

VACATION HOUSE CHECK PROGRAM

WHAT YOU SHOULD KNOW BEFORE YOU GO ON VACATION

The Vacation House Check Program is a courtesy service provided by the Herndon Police Citizens' Support Team (HPCST) for the Herndon community. Residents of Herndon who go out of town for at least one week, but no more than two weeks, can request a house check by the HPCST members.

The courtesy service involves HPCST members going to the residence, including the backyard if accessible, walking around the property and looking for signs of unlawful entry, foul play, unlocked doors/windows, or anything that may appear suspicious.

If a problem is observed, the police department will be notified and the resident or the local emergency contact will be called.

Residents can participate in this program by completing an application. The application is available at the Herndon Police Department or on the website at www.herndon-va.gov. All Vacation House Check applications must be filled out completely, signed by the homeowner, and submitted to the Herndon Police Department, attention: Communications Section (397 Herndon Parkway, Herndon, VA 20170), **at least 14 days** prior to the scheduled vacation departure.

For questions regarding the Vacation House Check Program, please call the HPCST at 703-435-6800, ext. 2386, or the Communications Section at 703-435-6846.

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 VACATION HOUSE CHECK APPLICATION

Name:	Email:	
Address:		
Cell Phone:	Leaving:	Returning:

Alarm Type:	Alarm Company/Phone:
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<p><u>Check all that apply:</u></p> <p><input type="checkbox"/> Pool/Jacuzzi</p> <p><input type="checkbox"/> Attached Garage</p> <p><input type="checkbox"/> Garage Access to House</p> <p><input type="checkbox"/> Lights/Radio/TV on Timers Timeframe Set:</p>	<p><input type="checkbox"/> Backyard Access</p> <p><input type="checkbox"/> Motion Sensor Lights</p> <p><input type="checkbox"/> Newspaper Stopped</p> <p><input type="checkbox"/> Mail Stopped</p> <p><input type="checkbox"/> Pets Describe Pets:</p>
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Vehicles on Property: Include make, model, color, license plate number: 1. 2. 3. 4.

Names/Details of Persons Allowed on Property:

Names/Details of Persons NOT Allowed on Property:

Additional Comments:

Emergency Contact:

Contact's Address:

Has a Key: <input type="checkbox"/> Will be checking on residence: <input type="checkbox"/>

Contact's Home Phone:	Contact's Cell:
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Contact's Home Phone:	Contact's Cell:
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I understand that the Herndon Police Department, HPCST, and the Town of Herndon do not assume any liability for loss or damage to my property and participation in this program is voluntary. I understand that a check of my residence is dependent upon the availability of HPCST members. I understand that no specific police response is being guaranteed by this program other than normal police services and protection that is provided to the public. Homeowners are responsible for safeguarding their property and possessions.

Homeowner's Signature:	Date:
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Received by:	Date:
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HERNDON POLICE DEPARTMENT

VACATION HOUSE CHECK PROGRAM DOCUMENTATION

EVENT ID# _____

DATE _____

ADDRESS _____

ENTERED INTO SITES PREMISE ALERT _____

Unit #	Name	Date	Time	Paperwork Returned	Dispatcher Initials
Results					

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Results					

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