



## GILBERTVILLE POLICE DEPARTMENT

### GILBERTVILLE POLICE DEPARTMENT HOUSE CHECK PROGRAM

Dear Resident:

The Gilbertville Police Department is pleased to provide house checks. When you are on vacation or out of town for an extended period of time, the Police Department will do a security check on your residence. This service involves a periodic drive-by/and or walk around of your residence. Generally the service is provided by a curbside view from the officer. If the officer sees anything unusual they will investigate the residence and property. **This does not guarantee that your home or property will not be vandalized or violated;** it is a reassurance program to better pinpoint a time of occurrence should your home be criminally violated. If you would like a house check, please contact the Gilbertville Police Department at (319) 296-9601 or City Hall at (319) 296-1822. Please complete the attached form, and return to City Hall. House checks will not begin until a signed / completed form is received by the Police Department. The signed form will be kept on file at the Police Department.

Please take the necessary steps to ensure your home and property is secured. Here are some helpful tips to take before leaving town:

- Contact one or two trusted neighbors along with family members and advise them of your itinerary. Provide all with a phone number for contact. It would be helpful to leave a key, so your neighbor or family member can access your home in cases of emergency. If your house has an alarm, provide the code so the alarm can be de-activated if triggered
- Have the Post Office hold your mail or have your neighbor/family member pick it up daily
- You should have the newspaper stopped or have it picked up daily
- Bring in your outside "spare" key
- Leave a light on inside the home. This can be accomplished by utilizing a timer
- Make sure your neighbor/family member tends to the garbage, usually for the first week you are away
- If you are going to be gone for several weeks it is a good idea to have someone take care of your lawn or remove snow
- Lock your garage doors and do not leave the keys in the vehicles
- Activate your alarm system if you have one

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VACATION NOTIFICATION FORM

ADDRESS: \_\_\_\_\_

RESIDENT'S NAME: \_\_\_\_\_ CONTACT TELEPHONE: \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

If the date you leave or return changes, please advise the Police Department

Resident phone contact while away: \_\_\_\_\_

SPECIAL CONDITIONS:

Lights left on (location) \_\_\_\_\_  
\_\_\_\_\_

Timer used?

Yes  No

Yes  No

Keys left with: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail stopped? Yes  No

Other deliveries? Yes  No  Type: \_\_\_\_\_

Active Alarm System? Yes  No  Service Provider: \_\_\_\_\_

List any person(s) authorized to be at the premises: \_\_\_\_\_

Are there any other conditions you would like us to know about? \_\_\_\_\_

Can officers access the back of the residence if they need to? How? Are there dogs/pets? \_\_\_\_\_

Vehicles that may be seen on premises:

License No.	State Registered	Make	Model	Color	Location

Person to contact locally in case of emergency:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Residential patrol and security checks may be given as patrol officers are available, however the City of Gilbertville makes no promises such services will be delivered or guaranteed.

I agree to hold the Gilbertville Police Department, City of Gilbertville, City Council, employees, agents and servants harmless from any and all liability upon signature of this vacation notification form.

Signature of Requesting Party

Date

Received by:	Date/Time:	Copy to Public Works: <input type="checkbox"/>	Copy to City Hall: <input type="checkbox"/>	Original to GPD: <input type="checkbox"/>
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