

Dear Resident,

Thank you for utilizing the Milledgeville Police Department Security Check program.

The Milledgeville Police shall make periodic checks of your residence while you are away from home and make notification to your emergency contact number should a problem be discovered.

Although this program will increase the visibility of police around your area our department cannot totally guarantee the safety of your residence or be responsible for any damage incurred as such.

The Milledgeville Police Department encourages you to follow the recommended safety guidelines listed below:

- Make your home look as lived-in as possible while you're away.
- Have your residence secured with a security system that makes notification to the proper emergency response agencies.
- Give a spare key to a neighbor you trust and give them an emergency telephone number to reach.
- Arrange to have your mail and newspapers either stopped or picked up daily.
- Have someone mow your yard or rake the leaves so your house looks lived-in.
- Use automatic timers to turn on a radio, television and lights at different times to hide the fact you are not home.
- Turn down the ringer on the telephone. An unanswered telephone is a dead give-away.
- Be sure you don't announce your absence on your answering machine message.
- Leave your blinds like you normally would if you were home. Only close them all the way if that is what you would normally do.
- Be sure to close and lock the garage as well as any storage sheds, gates, etc.
- Engrave all your valuables with your driver's license number. If possible, videotape the contents of your home. Be sure to keep the video and the list of valuables in a safety deposit box.
- Ask your neighbor to occasionally park in your driveway. If you are leaving a vehicle parked outside, have the neighbor move it periodically so it looks as though you are home.

Sincerely,

Woodrow W. Blue, Jr
Chief of Police
Milledgeville Police Department

SECURITY CHECK FORM

**** Valid for no more than 30 days ****

Please print. Completed forms can be dropped off at the Milledgeville Police Department 24 hours a day or faxed to (478) 414 – 4407. If faxed, please call to ensure the form has been received.

Name: _____ Address: _____
Home Phone: _____ Cell Phone: _____
Date leaving: _____ Date returning: _____
Primary Emergency Contact: _____ Phone number: _____
Secondary Emergency Contact: _____ Phone number: _____

Description of house: _____

Check all applicable: Someone will be checking the property You will be away more than 30 days
***** If either above box is checked, your property will be moved to the random patrol check list due to the current departmental economic situation. ******

Who is authorized to be on the property? Please include their license plate number and vehicle description and scheduled time on property.

Are you leaving any vehicles in the driveway? (Please describe) _____

Are you leaving any vehicles in the garage? (Please describe) _____

Are lights on or on timers? YES NO timer **Any outside lights?** YES NO timer

Are you leaving any pets home? If so, please not type of pet and where they will be located.

Is house alarmed? yes no **What type of system?** _____

Alarm company name and phone number: _____

By signing this form you are authorizing members of the Milledgeville Police Department to be present on your property and enter your residence should an emergency be discovered.

Your Signature: _____

<p><i>To be completed by Police Department</i></p> <p>Date & time received: _____ Disp: _____</p> <p>Security check number: _____</p>
