



Corrales Police Department

Request for Extra Patrols

START DATE:		END DATE:	
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REASON FOR REQUEST: VACATION _____ DOMESTIC VIOLENCE _____
OTHER REASON (EXPLAIN):

YOUR INFORMATION

NAME:			
ADDRESS:			
TELEPHONE:	HOME:	MOBILE:	OTHER:
SECURITY:	ALARM: YES NO LIGHTS: ON OFF TIMER		
VEHICLE(S):			

UNWANTED SUBJECT INFORMATION

NAME:			
ADDRESS:			
TELEPHONE:	HOME:	MOBILE:	OTHER:
VEHICLE(S):			
COURT ORDER	IS THERE A RESTRAINING ORDER IN EFFECT? YES _____ NO _____		

EMERGENCY CONTACT INFORMATION

NAME:			
ADDRESS:			
TELEPHONE:	HOME:	MOBILE:	OTHER:
VEHICLES:			

ADDITIONAL COMMENTS:

Release Agreement: Please read the following statement carefully before signing and submitting this form. The Corrales Police Department offers extra patrols of residences and businesses, which are expected to be vacant for several days or otherwise warrant additional law enforcement attention. Upon receipt of this request, CPD members will conduct periodic extra patrols as time permits; however, this cannot guarantee the security of your property. In order to balance this service with our other duties and most efficiently utilize our resources; for requests of up to 14 days the CPD will attempt to check your property daily, and for requests which exceed 14 days the CPD will attempt to check your property weekly. Neither the Corrales Police Department nor the Village of Corrales assume any liability in the event of theft, loss or damage to personal or real property in or around your residence. By submitting this form, it is understood and agreed that neither the Corrales Police Department nor the Village of Corrales assume any liability regarding the "Request for Extra Patrols." The resident, by accepting these terms of the "Request for Extra Patrols," and by execution of this request understands and agrees to the provisions of this release.

Signed: _____
Printed Name: _____

Date: _____

ONLY SIGNED REQUESTS WITH START AND END DATES LISTED WILL BE ACCEPTED

CORRALES POLICE DEPARTMENT

VACATION WATCH TIPS

Is your home going to be unattended for an extended amount of time? If so, don't leave your home an easy target for a burglar. To reduce the possibility that your home will be burglarized while you are away use the following checklist to secure your property before you leave:

- Arrange for a trusted neighbor or relative to pick up and hold your mail and newspapers so they don't pile up. If this is not possible, notify your news carrier and the post office to hold these deliveries.
- Make arrangements to have the lawn mowed or walks shoveled while you are gone. Have a neighbor check daily to remove papers and circulars left on your door and in your yard. If desired have your garbage cans taken out and back in on pick up day. All these suggestions give your home an appeared to be lived-in look.
- If you have valuables in your home, take them to your bank deposit box or other secure location. If using a safe in the home, ensure it is bolted to a secure surface (ie; the floor). Deposit extra cash laying around into your bank account.
- Make sure all windows, doors, and locks are in good repair and that all sliding doors and windows are secured with a lock and bar or dowel, sliding bolt or security pin.
- Set timers to turn on lights and a radio or TV periodically to give your home a lived-in look.
- Arrange for a trusted neighbor or relative to watch your home and give them a spare key. Let them know where and how you can be reached in case of an emergency. Write their telephone number down so you can check with them during your time away. Let them know of anyone who might have legitimate access to the house while you are away. Alert them if you request a vacation watch through the Police Department.
- Make certain that all windows and doors are closed and locked. Lock your garage door(s) too! You may even opt to unplug your electric garage door opener. Take a walk around the house and check that all doors and windows are properly secured.
- Lastly, fill out the Request for Extra Patrols form to notify the Police Department that you are leaving and the details of your extended absence. While the Corrales Police Department cannot guarantee that your home will not be burglarized while you are gone, providing this information will alert Officers to make extra patrols by your property and keep an eye out for anything suspicious.