

CITY OF CARBONDALE POLICE DEPARTMENT
HOUSE WATCH ENROLLMENT

TIPS BEFORE LEAVING ON A TRIP

1. Engrave your valuables with your Driver's License Number or an easily identifiable number. Keep a record of all serial and model numbers.
2. NEVER let your home appear as if you are away. Invest in an electric timer or photoelectric cell to turn your lights on and off while you are away.
3. Always keep doors and windows LOCKED. Double check for function and safety and periodically check to be sure all are working properly.
4. While you are away, make sure that all deliveries are stopped: mail, newspaper, etc. Have someone take care of your lawn or shovel snow in winter.
5. NEVER admit a stranger into your home. Always demand to see proper identification. The proper persons needing entry (telephone, utilities, etc.) will have it. Report suspicious strangers loitering in your building or the neighborhood to you Police Department.

This helps Police to protect you, especially during school breaks and vacation time.

6. Turn your furnace or air conditioning down to the lowest setting and allow them to run while you are away. This will give the appearance that someone is home and will discourage potential burglars.
7. REMEMBER, if your doors don't fit tight, your locks are defective, your windows aren't secure, all the drapes are drawn, all your lights are turned off, you let your grass grow, and the newspapers and mail pile up on your doorstep, then,

**YOU ARE INVITING A BURGLAR
AND DISCOVERING A BURGLARY
WILL RUIN YOUR RETURN HOME!**

While You Are on Vacation Remember....

1. Always, “**LOCK IT** and **POCKET THE KEYS**” when you get out of your vehicle.
2. Lock all valuables in the trunk or storage compartment of your vehicle while traveling.
3. If an attendant has to park your vehicle, give him your **IGNITION KEY ONLY, NEVER THE ENTIRE KEY RING.**
4. When your car is to be parked, take all items of value to your room.
5. Always try to park your vehicle in a well lighted area near your room. If possible, within sight of your room.
6. Do not object if a clerk checks on your credit cards; he is protecting you as much as he is protecting himself. You wouldn't want anyone else using your credit cards, would you?
7. If you are taking cameras, hunting or fishing equipment, or any small valuables, take along an inventory list which includes: **MAKE, MODEL, COLOR,** and **SERIAL NUMBERS** of each item.
8. Take at least **TWO SETS OF CAR KEYS** with you on your trip.
9. Keep all receipts you are given for credit card usage to check against your statement when you get home.
10. Take along a card with **EMERGENCY INFORMATION** which should include: Auto Insurance Number, Vehicle Registration Card, Name and Phone of a Family Doctor, Name and Phone of Your Local Hospital or Clinic, and list any Allergies or Medications prescribed for members of the family.

REQUIREMENTS FOR ENROLLMENT

1. Only single family residence, duplexes, and individual apartments of permanent residents will be placed on the **HOUSEWATCH** list.
2. The residence must be clearly marked with its address.
3. No residence will be allowed to remain on the list in excess of 45 consecutive days in a twelve month period.
4. A residence already being checked on a day to day basis is not eligible.
5. No vacant property or homes for sale are eligible.

PRINT OUT, COMPLETE FORM AND MAIL TO:

CITY OF CARBONDALE POLICE DEPARTMENT
501 South Washington Street
P.O. BOX 2047
CARBONDALE, IL 62902-2047

Please enroll me in **HOUSEWATCH** while I am away.

Name _____ Telephone _____
Exact Address _____ Apt/Rm/Tr# _____
Date Leaving _____ Date Returning _____

Name of person to contact in case of emergency

Name _____ Telephone _____
Address _____ City _____

Will this person have a key to your residence? Yes No

Where can you be reached while you are out of town?

In care of _____ Address _____
City _____ State _____ Zip _____ Telephone _____

Description of vehicles and license # parked at home while away?

SPECIAL INSTRUCTIONS AND DETAILS

Lights on in the house? Yes No If yes, where? _____
Electric Timer? Yes No If yes, where? _____
Drapes open? Yes No If yes, where? _____
Radio on? Yes No Mail Stopped? Yes No
Lawn/snow taken care of Yes No Inventory list with you? Yes No

Additional Information _____

