crime alerts and notices

Finishing Checklist

- Returned all CPC foot patrol equipment to its rightful place
- Hung all wet CPC yellow jackets to dry
- Plugged in all electronic foot patrol equipment to recharge
- ✍️ Written up all necessary Major Reports:
 - Community intelligence
 - Stolen automobiles
 - Expired license decals
 - Abandoned automobiles
- ✍️ Written up all necessary Abandoned Automobile reports
- ✍️ Filled in a Patrol Report form for your shift and filed it at the "front" of the current month in the Patrol Log Book
 - Attach Abandoned Automobile reports in behind the Patrol Report form
 - Reference any written Major Reports connected to your foot patrol
- ✍️ Logged your hours on the volunteer software

★ Remember, only one person fills in "applicable outcomes" information - no double dipping!



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Procedure Quick Reference

☛ **Intelligence from observations or from a concerned citizen. Your response depends on circumstances:**

- Call 9-1-1 and write up major report (immediate threat to persons or property), **OR**
- Call VPD non-emergency and write up major report, **OR**
- At the MINIMUM, write up major report

☛ **Automobile Checks**

- **Unoccupied with engine off possible stolen vehicle:** WALK AWAY, record all relevant information in notebook, call VPD non-emergency as soon as it is safe to do so, get reference number from call taker, and write up major report (noting reference number from call taker in report)
- **Unoccupied with engine on or occupied possible stolen vehicle:** WALK AWAY (NEVER approach the vehicle or occupants), record all relevant information in notebook, call 9-1-1 as soon as it is safe to do so (indicate that the vehicle is occupied), and write up Major Report
- **Expired license decal (*more than two weeks*):** Record all relevant information in notebook, check on CPIC, and write up a major report (a separate one for each expired license decal)
- **Expired license decal (*less than two weeks*):** Issue a CPN on front windshield of vehicle and also surrounding vehicles (keeping track of how many CPNs are issued)
- **Abandoned Automobile:** Record all relevant information in notebook, write up a major report (separate one for each abandoned vehicle), fill out an "Abandoned Automobile" form and then file it behind your Patrol Report form in the Patrol log book, and call the city (3-1-1) to report abandoned automobile

☛ **Graffiti Mapping**

File naming of photos: year-month-day, address, photographer's initial and last name, and key word to describe the picture

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