

## Vacation / Business Check - Extra Police Patrol Request

The Roseville Police Department offers free vacation checks, business checks, and extra patrol services at the homeowner's request, to better serve the needs of our community. The Police Department and the community need to work together to prevent break-ins or unlawful trespassing and vagrancy while the owner is away for extended periods of time. It is recommended that the homeowner follow these simple steps in order to better safeguard their home. For instance:

- \* Cancel Newspaper.
- \* Put a hold on all mail. (forms may be obtained at the United States Postal Service Offices)
- \* Ask a neighbor to collect leaflets left on the door.
- \* Ask a neighbor to bring in trash cans from the roadway.
- \* Possibly arrange for the grass/lawn to be mowed in your absence.
- \* Leave emergency numbers with people chosen to watch your residence.
- \* Remove messages on the home answering machine stating that you will be away.
- \* Secure doors, windows, points of entry for animals, and turn off garage door opener.
- \* Never leave a key outside, under a mat, "fake rock", or under a flowerpot.
- \* Ask a neighbor to park their car in your driveway to make it look like the house is occupied.
- \* Set automatic timers to turn on and off lights in the evening around the same time you would normally be in the home.
- \* Possibly arrange to have your driveway plowed and sidewalks shoveled in the wintertime.

If you would like to participate in this service, please fill out the attached form, email it to [chiefprd@rosevilleoh.com](mailto:chiefprd@rosevilleoh.com), drop it off, or mail the completed form to the Village Offices located at **107 N. Main Street, Roseville, OH 43777 ATTN: Police Department**. By completing and submitting the form below, the police department will check on your residence or business during your time away from home or work.

Neither the Village of Roseville nor its police department assumes liability in connection with these house or business checks. Should you have any further questions, feel free to contact Chief Archie Spradlin directly at 740-697-7315 Ext. 7 or via email at [chiefprd@rosevilleoh.com](mailto:chiefprd@rosevilleoh.com) or ask any one of our police officers for more information.



**Vacation / Business Check - Extra Police Patrol  
 REQUEST FORM**

Please enter your information as completely as possible. You may be contacted regarding this request. An email address is required if you would like to be notified when this request is accepted and processed. Your requested check will be cancelled on the date and time listed by the requestor; **please remember to call 740-697-7315 Ext. 7 or send an email when you return to cancel your house / business check.** Thank you!

Name: \_\_\_\_\_ Date \_\_\_\_\_  
LAST FIRST MI Today's Date

Number(s) you can be reached at while away: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Email Address (s): \_\_\_\_\_

Exact Location/Address of Residence/Business needing services:  
 \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_ Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Kind of Animals left at Residence & Their Location: \_\_\_\_\_

Any Lights on Timers? ( Yes or No ) List their Location(s) & On/Off Times: \_\_\_\_\_

Will you have any radios, TVs or any other items left on or on timers? ( Yes or No ) List their Location(s) & On/Off Times: \_\_\_\_\_

Will anyone be checking on house, watering plants, checking on animals, etc.? ( Yes or No )

Name \_\_\_\_\_ Home Number (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Other Number (\_\_\_\_) \_\_\_\_\_

**Local Emergency Contact Person:**

Name \_\_\_\_\_ Home Number (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Other Number (\_\_\_\_) \_\_\_\_\_

Any additional information you would like to provide?  
 \_\_\_\_\_

Your home or business will be checked when time and personnel are available and as often as can be managed. We encourage you to ask your neighbor(s) or relatives to check your home or business regularly. Homes or businesses that are vacant for periods in excess of two (2) weeks place no obligation on the department, which at times cannot be fulfilled. I understand the terms of this request.

\_\_\_\_\_  
 Signature Printed Full Name Homeowner / Authorized Representative