



**CARBONDALE**  
All Ways Open

City of Carbondale  
Police Department  
501 S. Washington Street  
City, State, Zip  
Phone Number  
Carbondalepolice.com

### HOUSE WATCH REQUEST

Please enroll me in House Watch while I am away.

Name		Phone			
Exact Address		Apt/Rm/Tr#			
Date Leaving		Date Returning			
Name of person to contact in case of emergency:					
Name		Phone			
Address		City, State			
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		Phone			
Description of vehicles and license # parked at home while you are 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:					

## 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 your Police Department.
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-lit 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 residences, duplexes, and individual apartments of permanent residents will be placed on the house watch 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 12-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.