



## VACATION HOUSE CHECKS

In an effort to more effectively serve our community while being mindful of the limited resources available in these challenging times, the Ephrata Police Department is evaluating many areas of our operating procedure. In reviewing our extra patrols/vacation house checks, we have set the following process in place:

1. Vacation House Checks (also known as Security Checks and Extra Patrol Requests) are initiated by a resident's written request (forms available online at [www.ephrata.org](http://www.ephrata.org) and at our Business Office).
2. Vacation House Checks are valid for up to ninety (90) days only. If you expect to need more than ninety days, a written request for extension may be submitted for approval by the Chief of Police. Extensions may be requested at the time of the initial filing or any time during the ninety days. Determination of the Chief is final.
3. House Checks are performed primarily via drive-bys and only as police call-loads permit. This is a courtesy function of EPD and does not commit the Department to any specific patrol schedule. Physical checks of your property are performed at the discretion of the patrolman. Your request for House Checks and the Department's acceptance of that request does not obligate the Department, nor does EPD assume responsibility for any loss and/or damages to your property in your absence.
4. EPD will no longer accept open-ended requests (i.e., indefinite "return" dates)(see #2). Please call our business office at 509-754-2491 during business hours if you will not be returning on the date you stipulated on the request form. Barring notice from the resident, House Checks will end on the return date listed on your form. It will be helpful for you to contact the business office when you return, and especially to notify us in the event that your residence has suffered loss or damage in your absence.
5. As noted, extensions can be approved if you will be gone longer than 90 days ("snowbirds" and where a resident is hospitalized, etc.). Long term security for vacant properties and for "summer homes" does not fall under the purview of Vacation House Checks, so we recommend you avail yourselves of commercial security services under those circumstances. If in doubt as to whether your property qualifies for Vacation House Checks, please contact our business office.

It is our hope that we can continue to serve you by supplying a "police presence" in your neighborhood while you are away from home, and that these changes will not inconvenience you. If you have questions or comments, please contact EPD Monday through Friday, 8 a.m. until 4:30 p.m.

Sincerely,

Erik Koch  
Interim Chief of Police

**Ephrata Police Department**  
**121 Alder St SW, Ephrata WA 98823**  
**509-754-2491 [www.ephrata.org](http://www.ephrata.org)**