

ON VACATION COURTESY HOUSE CHECK PROGRAM WHAT YOU SHOULD KNOW BEFORE YOU GO ON VACATION

On Vacation Courtesy House Check (OVCHC) is a community-wide program provided by the Herndon Police Citizens' Support Team (HPCST). Residents of Herndon, who go out of town for at least one week, can request a house check by the HPCST members for up to two weeks.

An OVCH involves Support Team members going to the residence and walking around the property, including the back yard if easy access is available, looking for signs of unlawful entry, foul play, unlocked doors/windows or anything else that may look suspicious.

If a problem is observed, the Police Department will contact the resident or the local emergency contact person listed on the Vacation House Check Form.

Residents can participate in this program by completing an application form. The application form is available at the Herndon Police Department's Communication Section or on the web site www.herndon-va-gov. All Vacation House Check request forms must be filled out completely, signed by the homeowner and submitted to the Herndon Police Department Communications Section (397 Herndon Parkway, Herndon, VA 20170) at least 14 days prior to the scheduled departure date.

For questions regarding the OVCHC, please call the Community Policing Officer 703- 435-6800 X2343 or Herndon Police Departments Citizen Support Team Office 703- 435-6800 X2386.

Tips for Securing Your Home While on Vacation

- Make sure all windows and doors are securely locked.
- Have a trusted neighbor or friend keep regular checks of your home and make sure they have a key and your emergency contact information.
- Stop delivery of mail and newspapers or arrange for a neighbor or friend to pick them up.
- Leave at least two inside lights on timers and set the timers to turn on and off in a logical sequence.
- Make sure that outside lights do not stay on all night long. Use timers or motion sensors instead.
- Have a neighbor park their car in your driveway to give the appearance that someone is home.
- Have a neighbor place their trash can at the end of your driveway, especially overnight, on trash day.
- Make sure your lawn is maintained and not allowed to get overgrown.
- Do not leave valuable equipment outside or storage sheds unsecured.

**Herndon Police Citizens' Support Team
ON VACATION COURTESY HOUSE CHECK**

Name	Phone (h)	(c)
Address		
Email Address	Date Leaving	Date Returning

Emergency Contact Has a Key Will Be Checking Your Residence

Name	Phone (h)	(c)
Address		

Alarm: None Audible Silent Alarm Company & Phone Number
 Pool/Jacuzzi
 Lights/Radio/TV On Timers? What Rooms & Times On/Off
Newspaper Stopped? Yes No
Mail Stopped? Yes No
Pets? Yes No If Yes, please describe

Vehicles on the Property. Please include Make, Model, Color and License Plate Number:

- 1.
- 2.
- 3.
- 4.

Attached Garage Access to Residence via Garage Rear Yard Access Motion
Lights

Names/Details of Subjects Allowed on the Property:

Names/Details of Subjects NOT Allowed on the Property:

Additional Comments:

I understand that the Herndon Police, Herndon Support Team, and the Town of Herndon do not assume any liability for loss or damage to my property during the specified dates. I also understand that a check of my residence is dependent upon the availability of support team members. I also understand that no police response is being guaranteed by the vacation check other than the normal police service and protection, which is provided to the general public. Consequently, it is recommended that homeowners make every effort to safeguard against losses including the securing of high value property, using proper locking devices, alarm systems, etc.

Homeowners Signature:----- Date:_____

Received By:_____ Date:_____