

House and Vacation Watch

Intake Form

HOUSE AND VACATION WATCH INSTRUCTION SHEET

Thank you for choosing the Chico Police Volunteers In Police Service (VIPS) to perform and monitor your residence for safety in your absence. The following instructions are a guide line to help assure this process. Please mail or deliver the finished intake form to the Chico Police Department – 1460 Humboldt Rd – Chico, CA. 95928. **Please keep this portion for future reference.**

Notification:

This office is not manned on a daily basis, but the phone line is monitored daily. Our phone hours are Mon-Fri. 8:00am – 4:00pm. We ask that this form be filled out and presented to us **seventy-two (72) hours** in advance. This gives us ample time to return phone calls and get any further information needed prior to your start date. If we do not receive the proper information and are unable to reach you prior to your departure, the house watch will not be carried out. This form can be e-mailed or faxed to you as well as taken over the phone, but we still ask for a 72 hour notice.

Please fill out the intake form to the best of your knowledge.

It is very important that all questions are answered completely. This will help us know when something has changed and/or if anyone has gained access to your residence. If we find anything out of the ordinary, such as a broken window or a torn screen, and it was not noted on the form, we have an officer respond to check the residence out. If we know these problems existed prior to your departure, then it saves the officers time and keeps them on the street to handle priority calls. *An asterisk * indicates the required fields.*

When you return home:

Scheduled return:

Please call the VIPS office upon your return and leave a message that you are home. This ensures us that you are at home and do not require any further house checks.

Early returns:

If you need to return sooner than your scheduled date of return, please contact the office 24 hours prior to your arrival. This will ensure your safety and will keep an officer from being dispatched to your home regarding prowlers, etc. ****If it is after 5:00pm on a Friday or Saturday night, please contact *dispatch (895-4912)* and inform them that you have returned home early and they will notify the VIP patrol so they do not have officers respond.**

Emergency returns:

We all have emergencies from time to time and may be required to return home on a very short notice. We then ask that you contact us as soon as you know when you will be returning. The earlier the better so we can inform the VIP team doing the house watch. ****If it is after 5:00pm on a Friday or Saturday night, please contact *dispatch (895-4912)* and inform them that you have returned home early and they will notify the VIP patrol so they do not have officers respond.**

IMPORTANT PHONE NUMBERS

VIPS office.....897-5861
E-mail:VIPS@ci.chico.ca.us

Chico Police Department (non-emergency).....897-4911
Chico Police Dept. Fax #.....895-4994
Or 895-4929

House and Vacation Watch

Intake Form

Date: _____

Watch No. _____ (office use only)

***START DATE:** ____ / ____ / ____

***ENDING DATE:** ____ / ____ / ____

*Resident: _____

*Phone No. _____

*Address: _____

ZIP Code. _____

Nearest cross streets: _____

*Mailing address (if different than above): _____

*Vacation Phone No. (for emergencies) _____

***CODE WORD:** _____ **E-mail address:** _____

***Local Emergency Contact:** Name(s) _____

Address: _____ Phone No. _____

Person(s) authorized on property/Purpose(yard maintenance, pet care, etc.) _____

***PETS:** (Please specify their location) _____

***Vehicle(s) on property** (G- garage; D- driveway; Y – yard)

| | | | |
|---------|-----------------|-------|-------------|
| (G/D/Y) | Year/Make/Model | Color | License No. |
|---------|-----------------|-------|-------------|

| | | | |
|---------|-----------------|-------|-------------|
| (G/D/Y) | Year/Make/Model | Color | License No. |
|---------|-----------------|-------|-------------|

***Alarm System:** Yes / No **Co. Name:** _____ **Phone No.** _____

***Light(s) / Timer On:** Yes / No **Locations and times:** _____

Mail Stopped: Yes / No

Paper Stopped: Yes / No

***Please answer the following questions:**

1) Are there any broken windows? Yes/No. Locations: _____

2) Are there any torn or absent screens? Yes/No. Locations: _____

3) Will any of your outdoor buildings be unlocked? Yes/No. Location: _____

4) Is there any damage to your property or outdoor buildings that we should know about? _____

* = *required fields*

Please read reverse side and sign form as indicated:

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Please read and sign below:

The purpose of the House/Vacation Watch program is to allow the Chico Police, Volunteers In Police Service to make periodic checks on residences that are either vacant or where the owner/resident is absent for an extended period of time. This program is to provide a monitoring service for the community and although not a guarantee, it is designed to help prevent crime with our presence.

This office is not manned on a daily basis, but the phone and e-mail system is monitored daily.

If you plan to return home sooner than expected, it is very important that you call the *VIPS* office (897-5861) and leave a message no later than 4:00pm (Monday through Friday) the day before you will be arriving so we can inform our patrol units of your return. This will keep an officer from being dispatched to your home.

Friday or Saturday night returns: Should an emergency arise after 5:00pm requiring your early return, please contact Dispatch at 895-4912 so they can inform our patrol *VIPS* and to avoid an officer being dispatched to your home.

I accept these terms and conditions specified in the Vacation Watch Program.

Resident's Signature: _____

Read Over the Phone and signed by: _____ **VIP** _____

(For office Use Only)

VIPS office: 897-5861

E-mail address: VIPS@ci.chico.ca.us

For office use only

Comments & Notes: _____

