



St. Charles Police Department

1515 West Main Street

St. Charles, IL 60174

630.377.4435

James Keegan Chief of Police

VACATION CHECK REQUEST INFORMATION SHEET

Dear St. Charles Resident,

We are pleased to be able to provide the service of checking your residence while you are away on vacation. There are a few facts of which you should be aware.

- Vacation checks are done by our officers as a courtesy and as time and manpower permits. Because our activity levels vary greatly we are not able to check each home on a daily basis, especially during the primary family vacation times of the year.
- The duration of the vacation check is to be no longer than six weeks. If you are planning on being away longer than 6 weeks, you will be required to resubmit a new vacation watch for each 6-week period.
- We will accept vacation check requests for residences only, but not under any of the following circumstances:
 - When someone will be living inside the residence.
 - When a home is vacant.
 - When a house is for sale.
- We recommend that you let your neighbors know that you are on vacation and ask that they watch your home and call police if there is any suspicious activity. This suggestion is the basis upon which our successful Neighborhood Watch program is founded.
- Please inform us if there is going to be a dog or other animal cared for outside your home. Our officers need to know this so that there are no surprise encounters which could be dangerous.
- The officers also need to know if anyone will be going inside to care for pets or plants, etc. A surprise encounter of a person inside your home could be hazardous to everyone.
- If you return home earlier than planned, please go to the police department first to report your return (1515 W. Main St.) **YOU MUST REPORT IN PERSON. WE DO NOT ACCEPT PHONE CALLS AS PROPER NOTIFICATION.** (You could be a smart burglar!)
- Please tell your neighbors that we will be checking your residence from time to time so that they are aware of the purpose of our visits.
- Please arrange for your premises to look lived-in while you are away. Such things as an uncut lawn, unshoveled snow, and the accumulation of papers and mail tell a would-be burglar that he has found the right target. The police department can loan you up to two light timers for you home while you are away. Please ask the receptionist for them.

The St. Charles Police Department hopes that your vacation will be enjoyable for you. We hope that our services and suggestions will make your return uneventful.





ST. CHARLES POLICE DEPARTMENT

VACATION REGISTRATION FORM

RETURN FORM VIA FAX OR E-MAIL: 630-377-1078 or frontdesk@stcharlesil.gov

FOR OFFICE USE ONLY			
INITIALS:	DATE RECEIVED:	ASSIGN CODE #SV:	
HOMEOWNER REGISTRATION INFORMATION			
DATE LEAVING:	DATE RETURNING:		
NAME:	ADDRESS AND PHONE:		
PHONE NUMBER WHERE YOU CAN BE REACHED:	E-MAIL ADDRESS:		
LIGHTING			
INTERIOR:	<input type="checkbox"/> TIMER ON	<input type="checkbox"/> CONSTANT LIGHT	<input type="checkbox"/> NO LIGHTING
EXTERIOR:	<input type="checkbox"/> TIMER ON	<input type="checkbox"/> CONSTANT LIGHT	<input type="checkbox"/> NO LIGHTING
VEHICLES LEFT OUTSIDE OF RESIDENCE			
COLOR / MAKE:	LIC. #:		
COLOR / MAKE:	LIC #:		
COLOR / MAKE:	LIC #:		
INFORMATION ABOUT YOUR HOME			
WILL ANYONE BE ENTERING YOUR HOME TO CARE FOR PETS / PLANTS / ETC.?			
<input type="checkbox"/> YES	NAME: _____	PHONE #: _____	
	NAME: _____	PHONE #: _____	
<input type="checkbox"/> NO			
WE WILL NOT ACCEPT VACATION CHECK REQUESTS IF ANYONE WILL BE LIVING IN YOUR HOME WHILE YOU ARE AWAY.			
WILL ANY PETS BE LEFT OUTDOORS: <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> TYPE:	_____		
WILL PETS BE LEFT LOOSE INDOORS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> TYPE:	_____		
NAME(S) OF ANIMAL(S): _____			

WILL A LOCAL PERSON HAVE A KEY TO YOUR HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME: _____			
PHONE NO: _____			
PERSON FOR POLICE TO CONTACT IN AN EMERGENCY			
NAME: _____			
PHONE #: _____			
Disclaimer / Waiver: I understand that the St. Charles Police Department will not be responsible for any loss or damage sustained to my residence which may occur during my absence. I also agree to report in person to the St. Charles Police Department (1515 W. Main St.) before going home if I should return earlier than anticipated.			
Resident's Signature: _____			