

BUTLER POLICE DEPARTMENT VACATION CHECK APPLICATION

Form to be filled out by resident. It is important to answer all the questions. Please return this form to the police department business office, 12621 W Hampton Ave, Butler, WI 53007, via fax to (262) 783-2359 or email. Questions? Call (262) 781-2431 or email at: butlerpd@butlerwi.gov

Date leaving _____ Time: _____ AM ___ PM ___

Date returning _____ Time: _____ AM ___ PM ___

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

Address: _____ (within Butler village limits only)

Home phone # _____ Cell phone #(emergency only) _____

Away address (if applicable) _____ City _____ State _____

Local key holder/emergency contact (name) _____ Phone _____

Vehicle in garage? Yes ___ No ___ If yes, License _____ Make _____ Color _____

Vehicle in driveway/carport? Y ___ N ___ License _____ Make _____ Color _____

Alarm system? Y ___ N ___ Any windows open? Y ___ N ___ Curtains/shutters open? Y ___ N ___

Lights left on? Yes ___ No ___ Days? _____ Night timers? _____ List location(s) below

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

Fences: Property fully fenced _____ Back yard only _____ Gate locked? Yes _____ No _____

Do you want the back yard inspected by the officers? Yes _____ No _____

Will there be any other vehicles/people on the premises during your absence? Yes ___ (list below) No ___

Are your residence numbers 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 pursuant to this program does not guarantee the safety or security of my property. I further acknowledge that the Butler Police Department is in no way responsible for my property in my absence and that Butler Police may visually and/or physically inspect my premises during their patrols.

Signature _____ Date _____

(MUST BE SIGNED BY OWNER/TENANT)

Vacation Check Cancel Date _____ By _____

BUTLER POLICE DEPARTMENT

HOME VACATION CHECK PROGRAM



BUTLER POLICE DEPARTMENT
12621 W HAMPTON AVE
BUTLER, WI 53007
(262) 781-2431
www.butlerwi.gov



KEEP YOUR HOME SAFE & SECURE WHILE YOU'RE AWAY

In the months before your departure:

- ◆ Repair broken doors and window.
- ◆ Install good quality locking devices on all exterior doors and windows.
- ◆ Complete and turn in the Vacation Check form.

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 motion 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!

A day or two prior to 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

On the day you leave home:

- ◆ Make sure water supply is turned off.
- ◆ 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 vehicle is locked and nothing is left visible inside.
- ◆ Bolt the garage door on the inside. Unplug electric garage door opener. Lock garage door and door leading into the house.
- ◆ Make sure all windows are locked.
- ◆ Turn down heat in the winter.
- ◆ Leave a key and the phone number of where you can be reached with emergency contact person. The contact person should hold on to 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!

HOW THE PROGRAM WORKS:

Our officers regularly take a proactive approach towards crime prevention. To that end, we are willing to provide additional patrols around your home while you are away.

At least one week before the start date of your vacation, you will need to complete a Vacation Check form and return it to the address on the form. Please complete all the questions on the form. You can call Lt. Shawn Engleman at (262) 781-2431 or sengleman@butlerwi.gov with questions about the form or the program.

It is important to note that a house check pursuant to this program does not guarantee the safety or security of the property. Nor does it mean the Butler Police Department is in any way responsible for the property in your absence. It just authorizes our officers 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 in this brochure will help you prepare for your absence. Some of the things should be done in advance and others can be done the day before or on the day of your departure.

Have a great vacation!