



## **ESCONDIDO POLICE DEPARTMENT**

### **VACATION HOUSE CHECK**

### **INFORMATION SHEET**

Vacation House Check is a community-wide service provided by the Escondido Police Department's Volunteer Patrol. Upon completion of the attached Vacation House Request Form and acceptance into the program, your house may be checked periodically, as staffing allows, by an Escondido Police Department Volunteer Patrol unit during the vacation time specified on the request form.

The Volunteer Patrol will provide the following service: Check the perimeter of your home, i.e., locked doors and windows, closed garage door(s), including your backyard (if accessible). If the Volunteer Patrol unit notes a problem, appropriate action will be taken.

The Volunteer Patrol will not be responsible for providing the following: feeding your animals, picking up your mail, newspapers and/or other deliveries. Unoccupied houses for sale, rental units and houses with a house sitter are not eligible for this program.

Please notify us when you return home from your vacation.

Any questions, please call the Volunteer Coordinator at (760) 839-4481.



## ESCONDIDO POLICE DEPARTMENT VOLUNTEER PATROL

### PREPARING YOUR HOUSE FOR VACATION

A vacation away from home should be a pleasant experience for you and your family. Returning to a home that has been broken into is a very unpleasant homecoming. Your vacation will be more enjoyable and carefree when you know your home is secure. This information is designed to help you protect your home by following a few simple safety tips. Some of the tips should be done well in advance of leaving on your trip; others can be done a day before or the day you leave.

#### **ONE MONTH PRIOR TO DEPARTURE**

- Repair broken doors and windows.
- Install good quality locking devices on all exterior doors and windows (if you haven't already done so). The Crime Prevention Unit can assist you by conducting a "home security survey" and making suggestions on how you might secure your home. Call (760) 839-4961 for an appointment.
- Come to the Escondido Police Department and request a "Vacation House Check." Fill out the form and return it to the Escondido Police Department.

Notify a neighbor or friend in advance to:

- Pick up your mail.
- Mow and water your lawn (if you will be out-of-town for an extended time).
- Pick up newspapers and circulars from your driveway, entry area and yard.
- Feed your pets.
- Turn lights on and off for you, if they won't be set on a timer or photoelectric sensor.

#### **A DAY OR TWO PRIOR TO DEPARTURE**

- Mow the lawn and trim shrubbery. Shrubs and hedges should be trimmed to below windowsill height. Trees should be trimmed to six feet above the ground for increased visibility by your neighbors.
- Store all ladders, tools, lawn equipment, etc. in a locked storage shed or garage.
- Take your valuables (expensive jewelry, important documents) to the bank safe deposit box.

#### **DAY OF DEPARTURE**

- Turn down the volume of your phone so it can't be heard from the outside. Don't leave a message on your answering machine that you will be out-of-town.
- Unplug small appliances such as fans, toasters, and electric coffee pots.
- Set electric timers to turn on and off lights during the evening hours. Consider installing timers in the living room/family room area and in one or more bedrooms to go on and off during the evening.
- If you leave a car in your driveway, park it up against the garage door. Make sure the vehicle is locked and all valuables are out of sight.
- Bolt the garage door from the inside. Unplug the garage door opener or switch it to vacation mode.
- Make sure all doors and windows in your home (including two-story) are closed and locked securely.
- Leave a key and the phone number where you can be reached with your Emergency Contact person.
- Just before you leave, walk around the outside of your home and double-check to make sure everything is secure. Remove any large items that could be used to access second story windows.
- Turn off water to washer and turn water heater down to a low/vacation setting.



## ESCONDIDO POLICE DEPARTMENT

### VACATION HOUSE CHECK FORM

**(PLEASE PRINT – BLACK INK ONLY)**

Departure Date	Time	Return Date	Time
Resident's Name		Address	Phone Number
Zip Code	Nearest Cross Street	Parked vehicles in driveway?	License Plate Number(s)
		Y    N	
Alarm?	If yes, alarm company name		Phone Number
Y    N			
Gardener?	If yes, name of company	Phone Number	Work Days
Y    N			
Maid?	If yes, name of company	Phone Number	Work Days
Y    N			
Deliveries stopped?	If no, what deliveries continued?		Responsible    Phone Number
Y    N			
Mail stopped?	Newspaper stopped?	If no, who is responsible for pickup?	Phone Number
Y    N	Y    N		
Dog on premises?	If yes, location of dog (inside or outside)		
Y    N			
Radio left on inside of house?	Lights on?	Where?	Gates secured?
Y    N	Y    N		Y    N
<b>EMERGENCY CONTACT INFORMATION</b>			
1 <sup>st</sup> Emergency Contact name		Home Phone Number	
Address		Work Phone Number	
Relationship		Has house key?    Y    N	
2 <sup>nd</sup> Emergency Contact name		Home Phone Number	
Address		Work Phone Number	
Relationship		Has house key?    Y    N	
Comments or Special Instructions			
Request Taken By			Date



**ESCONDIDO POLICE DEPARTMENT  
VOLUNTEER PATROL**

**VACATION HOUSE CHECK  
WAIVER FORM**

I, \_\_\_\_\_ OWNER/TENANT, residing at

\_\_\_\_\_  
Escondido, CA, hereby give permission to the Escondido Police Department to periodically check, as staffing allows, the exterior of my property at \_\_\_\_\_ between the dates of \_\_\_\_\_ and \_\_\_\_\_. I exonerate the Escondido Police Department from any liability due to damage to my property (home, vehicle(s), etc.) while I am away from my home.

Signature of Owner/Tenant \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Title \_\_\_\_\_

