

PARKS AND COMMUNITY SERVICES

23 Russell Boulevard – Davis, California 95616
530/757-5626 – FAX: 530/758-0204 – TDD: 530/757-5666



April 16, 2004

Dear Neighborhood Association Representatives,

The attached flier is being provided to all Neighborhood Association Representatives from the Davis Police Department concerning the Vacation House Check Program. An electronic description of the program can be found at http://www.cityofdavis.org/police/pdfs/forms/Vacation_House_Check_Program.pdf. An electronic request form can be found at http://www.cityofdavis.org/police/pdfs/forms/Vacation_House_Check_Request.pdf. Please share this information with your respective neighbors and friends.

Thank You,

A handwritten signature in black ink, appearing to read "Anne Brunette", with a long horizontal line extending to the right.

Anne Brunette
Community Partnership Coordinator



Davis Police Department
 2600 Fifth Street
 Davis, CA 95616

Vacation House Check Request

NOTE: THIS FORM MUST BE BROUGHT TO THE DAVIS POLICE DEPARTMENT AND SIGNED IN THE PRESENCE OF DEPARTMENT PERSONNEL

DATE OF REQUEST: _____

Print Name(s) _____

Residence Address: _____ Map/Page #: _____
 (Police dept use only)

Date & time when house will be vacant _____

Date & time that you plan on returning home _____

Location or phone you can be reached at _____

The following person(s) are authorized to enter the property, or in case of emergency contact:

1. NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

OR

2. NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

Does the above named party(s) have a key to the property: YES NO

Type of Dwelling: Single Family Residence / Duplex / Condominium

Describe vehicles or property left outdoors while on vacation:

1. Make _____ Model _____ Color _____ Yr _____ Lic# _____ State _____

2. Make _____ Model _____ Color _____ Yr _____ Lic# _____ State _____

Other Property:

Alarm Information

Do you have an alarm system? YES NO Name and phone for alarm company _____

Property Information

1. Do you have any broken doors or windows? YES NO If so, location _____
2. Do you have any torn screens? YES NO If so, location _____
3. Do you have timers on any indoor/outdoor lights? YES NO If so, where are they located and when do they turn on or off? _____
4. Will you stop your mail & newspaper delivery? YES NO If not, is someone collecting them for you? YES NO If yes, Name: _____ Phone: _____
5. Do you want your backyard checked? YES NO (Locked gates will not be opened)
6. When are your sprinklers timed to turn on and off? _____
7. Are pets in the house or yard? YES NO If so, type of pet and person caring for them? Type of pet: _____ Contact: _____ Phone: _____

Additional Information:

The undersigned does hereby grant and request the City of Davis and the Police Department to visually check upon the property listed above. The undersigned does hereby agree to hold harmless the City of Davis; it's employees, and agents for any claim for personal injury, loss or damage to property that may be suffered by the undersigned, through any action or lack thereof, by a representative of the city of Davis. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the city, will be provided only as time or volunteer personnel is available, and no guarantee is made nor assurance given against loss, theft, or damage to premises.

SIGNED THIS _____ DAY OF _____ 20__

BY: _____ ADDRESS: _____

FOR OFFICIAL USE ONLY

Identification of person making request verified by: _____

*Original to be routed to Volunteer Coordinator

*Copy to be filed with Dispatch

Police use only: Checked by: _____ Date/Time: _____ Checked by: _____ Date/Time: _____ Checked by: _____ Date/Time: _____ Checked by: _____ Date/Time: _____

For more information on this program contact:
Volunteer Coordinator at 530 747-5411

Davis Police Department
2600 Fifth Street
Davis, CA 95616
Vacation House Check Program

The Davis Police Department Volunteers in Police Service (VIPS) are pleased to offer the citizens of Davis a "Vacation House Check Program".

An authorization form is available on-line or at the Police Department, 2600 Fifth Street. Authorization forms must be delivered to the Police Department and signed in the presence of department personnel. We request, when possible, a three day notice of your departure. VIPS Program: 530 747-5411

Once your application is received, it will be forwarded to the Volunteer Coordinator and your house will be checked by VIPS on random days and times to make sure that it is secure.

The VIPS will walk the perimeter of your property and your home. We will check to make sure that doors and windows are secure. We will report anything suspicious and notify you or the person designated as your emergency contact.

The VIPS will not enter a yard that contains a pet. VIPS will not feed pets, water lawns/gardens, or collect mail, newspapers, etc.

As an officer safety issue, if you keep firearms in your home, please list this information in the "Additional Information" section of the application.

Before you leave home, please keep in mind the following Crime Prevention suggestions.

Before you leave home:

Crime Prevention while on vacation begins with making sure your home is protected while you're away. The key is to make your home look like you never left.

- Keep shades and blinds in their normal positions
- Stop mail and newspapers, or ask a trusted neighbor to pick them up every day.
- Put timers on several house-hold lights so they turn on and off at appropriate times.
- Arrange to have yard work done while you are gone.
- Make sure all your door and window locks are in working order – and use them. Activate your home alarm (if you have one).
- Leave a radio on low, or put it on a timer.
- Turn off the ringer on your phone and turn down the volume on your answering machine.
- Allow a trusted neighbor to park in your drive-way.

For additional crime prevention tips contact the Crime Prevention Office at 747-5445.