

# Vacation Vacant House Check Program



The Winchester Police Department offers a "House Check" program designed to provide our residents increased peace of mind while away from their homes during vacations, work related travel, or for other reasons.



Information submitted by the resident makes it possible for the police department to contact the resident, or their designated key holder, in the event that a problem develops at their residence. The House Check Program provides an overall increase in police presence around your home as well as your neighborhood during your time away. This program is a public service to help safeguard citizen's property and allow for a rapid response and owner notification in the event of a problem.

Please understand that this program is no substitute for normal precautions that a resident should take when away from home nor does it imply any guarantee or assurances as to the safety of your home. It is still recommended that when away from home that you stop deliveries of the mail, paper or any other regularly scheduled deliveries and activate any alarm system you may have at your house

When you are planning to be out of town or away from your home for a period of time you can fill out our vacation house check form, located in the lobby of the Winchester Police Department to request a vacation house check.

The Police Department will periodically check your house and have your contact information on file in case of an emergency. For security reasons, only hand delivered requests with photo ID will be accepted at the Winchester Police Department.

## PLEASE READ THE FOLLOWING DISCLAIMER:

*Requesting a vacation house check does not guarantee that a burglary or other crime will not occur at your residence, and it is only intended to be a request for the Winchester Police Department to check your home periodically, based upon the availability of an officer. No vacation checks while the homeowner is gone from the home are guaranteed. No additional police response or protection is being guaranteed by requesting a vacation check, other than normal police services and protection which is provided to the general public. Consequently, it is recommended that you make every effort to safeguard against losses including securing of high value property, using proper locking devices, alarm systems, etc.*

**Here are some safety tips for you:**

- **Before you leave:**
- Be sure to give your home the appearance of being occupied while you're away by: Putting lights, a radio and even the TV on timers.
- Arranging for your lawn to be cared for.
- Have a trusted neighbor pick up your mail and newspapers, or have delivery suspended for the duration of your time away.
- Make sure that your doors are locked. Leave a key with a trusted neighbor, friend or relative. *Never* hide a key on your property; criminals are good at guessing hiding spots.
- If you choose to have a neighbor care for your home while you're away, make sure they know how to contact you in case of an emergency.
- Make sure a friend or family member has your itinerary.
- **Due to the dangers involved, only unoccupied homes will be checked.** This service is not available if someone will be staying at or checking on your home, if the house is vacant or for new homes under construction.
- Please complete and submit this form. The more detailed the information you provide, the easier it is for us to determine if anything is amiss, or to contact you in an emergency should the need arise.
- As a safety precaution, only tell those that need to know about your plans to be away, make arrangements to stop your deliveries, or have someone tend to them in your absence, and never post photos or make comments about being away from home on any social media sites or in voice mail messages; save your postings until you have arrived back home. Remember be safe and help protect your property.
- ***NOTE: Officers will make a daily attempt to check the security of your home. There is no guarantee that this daily check will actually occur due to daily call volume and other unforeseen circumstances.***



# Town of Winchester- City of Winsted Police Department

## Residential Security Check Application

**Instructions:** The Residential Security Check program is offered as a courtesy to the Town of Winchester residents. Certain limitations apply. Please read the application thoroughly and provide all requested information on pages 1 and 2.

**1. Qualification Questions:** Please answer the following questions. **If you answer yes to any of the three following questions, your residence DOES NOT qualify for the program.** Contact the department for other options at (860) 379-2721. Your residence may be eligible for extra patrol even if it does not qualify for a Residential Security Check.

Do you reside in an apartment?	Yes	No	Will anyone be staying at the residence?	Yes	No
Will you be gone less than 72 hours?	Yes	No			

**1. Applicant Information**

Applicant Last Name	Applicant First Name	Case Report #	
Address	Home Phone	Emergency Contact Number	Alternate

**2. Departure/Return Information: Extended Departure more than 3 months: Yes No:**

Date of Departure	Time of Departure	Date of Return	Time of Return

**4. Resident Vehicle Information** (provide descriptions of any vehicles left parked at the residence during your absence).

A.	Year	Make	Model	Color	Registration #
B.	Year	Make	Model	Color	Registration #

**5. Local Contact Information** (may be providing maintenance, caring for pets, etc, but may not be staying at the residence).

Local Contact Last Name	Local Contact First Name	Phone Number	Does The Contact Have a Key?
			Yes No
Alternate Contact Last Name	Alternate Contact First Name	Phone Number	Does The Contact Have a Key?
			Yes No

**6. Local Contact Vehicle Information** (List any vehicles used by local contacts that may be parked at the residence).

C.	Year	Make	Model	Color	License #
D.	Year	Make	Model	Color	License #

**7. Residential Information**

Does the residence have an active alarm system?	Yes	No	Will there be animals at the residence?	Yes	No
Is the fence gate locked?	Yes	No	Are any lights left on?	Yes	No
Are there any unlocked doors or windows?	Yes	No	Are there any broken windows or torn screens?	Yes	No

**Application continued on the next page...**

8. Provide location information for any lights, unsecured/torn/broken doors/windows/screens and any other notes below:

Please sign and date below. By signing, you acknowledge that the Winchester Police Department does not: Assume responsibility for any mail or packages delivered to my home. Accept any liability for any loss or damage caused to my property during my absence. Requesting a vacation house check does not guarantee that a burglary or other crime will not occur at your residence, and it is only intended to be a request for the Winchester Police Department to check your home periodically, based upon the availability of an officer. I also agree to contact the police department immediately upon my return to cancel my residential security check.

Sign

Date

If you are leaving for an extended period of time, consider the following tips to protect your home:

1. Notify the police department of your departure and return.
2. Do not advertise your absence. Leave lights or lamps connected to an automatic timer so that your lights turn on at dusk and turn off again at bedtime to create a "lived in" look while you are away.
3. Cancel all daily deliveries (packages, newspapers, mail, etc). Have your mail held by notifying the post office.
4. Arrange for someone to cut the grass, care for pets, house plants, etc.
5. Leave blinds or shades in their normal position, but not completely closed.
6. Close and lock all windows and doors, including the garage and all exterior doors.
7. Use dead bolt locks on all exterior doors.
8. Rent a safety deposit box to store valuables.
9. Disconnect electrical appliances.
10. Turn off your hot water heater.
11. Empty the refrigerator.
12. Turn down/up the thermostat.
13. Prepare for possible emergencies:  
 Tell a friend your route and give them your license plate number.  
 Leave a house key with a friend or neighbor.

By following the above procedures, you will minimize your chance of being a burglary victim and help the Winchester Police Department to serve you and protect your home while you are away. Please have a safe trip.

**Winchester Police Department**  
**338 Main Street, Winsted, CT, 06098- (860) 379-2721**

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Identification is required at time of application. Employee accepting the application will log the identification number below. Employee receiving notice of security check cancellation will request the identification number prior to cancelling the security check.

Accepted By		Date Accepted		Time Accepted	
Applicant's License/Identification Number				Records ID #	
Cancelled By		Date Cancelled		Time Cancelled	