

Neillsville Police Department

Home Vacation Patrol Program

How the Program Works

At least one week before the start of your vacation, you will need to complete a Vacation-Empty Property form and return it to the Neillsville Police Department at 118 W 5th Street, Neillsville, WI 54456. Please call 715-743-3122 with any questions regarding the form or the program.

It is important to note that a house check under this program does not guarantee the safety or security of the property, nor does it mean the Neillsville Police Department is in any way responsible for the property in your absence. The Home Vacation Check Program simply authorizes the Neillsville Police Department to visually and/or physically inspect your premises during their patrols.

Requesting vacation home checks is just one way to increase security while you are away. The information below will help you prepare for your absence. Some things should be done in advance; others can be done the day before or the day of your departure.

Have a great vacation!

Tips for Keeping Your Home Safe and Secure While You're Away

In the months before your departure:

- ❖ Repair broken door(s) and window(s).
- ❖ Install good quality locking devices on all exterior doors and windows.

Arrange for a trusted person to:

- ❖ Pick up your mail.
- ❖ Mow and water your lawn. Shovel snow.
- ❖ Pick up newspapers and circulars from your driveway, entry area, and yard.
- ❖ Feed your pets.
- ❖ Turn lights on and off if they are not on a timer or photoelectric sensor.
- ❖ If you have a burglar alarm, your contact person should know how to set and disable the alarm as needed. A loud false alarm during your absence will NOT be well-received by your neighbors!

The week before departure:

- ❖ Mow the lawn and trim the shrubbery.
- ❖ Store all ladders, tools, lawn equipment, etc., in a locked storage shed or garage.
- ❖ Take valuables to your safe deposit box.
- ❖ Complete and turn in the Home Vacation Check form.

On the day you leave home:

- ❖ Turn down the volume on your telephone ringer and answering machine (if you have a landline telephone) so that they cannot be heard from outside the house.
- ❖ Make sure gas appliances are turned off.
- ❖ Unplug small appliances such as fans, toasters, and electric coffee pots.
- ❖ Set your electric timers to turn on some lights during the evening hours.
- ❖ If you leave a car in your driveway, park it up against the garage door. Make sure the vehicle is locked and nothing is left visible inside.
- ❖ Bolt the garage door on the inside. Unplug the electric garage door opener.
- ❖ Make sure all windows are locked.
- ❖ Leave a key and the phone number of where you can be reached with the emergency contact person. The contact person should hold onto the key in your absence. The key should not be left in or near your own home where a burglar might find it, even in a hidden location.
- ❖ Just before you leave, walk around the house and make sure everything is secure. Remove any large items that could be used for access into a second-story window.
- ❖ Enjoy your trip!



Neillsville Police Department
118 W. 5th Street
Neillsville, WI 54456
(715) 743-3122

Neillsville Police Department
Vacation Patrol Application

Form to be filled out by the resident. It is important to answer all of the questions. Please return this form to the Police Department, 118 W 5th Street, Neillsville, WI 54456, or via email at nvpdpolice@gmail.com. Please call 715-743-3122 with any questions.

Owner/Tenant's name: (Last) _____ (First) _____

Address: _____ (within Neillsville city limits only)

Cell phone # _____

Away address (if applicable) _____ City _____ State _____

Date Leaving: _____ Date Returning: _____

Local Key Holder/Emergency Contact (name) _____ Phone _____

Vehicle in the garage? Yes No If yes, License #: _____ Make _____ Color _____

Vehicle in driveway/carport? Yes No License #: _____ Make _____ Color _____

Alarm system? Yes No Any windows open? Yes No

Lights left on? Yes No Curtains/shutters open? Yes No

Night timers? Yes No List location(s) _____

Pets on premises? Inside Outside Dog(s) Cat(s) Other _____

Property fully fenced Yes No Backyard only Yes No Gate locked? Yes No

Do you want the backyard inspected? Yes No

Any other vehicles/people on the premises during your absence? Yes (list below) No

Is your residence number prominently displayed? Yes No

Special information about the premises or situations that should be known during your absence:

I hereby authorize house checks to be conducted in my absence. I understand and acknowledge that a request for a house check under this program does not guarantee the safety or security of my property. I further acknowledge that the Neillsville Police Department is in no way responsible for my property in my absence and the Neillsville Police Department may visually and/or physically inspect my premises during their patrols.

Signature: _____ Date: _____
(Must be signed by Owner/Tenant)

Vacation Check Cancel Date: _____ By: _____