



Bryan Litwin, Chief of Police

It is the mission of the Kentwood Police Department to reduce serious crime, increase traffic safety, and serve the community with excellence.



Dear Homeowner,

The Kentwood Police Department Volunteers in Police Service (VIPS) will be checking your home during your vacation. While every effort is made to ensure regular checks on your home, depending on availability and volume of requests, your home may be checked less frequently.

Please fill out the information on the attached forms and return it to the Kentwood Police Department. Information must be filled out completely. We are pleased to be able to provide the service of checking your residence while you are away on vacation.

There are a few facts of which you should be aware.

Vacation Checks are done by our volunteers as a courtesy and as time and manpower permits. Because our activity levels vary greatly, we are not able to check each home on a daily basis, especially during the primary vacation times of the year. We will accept vacation check requests for residences only, but not under any of the following circumstances:

- When someone will be living inside the residence.
- When a home is vacant.
- When a house is for sale.

In addition, here is other important information:

- We will check the home for a minimum of one week and a maximum of 6 months.
- We recommend that you let your neighbors know that you are on vacation and ask that they watch your home and call if there is any suspicious activity.
- Please inform us if there is going to be a dog or other animal cared for outside your home. Our volunteers need to know this so that there are no surprise encounters which could be dangerous.
- The volunteers also need to know if anyone will be going inside to care for pets or plants, etc. A surprise encounter of a person inside your home could be hazardous to everyone.
- If you return home earlier than planned, please let us know.
- Please tell your neighbors that we will be checking your residence from time to time so that they are aware of the purpose of our visits.
- Please arrange for your premises to look lived-in while you are away. Such things as an uncut lawn, unshoveled snow, and the accumulation of papers and mail tell a would-be burglar that he has found the right target.

If you have any questions, please do not hesitate to call Vicki Highland at 616-656-6571.

We look forward to serving you!!!

4742 Walma Ave SE Kentwood, Michigan 49512 (616) 698-6580

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Kentwood Police Department Vacation House Checks

Check list for leaving your home unoccupied

You're going on vacation! This should be a time of relaxation and fun for you and your family. Coming home to discover your home has been broken into is not a pleasant homecoming. The following simple safety tips are offered to help you secure your home.

One Month Before You Leave:

- Check for and repair any broken windows or doors.
- Install good-quality locks on all doors and windows
- Request the Volunteers in Police Service (VIPS) volunteers perform a "Vacation House Check" on your residence while you are gone by completing a Vacation Check Form and mailing or delivering it to the Kentwood Police Department.

One Week Before You Leave:

- Call the Newspaper and cancel delivery while you are gone.
- Notify the Post Office of your absence. Have mail forwarded or saved for you at the post office.
- Arrange to have someone (a neighbor, friend or relative):
- Pick up your mail if other arrangements were not made
- Mow your lawn/shovel your walk
- Pick up circulars, etc. from your driveway, yard, and entrance
- Feed your pets, water plants, check heat is on etc.
- Keep an eye out for any suspicious activity.

One Day Before You Leave:

- Mow your lawn/shovel your walk
- Secure all lawn equipment, tools, etc. in locked shed or garage
- Take your valuables-jewelry, cash etc. to your bank safe deposit box
- Set timers or photo-electric sensors and make sure they're functioning as intended

The Day You Leave:

- Make sure gas appliances are completely off
- Unplug small appliances
- Turn down volume of telephone so it cannot be heard from outside
- Double check your electric timers
- If you leave a car in the driveway, make sure it is parked up against the garage door and is securely locked
- Make sure all doors and windows are locked
- Leave a key to your house, garage etc. with your "emergency contact"
- Leave your telephone number and address with your emergency contact and with VIPS if it is known ahead of departure
- Put a radio on a timer device to give the illusion of occupancy
- Do a last-minute walk around the outside of your house to make sure everything is secure
- Optional but wise: Turn off water to automatic washer to avoid possible damage from a split hose, turn off your water heater if you will be gone for an extended period. During winter, remember to take precautions against frozen water pipes