

Out of Town Police Check Request

NAME _____

ADDRESS _____
(LOCAL DESCRIPTION IF RURAL)

TELEPHONE _____

DATE LEAVING _____

DATE RETURNING _____

NEIGHBOR WATCHING HOUSE _____

ADDRESS _____

TELEPHONE _____

PERSON WITH KEY TO CONTACT IN CASE OF EMERGENCY:

NAME _____

ADDRESS _____

TELEPHONE (home) _____ (work) _____

FOLLOWING INFO IF KNOWN:

VACATION ADDRESS _____

TELEPHONE _____

ADDITIONAL LOCATIONS OR INFO ON ITINERARY _____

Mail or drop off information to:

Daryl Dutchess
Carroll Police Department
5 W. Main Street
Frewsburg, NY 14738

CHECK LIST

At least one day before you leave:

1. Ask a neighbor to pick up your newspaper and deliveries
2. Notify the post office to hold your mail or arrange with a neighbor to pick up and hold your mail
3. Make arrangements to have grass cut and watered while you are gone. Have someone check daily to remove newspapers and circulars from your doorway and yard.
4. If you have valuables in the house take them to your bank for storage in a safe deposit vault. Deposit extra cash in your bank account.
5. Notify your state police about your departure and return dates and give a name and telephone number of a neighbor or relative to notify in case of a burglary, fire or other emergency
6. Make sure any broken windows, door locks or window locks are repaired.
7. Move all ladders, tools, lawn implements, garbage cans and yard furniture to your garage, basement or storage shed.

On the day you leave:

1. Unplug all electrical appliances such as radios, television sets, irons, washers, and fans to prevent possible damage from electrical storms.
2. Set your thermostat so that your furnace or air conditioner will maintain a reasonable temperature. In winter make sure outside water taps are drained to prevent freezing.
3. Close your fireplace flue to prevent birds or animals from entering.
4. Make sure all gas appliances are in good order and that pilot lights are working.
5. Turn off water to automatic washer to prevent possible damage from broken hose.
6. Turn down the volume control on the bottom of your telephone so it cannot be heard from outside.
7. Close all windows and sliding doors and lock. Make sure that the "Charley Bar" is secure on sliding doors, and that all screens or storm windows are locked or fastened.
8. Put window shades in normal daytime position, and make sure all main floor drapes, shades and curtains are arranged so that the neighbors and police can see into your house.
9. If you are leaving a car or other vehicle in your driveway, make sure it is locked.
10. Set your electrical timer to turn some lights on and off during the evening hours.
11. Lock you garage door.
12. Make sure the last person out locks the door. Take a walk around the house. Check the doors and windows.