

RIVERSIDE COUNTY SHERIFF'S DEPARTMENT

COUNTY – COMMUNITY ACTION PATROL

VACATION HOUSE CHECK REQUEST FORM

The Riverside County Sheriff's Department offers the VACATION HOUSE CHECK SERVICE to the residents of Riverside County living in the Southwest Area. Members from the COMMUNITY ACTION PATROL TEAM will conduct a cursory check of your resident on a regular basis while you are away on vacation or other business. The following information MUST be completed. (PLEASE PRINT)

FULL NAME OF RESIDENT MAKING REQUEST: _____

ADDRESS OF RESIDENCE: _____

CROSS STREET: _____

HOME PHONE # _____ PAGER/CELL PHONE # _____

LIST ANY VEHICLES LEFT ON DRIVEWAY (MAKE, MODEL, LIC #) _____

DATE/TIME OF DEPARTURE: _____ DATE/TIME OF RETURN: _____

NAME OF PERSON(S) AUTHORIZED TO BE ON PROPERTY: _____

CONTACT IN CASE OF EMERGENCY: (NAME) _____

ADDRESS: _____ PHONE NO. _____

PLEASE CHECK ALL THAT APPLY TO YOUR RESIDENCE:

____ BURGLAR ALARM ____ FIRE ALARM ____ MAIL STOPPED ____ NEWSPAPER STOPPED

____ LIGHTS LEFT ON INSIDE HOME ____ LIGHTS LEFT ON OUTSIDE ____ LIGHTS ON TIMER

____ DOG(S) LEFT HOME (LIST BELOW IF LEFT IN THE HOUSE OR IN THE YARD – ALSO SPECIFY BELOW ANY OTHER ANIMALS)

____ HOUSE SITTER/VISITORS (LIST TYPE CAR/LIC # IF ON DRIVEWAY) _____

____ GARDENING SERVICE (LIST DAYS/TIMES) _____

____ POOL SERVICE (LIST DAYS/TIMES) _____

____ MAID SERVICE (LIST DAYS/TIMES) _____

PLEASE LIST ANY OTHER INFORMATION WE SHOULD KNOW: _____

RIVERSIDE COUNTY SHERIFF'S SOUTHWEST STATION

Crime Prevention Unit

Home Security Survey

No house is absolutely burglarproof when professional burglars target your home. But they would be the first to admit that you can discourage burglars if you beef up your home security. You can begin this process by identifying your weak areas and fixing them.

The checklist below will assist you in systematically surveying your home. Every "NO" check mark shows a weak point that may let a burglar into your home. Remember, this survey will only identify weak areas. You have not improved your home security until these are corrected. Complying with these suggestions will not, of course, make your home burglar proof, but it will certainly improve your protection.

YES	NO
-----	----

YES	NO
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SAFE PRACTICES:

1. Do you keep a list of all
valuable property?

() ()

2. Do you have a list of the serial numbers of
your watches, cameras, typewriters, personal
computers
and similar items?

() ()

3. Do you have a description of other
valuable property that does
not have a number?

() ()

4. Have you taken photographs or videotaped
your jewelry, antiques
or collectibles?

() ()

5. Do you avoid unnecessary display or
publicity of your valuables?

() ()

6. Do you keep excess cash and other
valuables in a bank?

() ()

7. Do you plan so that you do not need to
"hide" a key under the doormat or similar
place?

() ()

8. Have you told your family what to do if
they discover a burglar breaking in or
already in the house?

() ()

9. Have you told your family to leave the
house undisturbed and to call the police or
sheriff if they discover a burglary has been
committed?

() ()

YES NO

Yes No

10. Are your trees and shrubs trimmed to eliminate hiding places?

() ()

11. Do you have emergency phone numbers listed on your telephone?

() ()

12. Are lights installed around the perimeter of your house?

() ()

13. Is your house number illuminated and easily visible from the street during all hours of the day/night?

() ()

14. Have you made it more difficult for the burglar by locking up your ladder or relocating trellises, drain pipes, trash bins or any other type of objects that a burglar can use to gain access to the second floor or roof?

() ()

WHEN YOU GO ON A TRIP:

15. Do you arrange for neighbors or friends to pick up newspapers, mail, packages and other deliveries?

() ()

16. Do you notify a neighbor?

() ()

17. Do you notify your police regarding extra patrol while on vacation?

() ()

18. Do you arrange to keep your lawn maintained?

() ()

19. Do you use timing devices to turn your lamps on and off?

() ()

DOORS AND ENTRY AREAS:

20. Are your exterior doors of solid core construction?

() ()

21. Do entry doors have a 90-degree wide angle viewer?

() ()

22. Do exterior doors have cylinder-type deadbolt locks with at least a one-inch throw and beveled cylinder guard?

() ()

23. Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from the inside?

() ()

24. Can all of your doors (basement, porch, french, balcony) be securely locked?

() ()

25. Do your basement doors have locks that allow you to isolate that part of your house?

() ()

26. Are all your locks in good repair?

() ()

27. Are the door strike plates (the jamb fastening that receives the bolt in the locking position) installed with three-inch screws?

() ()

Yes No

Yes No

28. Do you know everyone who has a key to your house? (Or are keys still in possession of previous owners or friends?)

() ()

29. Do all out swinging doors have a locking pin or non-removable pins?

() ()

30. Are entry areas unobstructed by Shrubbery and other décor to permit maximum visibility?

() ()

31. Do sliding doors have an auxiliary lock that locks both the door panels together or active side to the frame?

() ()

32. Do sliding doors have an auxiliary lock that locks both the door panels together or active side to the frame?

() ()

33. Is the garage door secured with a padlock, hasp or other good auxiliary lock? And do you use it?

() ()

34. Do you lock your garage door at night?

() ()

35. Do you lock your garage door when you are away from home?

() ()

36. Do you lock your garage door leading into the house?

() ()

37. Do you lock your car and take the keys out even when it is parked in your garage?

() ()

WINDOWS:

38. Are all windows equipped with auxiliary locks or pinned?

() ()

39. Have you replaced or secured louvered windows?

() ()

40. Are your window locks properly and securely mounted?

() ()

41. Do you keep your windows locked when they are shut?

() ()

42. Do you have good, secure locks on garage windows?

() ()

43. Do you have garage windows covered with curtains or blinds to prevent prowlers from looking in?

() ()

44. Are you as careful of basement and second floor windows as you are of those on the first floor?

() ()

If you would like professional advice and assistance in a thorough home security survey, call the Riverside County Sheriff's Department, Crime Prevention Unit. To keep your guard up, take a critical look at your home security every three to four months. Do not become lax - crime prevention is a continuous process.

DISCLAIMER: There are no guarantees expressed or Implied with this Inspection that will make the named residence "burglar proof," or that the recommendations will prevent any type of crime against persons within said residence.

MAINTAINING A NEIGHBORHOOD WATCH PROGRAM

Now that your Neighborhood Watch network is established, be sure that everyone understands and observes the following guidelines:

** Be alert to unusual or suspicious behaviors in your neighborhood. Call the sheriff's department if warranted. Write down descriptions of the person(s) and license plate numbers of any vehicles involved, if safely possible.

** Tell a trusted neighbor if your house or apartment will be unoccupied for an extended period (vacation, business trip, etc.). Tell him or her how to reach you in case of an emergency.

** Look after your neighbor's home or apartment when they are away, and ask them to look after yours. This includes picking up mail or newspapers and putting back the garbage cans or recycling bins. This also includes feeding animals (dogs/cats, birds, etc) left at home. Remember, the inside of a home can get very hot during the summer months and cold during the winter months. Don't leave signals for a burglar that say "No one is home." Place radios and lamps on timers. Radios should be set on a talk station.

** Get involved. It is the most effective way to reduce or prevent crime and make your neighborhood safe.

** Remember, your job is to report crime. The responsibility for apprehending criminals belongs to the sheriff's department.

** If problems arise in your area, work with your tract coordinator, district coordinator, citywide coordinator and the police department in resolving the problems.

** For further assistance, contact your tract coordinator who is next in line in your chain of command.

** Utilize your neighborhood watch telephone resource listing.

- ❖ Remind members to call law enforcement with concerns – not you, the block captain or the tract/apartment coordinator. The block captain's role is to assist, but not to report all problems to the law enforcement department.
- ❖ If resident calls the sheriff's department, be sure the resident notifies the block captain or the tract/apartment coordinator with a case number of the call and a brief summary of the call if it involves the neighborhood.
- ❖ Identify senior citizens and/or neighbors with health problems who need special assistance or attention. During power outages, check on their families. Find out if a family member is living off a respirator.
- ❖ Have available emergency telephone listings for families assigned to your area. Advise families to always call 9-1-1 for crimes in progress or life threatening situations immediately.
- ❖ Consider exchanging the following types of basic information with your neighbors:
 - ** Home and work telephone numbers
 - ** Number, ages and names of family members or occupants
 - ** Work hours
 - ** School or day care hours of children
 - ** Who owns dogs/cats/animals?
 - ** Planned vacations (time frame)
 - ** Visitors or families visiting
 - ** Scheduled deliveries or repairs

Suspect/Vehicle Detail Form

Suspect #1 Information:

Sex_____

Race_____

Age_____

Height_____ Weight_____

Hair Color_____ Hair Lgth_____

Eye Color _____

Clothing:

Coat_____ Pants_____

Shoes_____ Hat_____

Glasses_____

Identifying Features:

Scars_____

Facial Hair_____

Tattoos_____

Speech_____

Other_____

Suspect #2 Information:

Sex_____

Race_____

Age_____

Height_____ Weight_____

Hair Color_____ Hair Lgth_____

Eye Color _____

Clothing:

Coat_____ Pants_____

Shoes_____ Hat_____

Glasses_____

Identifying Features:

Scars_____

Facial Hair_____

Tattoos_____

Speech_____

Other_____

Vehicle Information:

Make_____

Model_____

Year_____ Color_____

License_____

Damage or Marks_____

Direction of Travel_____

PDF Suspect/Vehicle Detail Form

RIVERSIDE COUNTY SHERIFF'S
DEPARTMENT
SOUTHWEST STATION
CRIME PREVENTION UNIT

NEIGHBORHOOD WATCH TRAINING

GUIDE FOR

ALL

BLOCK CAPTAINS

Revised: August 13, 2003

DUTIES AND RESPONSIBILITIES OF THE BLOCK CAPTAINS

As the block captain, you are the spokesperson for your group of homes or apartments assigned to you.

- ❖ You will be assigned a certain number of homes in your tract (between 6-8 homes) or (4-6) apartments if you live in an apartment complex.
- ❖ You report directly to the Tract or Complex Coordinator of your area.
- ❖ Maintain a telephone listing (tree) of all families assigned to you.
- ❖ Designate work assignments for:
 - ** New members
 - ** Vacation home/apartment watch
 - ** Block parents
 - ** Neighborhood patrol
 - ** Fundraising
 - ** Secretarial duties
 - ** Developing and maintaining block maps
 - ** Materials/publications distribution

**RIVERSIDE COUNTY SHERIFF'S
DEPARTMENT
SOUTHWEST STATION
CRIME PREVENTION UNIT**

NEIGHBORHOOD WATCH TRAINING

GUIDE FOR

DISTRICT

COORDINATORS

Revised: August 13, 2003

DUTIES AND RESPONSIBILITIES OF THE

NEIGHBORHOOD WATCH DISTRICT COORDINATOR

As a district coordinator, you are the spokesperson for one of fourteen neighborhood watch districts within the city limits of Temecula. You report directly to the County-wide Neighborhood Watch Director.

- ❖ Work with other district coordinators, exchanging information and assisting in problem solving, where necessary.
- ❖ Attend quarterly meetings with all district coordinators and the county wide neighborhood watch director to exchange information, ideas and discuss any problems that may arise. Also plan and coordinate any major events within the city limits.
- ❖ Ensure your tract coordinators are accomplishing their duties and responsibilities and assist where needed.
- ❖ Report any stories of interest to the citywide coordinator for possible placement into the quarterly newsletter.
- ❖ Attend general training when scheduled, for all district, tract coordinators and block captains.
- ❖ As a district coordinator, you have a large area of responsibility, which not only covers the area you live in but also numerous other tract homes and/or apartment complexes within a wide range of the city. Please take the time to drive the route in your district so you can be familiar with your area of responsibility.
- ❖ Work closely with your tract coordinators in your district and get to know each and every one of them. At any given time, you may have 10 to 15 tract coordinators within your district alone.
- ❖ Do not hesitate to call the citywide director if you have any questions or problems that may arise within your district.
- ❖ District maps are available from the citywide director.
- ❖ Communication between everyone is important in keeping this program active.