



City of Florence

250 Hwy 101, Florence, OR 97439

www.ci.florence.or.us

Dear Florence Resident:

Patrol requests are done for the City of Florence residents as part of our nonrequired services. This means that this type of service is done depending on available staffing and required service activity that the Police Department has at any given time.

Therefore, the following information should be noted:

1. The primary purpose of the patrol request is to alert the Police Department that a particular residence will be unoccupied for a given length of time. The request will also include a local contact in the event of a crime as well as direct contact with you in the event of an incident on your property.
2. If there is an incident at your residence, the Florence Police Department does NOT have resources to secure the residence or out buildings.
3. If an emergency message is received by this department while you are out of town, we will attempt to contact you using the information you provide on this form.
4. Unless specifically requested, officers do not physically check the residence unless there is a reason to believe a crime has been or is being committed.

Although patrol requests cannot totally prevent the commission of a crime upon your property or the detection of one that may occur during your absence, the checks increase the chances of preventing a crime or identification of the perpetrator(s).

On the reverse side is the patrol request form to assist you in providing necessary information. Please fill out as completely as possible.

Please contact the Florence Police Department when you return from your vacation at 541-997-3515.

We hope you enjoy a pleasant and safe vacation!

Sincerely,

Chief of Police
Florence Police Department

Patrol Request Information Form
(please print clearly)

Requestor Name: _____ Phone: _____

Address: _____

Requestor Email: _____

Owner of Residence (if different): _____

Owner Address: _____ Phone: _____

Travel Itinerary

Date Leaving Florence: _____ Return Date: _____

Date(s): Location(s): Phone #s

Person(s) who will be responsible for your residence in your absence:

Date Leaving Florence: _____ Return Date: _____

Name(s): Address(s): Phone #s Have keys to residence?

Information we should know about (lighting, vehicles, animals, plants, etc.):

Do you want a physical walk around check for the residence? YES NO

NOTE:

Residents are strongly urged to call the Florence Police Department at 541-997-3515 when they have returned home so the patrol request may be removed from the patrol queue.