



Cocoa Police Department
Office of the Chief of Police
1226 West King Street | Cocoa, FL 32922
Phone: (321) 639-7610 | Fax: (321) 637-6357



Dear Citizens,

The While You're Away Program is an invaluable courtesy service offered by the City of Cocoa to its residents. The primary purpose of this program is to offer vacationing, seasonal, and year-round residents the reassurance that if a problem exists at their property such as suspicious activity, utility emergencies, or other emergency conditions, the resident or their designated key holder can be contacted expeditiously.

In addition to sworn police officers, members of the Cocoa Police Department's Volunteer Citizen's Observer Program (VCOP) may also conduct periodic Vacation House Checks on your home while you are away and immediately notify you or your designee of any problems or concerns at your residence. Participants can provide contact information for themselves or a key holder which will enable the Police Department to more quickly remedy emergency situations.

It is important to note that the While You're Away Program is not intended, or designed, to replace home security systems or other security services. Rather, it is a courtesy service designed to further protect your home and enhance the Police Department's ability to rapidly respond to, and remedy, an emergency at the homes of our residents.

Qualifications for While You're Away Vacation Check Program

- Residence must be within the City of Cocoa
- A "Vacation House Check" form must be completed and delivered to the Cocoa Police Department at least 72 hours prior to your departure.
- The authorization and waiver section of the form must be signed before accepting the form.
- These forms may be completed in one of the following ways:
 - Online Form Submittal
 - Printed and completed form dropped off at the Cocoa Police Department
 - ***No forms will be accepted by mail***
- Service does not include feeding animals, watering plants, or picking-up mail and newspapers.
- Service is not available for homes that are vacant, for rent or occupied during your leave.
- Vacation Checks will not exceed beyond 30 days and residents are required to call the Police Department upon their return home.

Thank you for this opportunity to better serve you.

Sincerely,

Michael Cantaloupe
Chief of Police



Resident Information

Last Name		First Name		Email Address	
Street Address		Home Phone	Cell Phone	Other Phone	
Date Leaving			Date Returning		

NOTE: You must call the Cocoa Police Department and advise when you have returned home.

Local Emergency Contact Information

Emergency contact must have a key, must be local and have the authority to allow Police and/or Fire Services into the residence. This person will be responsible for securing the property should there be damage due to burglary, fire, etc.

Last Name		First Name		Does contact have house key? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Street Address		City		Contact Phone	

Notes:

Alternate Contact

Last Name		First Name		Does contact have house key? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Street Address		City		Contact Phone	

Notes:

Pets

Any Pets? If so, How Many? Type of Pets Location of Pets
Yes No # _____

Vehicles Left On Premises

Vehicle #1

Year/Make Model Color License State/ #
Location: _____

Vehicle #2

Year/Make Model Color License State/#
Location: _____

People With Permission To Be On Property

Name	Vehicle Information	Contact Phone
Name	Vehicle Information	Contact Phone

Alarm Information

Alarm System? Audible? Alarm Service Phone
Yes No Yes No _____

I request a security check be made of my premises and agree to notify the Cocoa Police Department immediately upon my return. I acknowledge that I have read and understand the conditions of this program.

Signature _____ Date _____

"The While You're Away Program is a courtesy service provided by the City of Cocoa to its citizens, and does not constitute a protective services contract, express or implied, between Program participants and the City. I hereby release, waive, discharge and hold harmless the City of Cocoa, its officers, servants, agents, and employees from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or relating to any loss, damage or injury that may sustained by me, or to any property belonging to me, while participating in this Program."



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While You're Away Vacation House Check Program

Here are some safety tips for you:

Be sure to give your home the appearance of being occupied while you're away by:

- Putting lights, a radio and even the TV on timers.
- Arranging for your lawn to be cared for.
- Have a trusted neighbor pick up your mail and newspapers, or have delivery suspended for the duration of your time away.
- Make sure that your doors are locked.
- Leave a key with a trusted neighbor, friend or relative.
- NEVER hide a key on your property; criminals are good at guessing hiding spots.
- If you choose to have a neighbor care for your home while you're away, make sure they know how to contact you in case of an emergency.

If you are driving to your vacation destination, before you leave:

- Make sure a friend or family member has your itinerary.
- Have your vehicle serviced by a qualified mechanic.
- Make certain your insurance and vehicle registration is current.
- Carry a cell phone in case of emergency.
- Have road flares, jumper cables and a flashlight with fresh batteries handy.
- Plan your route and be prepared for road and weather conditions to change.
- If your travel brings you to the mountains, be sure to bring chains during the winter months.
- Take frequent breaks to help you remain alert and avoid "highway hypnosis."
- If you miss your exit, DON'T PANIC. Sudden stops, swerving and aggressive maneuvers may place you, your family and others in danger particularly on interstate roads.

If you're flying to your destination:

- Make sure a friend or family member has your itinerary.
- Put your work address on your luggage tags.
- Arrive at the airport early to get through all the security checks and not have to rush or miss your flight.

When you arrive at your destination:

- Learn the phone number and address of the place you're staying.
- KNOW THE RULES. Laws and ordinances change from town to town and state to state. This is especially important if you're traveling abroad. A hotel concierge is an excellent source for assistance and information.
- Know how to contact the local police, fire and rescue services.
- Watch out for frauds and cons. They frequent vacation spots.
- Never leave your valuables unattended.
- Don't carry large sums of cash or wear expensive jewelry.