

House and Vacation Watch Intake Form

Information and instructions for completing this form are on the reverse side.

Date: _____ Watch No.: _____ *(office use only)*

***START DATE:** _____ ***ENDING DATE:** _____

***Resident:** _____ ***Home/Cell :** _____

***Address:** _____ ***Zip Code** _____

***Nearest cross streets:** _____

***Mailing address** (if different from above): _____

***Vacation Phone No. (for emergencies):** _____

***CODE WORD:** _____ ***E-mail address:** _____
(Choose one short word you will remember.)

***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.

***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

***1)** Do we have access to your back yard? Yes / No

***2)** Are there any broken windows? Yes / No **Locations:** _____

***4)** Are there any torn or absent screens? Yes / No **Locations:** _____

***5)** Will any of your outdoor buildings be unlocked? Yes / No **Locations:** _____

***6)** Describe any damage to your property or outdoor buildings that we should know about?: _____

***=required fields**

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HOUSE AND VACATION WATCH INSTRUCTIONS

The purpose of the House/Vacation Watch program is to allow the Chico Police Department Volunteers In Police Service to make periodic checks on residences where the owner/resident is on vacation. This program provides a monitoring service for the community and although not a guarantee, it is designed to help prevent crime with our presence.

1. **The best way to set up a Vacation Watch is to call the VIPS Office (897-5861). We will return your call and complete the form over the phone. This ensures we have all the necessary information.**

2. **OR you can drop off or mail this form to: VIPS Intake Form, Chico Police Department, 1460 Humboldt Road, Chico, CA 95928.**

3. **We need to receive a mailed-in or dropped-off Intake Form at least two days prior to your departure, so we have ample time to return phone calls and get any information prior to your start date.** If we do not receive the proper information and are unable to reach you, we will not be able to set up the watch.

NOTE: The VIPS office is not manned on a daily basis, but the phone line is monitored daily.

If you plan to return home sooner than expected: Call the VIPS office (897-5861) and leave a message no later than 4:00pm (Monday through Friday). Please call at least 24 hours prior to your arrival (or sooner if possible), so we can inform our patrol units of your return. This will keep an officer from being dispatched to your home. If you can't call 24 hours in advance, please call as soon as possible.

Unscheduled (early) Friday or Saturday night returns: Should an emergency arise after 5:00pm requiring your early return, please contact CPD Dispatch at 895-4912, so they can inform our patrol VIPS and 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)

For office use only

Comments & Notes: _____

