



*By signing the front of this form the person(s) listed states they are the resident/lessee of the location listed above. It is also understood that the courtesy checks offered by the United States Park Police are provided as time permits. Participation is strictly voluntary. The United States Park Police are not obligated to perform this service and in no way do these checks place additional accountability for loss of property or property damage on the agency that would not apply under normal patrol operations. In the event a question or problem arises regarding this location the United States Park Police will make every effort to contact the undersigned or the designated responsible party to make any necessary notifications.*

*The Courtesy Checks are for those addresses where the occupant(s) will be out of town for three days or more. In order for the Courtesy Checks to begin the occupant(s) must come to the United States Park Police SFFO Headquarters at Building 1217 Ralston Ave on the Presidio. There they will meet with a supervisor, fill out and sign this form and provide proof of occupancy. No requests can be taken over the phone. No forms without an occupants' signature will be honored. This is to avoid the possibility of erroneous checks, harassment or practical jokes that could place occupants or officers in danger.*

The United States Park Police offers Courtesy Checks to residents of the Presidio, Fort Mason and NPS Housing located in the Golden Gate National Recreation Area (GGNRA). These checks are not in lieu of normal patrol operations but are offered as a proactive supplement. When available and time permits officers can focus their patrol efforts on specific addresses as requested. This will typically take place at night but may also be done during the day. Typically, an officer will stop at the location to be checked and make a physical inspection of the exterior of the building and grounds. If all is secure and nothing appears out of the ordinary, the officer will note the check on the log sheet and advise the Communications Section that all is well and a case number for a Courtesy Check will be issued to record the check.

If a problem is located the officer shall make every effort to contact the designated responsible party. This contact will be attempted regardless of the time of day so as to expeditiously resolve any issue that may arise. When necessary, officers may enter a residence or business to investigate the source of any problems and document the case accordingly.

The Courtesy Checks will last for a maximum of two weeks unless more time is requested. Anyone returning prior to their expected return date must notify the Communications Section (415-561-5505) who will in turn notify the on-duty supervisor of the early return. The Communications Section should also be contacted for any changes in the checks as well.

It is the pleasure of the United States Park Police to serve the citizens of the Presidio, Fort Mason and the GGNRA. Community Policing is a priority for us as we work under conditions that are unique within our agency and the federal government. The ability of the United States Park Police to remain flexible and continue to provide full police service makes this agency distinctive among all other federal agencies. We earnestly seek input from those we serve so that we may continue to provide the highest quality services available.