ELK GROVE POLICE DEPARTMENT
Residential Vacation Check
Application

The Elk Grove Volunteers in Police Service *(VIPS)* provide a Residential Vacation Check Program for Elk Grove Residents. If you are interested in using this service please follow the instructions below.

1. Complete the attached form in its entirety.

2. Submit your application 3-5 days prior to your vacation. Advance notice is required for processing and scheduling.

3. Let us know if your neighbors are aware that you are away.

4. To avoid possible theft or vandalism during your absence, try not to leave any vehicles in your driveway or in front of your house.

5. To avoid possible theft of mail, newspapers, and/or packages, please stop those services while you're away or make the necessary arrangements for deliveries to be picked up regularly.

6. As a crime prevention tip, we encourage you to not leave your front porch lights on unless they are on a set timer.

7. Please call us immediately upon your return @ 916-478-8100 if you return prior to the date listed on the security check application. The VIPS are not able to differentiate between your early return and an intruder.

8. At this time, the VIPS Patrol service only extends to Elk Grove residents who are on vacation. We do not patrol vacant homes or provide general security checks for occupied homes.

9. Shortly after your return we will mail you a recap of the services rendered along with a donation request. The VIPS program operates as a non-profit organization. All funds that are collected are returned to the community through donations to multiple charities within Elk Grove.

The VIPS tax exempt number is 20-5506131.

**********APPLICANT COPY**********

Elk Grove Police Department- Volunteers in Police Service

Residential Vacation Check

** Completed Applications must be received before the vacation start date**

Application Date:			
Name	Last	First	
Address	Street		Zip Code
Cross-Street		Email:	
Home Phone		Cell Phone:	

IMPORTANT: NOTIFY US IMMEDIATELY IF YOU RETURN EARLIER THAN EXPECTED!! 916-478-8100

PATROL REQUEST

Date Leaving	Time Leaving	Date Returning	Time returning

Please check one: ☐ FRONT ONLY ☐ FRONT AND BACK

EMERGENCY CONTACT

Name	Last	First	
Address	Street		
Home Phone		Cell Phone	
Work Phone		Relationship	

GENERAL PROPERTY INFORMATION

Please answer the following questions:	YES	NO	Details
Does anyone else have keys to your home?			Name and Phone:
Are the gates locked?			
All doors and windows closed and locked?			
Are your exterior lights off during the day?			
Are your interior lights on timers?			
Newspapers, mail, deliveries stopped?			
Do you have a lawn / pool service?			Day of service:
Are you interested in receiving communication about other VIPS programs?			Best method of contact:

PEOPLE / VEHICLES ALLOWED ON PROPERTY DURING YOUR ABSENCE

1

2

3

4

Please submit your application to the EGPD Service Center: 8400 Laguna Palms Way, Elk Grove, CA 95758

Monday - Friday, 8:00 AM - 5:00 PM 916-478-8100

OFFICE USE ONLY

Application completed by:		Date:
Confirmation of receipt: YES NO		Date:
Summary Mailed: YES NO	VIPS BADGE:	Date:

Elk Grove Police Department- Volunteers in Police Service

Residential Vacation Check

Property Log

Address:

F: Front FB: Front and Back S: Appears Secure P: Package Pick-up D: Package Delivery

Date	Time	Log	Notes	VIPS ID
		F: ☐ FB: ☐ S: ☐ P: ☐ D: ☐		
		F: ☐ FB: ☐ S: ☐ P: ☐ D: ☐		
		F: ☐ FB: ☐ S: ☐ P: ☐ D: ☐		
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