

## VACATION HOME CHECK

... is a service provided at no cost by the Salem Police Department to residents living within the Salem city limits.

The services are provided by trained Salem Police volunteers who are making neighborhood rounds as part of their Citizen Patrol duties. These volunteers will also stop in to conduct an exterior inspection of your property as time allows.

Property owners may apply to enroll their home for a maximum of four weeks per six month period.

A vacation home check includes:

- A perimeter check of your property;
- A visual check of doors and windows; and
- Verification of vehicles remaining on the property.

While a Vacation Home Check is an added measure of reassurance during your vacation, it does not guarantee the safety or security of your property.

The Salem Police Department is not responsible for your property in your absence. By requesting a Vacation Home Check you are authorizing Salem Police volunteers to visually inspect your premises. There is no guarantee the checks will be done daily.

## YOUR RESPONSIBILITIES INCLUDE

... the following personal actions to be enrolled in the program:

- Stop mail service during your time away or make arrangements to have it collected.

- Stop subscription newspaper deliveries.
- Stop or delay parcel service. Parcels delivered in your absence will not be collected and if left unattended have the potential to be stolen.
- Inspect all door and window locks to ensure they are in proper working order.
- Install window locks or dowels for sliding glass doors.
- Use timers for lights inside and outside your home. A consistent use of lighting conveys the homeowner is actively protecting their property.
- If you have exterior lights on the property, ensure they are all in proper working order.
- If any vehicles will remain on the property, make sure the doors and windows are locked. Note any damage before you leave. Also, if you keep garage door openers in your vehicles, remove them, and store them in a secure location.
- Make arrangements for an emergency contact. This trusted person should be listed in the application found on the reverse side.
- Notify your alarm company of your participation in the program.

## READY TO ENROLL IN THE PROGRAM

Start by completing the application in its entirety and submit your form *no later than two weeks prior* to the start of your vacation to:

Salem Police Department  
Volunteer Services Section  
333 Division St. NE • 97301  
(503) 588-6002

# Vacation Home Check

A service provided by the Salem Police  
Volunteer Services Section

Salem Police Department  
Volunteer Services Section



Volunteer Services  
503-588-6002

## SALEM POLICE DEPARTMENT • VACATION HOME CHECK

The resident/homeowner must complete the form in its entirety. It must be submitted no later than two weeks prior to the start of the vacation to the Salem Police Department Volunteer Services Section at 333 Division St NE. If you have questions or need additional information, call (503) 588-6002.

### RESIDENT/HOMEOWNER INFORMATION

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

**VACATION DURATION** *Reminder: Applications may be submitted for a maximum of four weeks per six month period.*  
DEPARTURE \_\_\_\_\_ RETURN \_\_\_\_\_

### SALEM AREA EMERGENCY CONTACT

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
WILL ANYONE BE AT THE RESIDENCE WHILE YOU ARE AWAY?  NO  YES  
IF YES, PROVIDE THEIR NAME AND DATES SCHEDULED TO BE AT THE RESIDENCE: NAME \_\_\_\_\_  
DATES SCHEDULED \_\_\_\_\_

### VEHICLES REMAINING ON THE PREMISES (FOR VEHICLES LEFT OUTSIDE A GARAGE SPACE)

YEAR	MAKE	MODEL	COLOR	LIC PLATE
YEAR	MAKE	MODEL	COLOR	LIC PLATE

### PETS REMAINING ON THE PREMISES

NO  YES IF YES, DESCRIBE \_\_\_\_\_

DO YOU SUBSCRIBE TO A HOME SECURITY SERVICE?  NO  YES

IF YES, PROVIDE THE NAME AND PHONE NUMBER OF THE SECURITY COMPANY.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

LOCKING MECHANISMS ARE STRONGLY RECOMMENDED. ARE YOUR GATES LOCKED?  NO  YES

WILL INTERIOR LIGHTS BE PUT ON A TIMER?  NO  YES, DESCRIBE: \_\_\_\_\_

IS THERE CURRENTLY ANY DAMAGE TO YOUR HOME'S DOORS, WINDOWS OR FENCES?  NO  YES, DESCRIBE: \_\_\_\_\_

DO YOU WANT THE BACKYARD PREMISES CHECKED?  NO  YES

I, HEREBY, AUTHORIZE A VACATION HOME CHECK TO BE COMPLETED BY THE SALEM POLICE DEPARTMENT CITIZEN PATROL PROGRAM DURING MY ABSENCE. I UNDERSTAND AND ACKNOWLEDGE THAT A REQUEST FOR A VACATION HOME CHECK DOES NOT GUARANTEE THE SAFETY OR SECURITY OF MY PROPERTY IN MY ABSENCE. I FURTHER ACKNOWLEDGE THAT THE CITY OF SALEM POLICE DEPARTMENT IS IN NO WAY RESPONSIBLE FOR MY PROPERTY IN MY ABSENCE. I, HEREBY, EXPRESSLY AND FOREVER RELEASE THE CITY OF SALEM AND ITS OFFICERS, EMPLOYEES, AGENTS AND VOLUNTEERS FROM ANY AND ALL LIABILITY ARISING OUT OF OR RELATED TO MY PARTICIPATION IN THE VACATION HOME CHECK SERVICE. WHILE THE SALEM POLICE DEPARTMENT WILL MAKE EVERY EFFORT TO RESPOND TO ALL REQUESTS, THERE IS A CHANCE THAT THERE WILL NOT BE ADEQUATE COVERAGE AND THE REQUESTED VACATION HOME CHECK MAY NOT BE COMPLETED. I GIVE PERMISSION FOR THE VOLUNTEERS WITH THE SALEM CITIZEN PATROL PROGRAM TO VISUALLY AND/OR PHYSICALLY INSPECT MY PREMISES DURING THEIR PATROLS.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED \_\_\_\_\_

VALID THRU \_\_\_\_\_

INITIALS \_\_\_\_\_