



VACATION WATCH

The Lansing Police Department provides a free vacation watch service to residents of the Village of Lansing. When you are away from home for an extended period of time (4 to 30 days), you may request a vacation watch. When your home is listed with the Lansing Police for a vacation watch, patrol officers will periodically stop and check on your home. Officers may walk around your home to see if there has been any attempt forced entry or damage. Although this is not a guarantee that your home will not be damaged or burglarized, it gives you some added piece of mind. We strongly encourage you to make arrangements with family members, friends or neighbors to also check on your home.

Program Qualifiers:

If you meet the criteria below and wish for a vacation watch to be conducted at your home, please fill out the attached form and return it to the Lansing Police Department no later than 7 days prior to your departure. To qualify you must:

- Live in the Village of Lansing
- Be a single-family home (no apartments, condos, or townhouses)
- Be out of town for a minimum of four consecutive days, but not more than 30 days
- Be unoccupied during the time of the watch
- Homes that are vacant for the purpose of possible sale are not eligible
- A maximum of 4 watches (1 per quarter) may be requested in a calendar year

Vacation Tips:

- Place a “vacation hold” on newspaper and mail delivery. Include the start and end dates.
- If no “vacation hold” ask a neighbor to pick up mail and newspapers. Pick up any items that may have been left in the doorway and mailbox.
- Place interior lights and a radio on timers to give appearance the home is occupied.
- Notify neighbors of your absence and ask them to call the police if they see suspicious activity.
- Arrange for grass to be cut or the snow to be shoveled to maintain the look that you are home.
- Make sure that all entry points to your home are secure, unplug electric garage door opener. Lock any vehicles that are being left at the house.



VILLAGE OF LANSING

Alfred Phillips
Chief of Police

Police Department

Patricia Eidam
Mayor

Dan Podgorski
Village Administrator



VACATION WATCH Emergency Notification Form

Any resident of the Village of Lansing may request a house or vacation watch from the Lansing Police Department. The Lansing Police Department will conduct periodic checks on your home while you are away.
YOU MUST BE GONE FOR A PERIOD OF FOUR (4) TO THIRTY (30) DAYS TO USE THIS SERVICE.

Please complete the following information (please print clearly)

NAME		ADDRESS	
CELL PHONE NUMBER		EMERGENCY PHONE NUMBER WHERE YOU CAN BE REACHED	
DATE LEAVING	TIME	DATE RETURNING	TIME
Will anyone have keys to your house? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will anyone be entering your house? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered yes to the above, please complete the following:

NAME	ADDRESS	TELEPHONE NUMBER

Will there be any lights on inside the house? Yes No If yes, please list which rooms:

Will there be any vehicles parked in the driveway? Yes No If yes, please list them:

VEHICLE DESCRIPTION	MAKE/MODEL	PLATE NUMBER	COLOR

*Please be advised that this service is not a guarantee that your home will be safe from any type of crime or natural disaster. A beat officer will check your home at least once on his/her tour of duty (if time permits). If long term watches are requested (over 2 weeks), the home will be checked at least once per week.

PLEASE RETURN THIS COMPLETED FORM TO THE POLICE DEPARTMENT 7 DAYS PRIOR TO DEPARTURE

Internal use only

RD #:		ENTERED? <input type="checkbox"/>	DATE:	
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