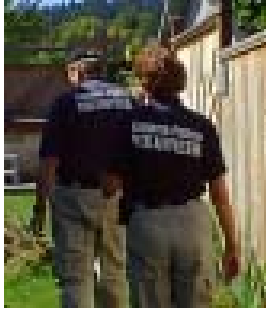


Your vacation should be a pleasant experience for you and your family. Returning to a home that has been burglarized is a very unpleasant homecoming. Your time away can be more enjoyable and carefree when you know your home is being watched.

## HOW THE PROGRAM WORKS:



Seniors on Patrol are volunteers who act as extra eyes and ears for the Eugene Police Department. As part of their duties they can be asked to provide additional patrol around your home while you are away.

At least one week before the start date of your vacation, you will need to complete a Vacation Check form and return it to the address on the form. Please complete all the questions on the form. You can call Debbie Janecek at 682-2746 with questions about the form or the program.

It is important to note that a house check pursuant to this program does not guarantee the safety or security of the property. Nor does it mean the Eugene Police Department is in any way responsible for the property in your absence. It just authorizes the Seniors On Patrol and Eugene Police to visually and/or physically inspect your premises during their patrols.

Requesting vacation home checks is just one way to increase security while you are away. The information on the other side of this brochure will help you prepare for your absence. Some of the things should be done in advance and others can be done the day before or on the day of your departure. Have a great vacation!



# EUGENE POLICE DEPARTMENT SENIORS ON PATROL VACATION CHECK APPLICATION

Form to be filled out by resident. It is important to answer all the questions. Please return this form to Debbie Janecek, Monroe Street Station, 788 West 6th Avenue, Eugene, OR 97401, or via fax to 484-7904. Questions? Call 682-5149.

Owner/tenant's name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Address \_\_\_\_\_ (within Eugene city limits only) Zip \_\_\_\_\_

Home phone no. \_\_\_\_\_ Away phone no. (emergency only) \_\_\_\_\_

Away address (emergency only) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date leaving \_\_\_\_\_ a.m. \_\_\_ p.m. \_\_\_ Date returning \_\_\_\_\_ a.m. \_\_\_ p.m. \_\_\_

Local key holder/emergency contact (name) \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle in garage? Yes \_\_\_ No \_\_\_ If yes, license no. \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_

Vehicle in driveway/carport? Y \_\_\_ N \_\_\_ License plate \_\_\_\_\_ Make \_\_\_\_\_ Color \_\_\_\_\_

Alarm system? Y \_\_\_ N \_\_\_ Any windows open? Y \_\_\_ N \_\_\_ Curtains/shutters open? Y \_\_\_ N \_\_\_

Lights left on? Yes \_\_\_ No \_\_\_ Days? \_\_\_\_\_ Night timers? \_\_\_\_\_

Pets on premises? Inside \_\_\_\_\_ Outside \_\_\_\_\_ Dog(s) \_\_\_\_\_ Cat(s) \_\_\_\_\_ Other \_\_\_\_\_

Fences: Property fully fenced \_\_\_\_\_ Back yard only \_\_\_\_\_ Gate locked? Yes \_\_\_ No \_\_\_

Do you want the back yard inspected by the volunteers? Yes \_\_\_ No \_\_\_

Will there be any other vehicles/people on the premises during your absence? Yes \_\_\_ (list below) No \_\_\_

Are your residence numbers prominently displayed? Yes \_\_\_ No \_\_\_

Is this a gated community Yes \_\_\_ No \_\_\_ If yes, will you provide code and/or pass for access? \_\_\_\_\_

Will shrubs and trees be trimmed to aid in the checking of your residence? Yes \_\_\_ No \_\_\_

### Special information about the premises or situations that should be known during your absence:

\_\_\_\_\_

\_\_\_\_\_

Authorization to move mail/packages/papers: Initials \_\_\_\_\_ Put where? \_\_\_\_\_

*I hereby authorize house checks to be conducted in my absence. I understand and acknowledge that a request for a house check pursuant to this program does not guarantee the safety or security of my property. I further acknowledge that the City of Eugene Police Department is in no way responsible for my property in my absence and that Senior Patrol and Eugene Police may visually and/or physically inspect my premises during their patrols.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

(MUST BE SIGNED BY OWNER/TENANT)

Vacation Check Cancel Date \_\_\_\_\_ By \_\_\_\_\_

HAVE A NEIGHBOR PICK UP YOUR MAIL & NEWSPAPERS WHILE YOU ARE AWAY

## KEEP YOUR HOME SNUG, SAFE & SECURE WHILE YOU'RE AWAY

### In the months before your departure:

- 🏠 Repair broken doors and windows.
- 🏠 Install good-quality locking devices on all exterior doors and windows, if you have not already done so. The Community Policing Support Team can help by providing a Home Safety Inspection and making suggestions for any improved security measures that may be needed. Call (541) 682-5137.
- 🏠 Complete and turn in the Vacation Check form.

### Arrange for a trusted person to:

- 🏠 Pick up your mail.
- 🏠 Mow and water your lawn.
- 🏠 Pick up newspapers and circulars from your driveway, entry area, and yard.
- 🏠 Feed your pets.
- 🏠 Turn lights on and off if they are not on a timer or photoelectric sensor.
- 🏠 If you have a burglar alarm, your contact person should know how to set and disable the alarm as needed. A loud false alarm during your absence will not be well-received by your neighbors!

### A day or two prior to departure:

- 🏠 Mow the lawn and trim shrubbery. Shrubs and hedges should be trimmed to 3-foot height or trimmed up from the bottom to expose 18 inches. Trees should be pruned to 6 feet above the ground.
- 🏠 Store all ladders, tools, lawn equipment, etc. in a locked storage shed or garage.
- 🏠 Take valuables to your safe deposit box.

### On the day you leave home:

- 🏠 Turn down the volume of your telephone ringer and answering machine so that they cannot be heard from outside the house.
- 🏠 Make sure gas appliances are turned off.
- 🏠 Unplug small appliances such as fans, toasters, and electric coffee pots.
- 🏠 Set your electric timers to turn on some lights during the evening hours.
- 🏠 If you leave a car in your driveway, park it up against the garage door. Make sure vehicle is locked and nothing is left visible inside.
- 🏠 Bolt the garage door on the inside. Unplug electric garage-door opener.
- 🏠 Make sure all windows are locked.
- 🏠 Leave a key and the phone number where you can be reached with your emergency contact person. The contact person should hold on to the key in your absence. The key should not be left in or near your own home where a burglar might find it, even in a hidden location.
- 🏠 Turn water heater down to low/vacation setting. Turn off water to automatic washer to avoid possible water damage from a split hose.
- 🏠 Just before you leave, walk around the house and make sure everything is secure. Remove any large items that could be used for access into a second-story window.
- 🏠 Enjoy your trip!



Revised 3/2009

# Home Vacation Check Program



## Eugene Police Department Monroe Street Station

788 West 6th Avenue

Eugene, OR 97401

Phone: (541) 682-5149

Fax: (541) 484-7904

[www.eugene-or.gov/police](http://www.eugene-or.gov/police)

