

# City of Portland

## Vacation Checklist - Home Preparation

Vacationing can be a well deserved and exciting time. When vacationing people often take the time to plan out every detail from creating an itinerary to budgeting for the exciting trip. However, something that can be forgotten in the trip planning is home preparation for your absence. Whether it is leaving home for a single night or a long trip from Thanksgiving through New Year's, you should always take preventative measures to avoid becoming a victim of crime (e.g. burglary or theft).

Below are some quick view pre-travel safety tips and recommendations. Find a full detailed checklist of Vacationing Home Safety and Crime Prevention recommendations inside this handout.



LOCK ALL  
EXTERNAL  
WINDOWS  
AND DOORS



ARRANGE  
CARE  
FOR ALL  
PETS AND  
ANIMALS



PUT HOLDS  
ON ALL  
MAIL AND  
NEWSPAPER  
DELIVERIES



SECURE  
VALUABLES  
IN A SAFE  
OR LOCK  
BOX



SET YOUR  
INTERNAL  
AND  
EXTERNAL  
LIGHTS ON A  
TIMER



MAKE IT  
LOOK LIKE  
THE HOME IS  
OCCUPIED



DO NOT  
SHARE THAT  
YOU ARE  
LEAVING  
ON SOCIAL  
MEDIA



SET YOUR  
SECURITY  
ALARMS  
AND/OR  
CAMERAS

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# VACATION CRIME PREVENTION — HOME CHECKLIST

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|--|--|
| Place holds on your mail during your vacation at <a href="http://holdmail.usps.com/holdmail">holdmail.usps.com/holdmail</a> . If you have an unlocked mailbox, ask your neighbor to check your box periodically in case the request wasn't processed.  |  |
| Place holds or stop newspaper delivery.  |  |
| Make sure no packages are sent to your home while you're out. If you must have one delivered while on vacation, send it to someone who can sign for it or have a trusted neighbor bring them inside.   |  |
| Don't announce your vacation on social media before or during your vacation. Post your pictures and trip information after you return.   |  |
| Place travel alerts on your credit cards. Consider only taking the ones you plan to use. Hide any remaining cards in a location where a burglar isn't likely to look for them or store them in a safe deposit box.   |  |
| Notify your trusted immediate neighbors that you will be on vacation, even for weekend getaways. Ask them to watch your home and call the police if someone is loitering around your home or behaving suspiciously. If there will be visitors at your place during your vacation, inform your neighbors and/or Neighborhood Watch members. |  |
| Arrange for a neighbor to place your garbage bins out on trash day and return them after trash pick up. If you will be gone on an extended vacation, ask your neighbors to use them.   |  |
| Place indoor lights on automatic timers. The benefit of lights and other devices on timers is that the activity creates an appearance that someone is home. You want the lights that are visible from outside to switch on and off at various times throughout the day. If you can activate them remotely, this is another option.         |  |
| If you have dusk-to-dawn exterior lighting and/or motion detector lighting, you will not have to worry about placing timers on exterior lighting. Otherwise use timers. When outside lights are left on for the entire vacation, it becomes obvious that no one is around.   |  |
| Place televisions and radios on automatic timers or have a trusted person turn them on and off periodically. Make sure that sound is just audible from the porch or other areas around your home, but the source can't be determined. Talk radio is a good option because it's more likely to sound like a conversation.                   |  |



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# VACATION CRIME PREVENTION — HOME CHECKLIST

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| Arrange for someone to park in your driveway to generate activity at your residence.   |  |
| Arrange for a relative or trusted neighbor to check on and spend time in your house occasionally to make sure everything is okay and make it appear occupied.  |  |
| Have neighbors remove circulars or advertisements placed on your door.   |  |
| Maintain landscaping. Unkempt yards can indicate that you are away.  |  |
| Provide a phone number where you can be reached by trusted neighbors while you are gone in case of an emergency.   |  |
| Consider hiring a house-sitter during your leave. They would provided the appearance of a resident in the home (opening and closing curtains, turning on and off lights, etc.)   |  |
| If you have a monitored alarm system, make sure your emergency contact information is up to date. Inform the company if you are having a house-sitter watch your residence. Make sure that house sitters know how to activate and deactivate the alarm and what to do to clear false alarms. |  |
| If you monitor your camera surveillance system, determine how this will be handled while you are gone.   |  |
| Consider storing valuable items such as jewelry or financial and personal information in a safe deposit box.   |  |
| If you have pets, arrange for someone (neighbor or pet-sitter) to give them supervised time outside. If your animal has access outside (dog door) consider restricting that to only supervised times during your time away to avoid pet theft.   |  |
| If you are traveling abroad, check out our “Vacation Checklist: Traveling Abroad” at <a href="http://portlandoregon.gov/civic/cpadvice">portlandoregon.gov/civic/cpadvice</a> .  |  |

For more help and resources on Crime Prevention for your vacation or general day to day activities, contact your Crime Prevention Team at [www.portlandoregon.gov/civic/cp](http://www.portlandoregon.gov/civic/cp) or call the main line at 503.823.4064. Other handouts and resources are available online at: [www.portlandoregon.gov/civic/cpadvice](http://www.portlandoregon.gov/civic/cpadvice).



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# Reporting Toolkit

Is it an immediate or life-threatening emergency?

**YES**

Dial 911 - Be prepared to provide information (i.e. location, suspect details, involved persons). Do not hang up until instructed to do so.

**NO**

Are you calling to report a crime or suspicious activity?

**YES**

Does the incident involve any of the following:

- Known suspect(s)
- Stolen vehicles
- Domestic violence
- Vehicular accidents
- Firearms
- Hit and runs
- RX Medication
- Require police presence

**NO**

**NO**

**YES**

Report online:  
[portlandoregon.gov/police/cor/](http://portlandoregon.gov/police/cor/)

Call Portland Non-Emergency  
at (503) 823-3333.

Are you reporting livability issues and violations (e.g. campsites, potholes, illegal/abandoned vehicles)?

**YES**

**NO**

Go to [pdxreporter.org](http://pdxreporter.org) and file a report (you will need a [portlandoregon.gov](http://portlandoregon.gov) account to login).

Do you need help and/or training for your business, neighborhood or residence, but don't know where to start?

**YES**

To get more training and connect with your Crime Prevention Team go online to:  
[portlandoregon.gov/civic/cp](http://portlandoregon.gov/civic/cp)

Your Crime Prevention Team's mission is to organize and support community partnerships to prevent crime and the fear of crime. You can also find online resources and training tools on the Office of Community & Civic Life, Crime Prevention Program website [portlandoregon.gov/civic/cpadvice](http://portlandoregon.gov/civic/cpadvice).



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