**ANDOVER POLICE DEPARTMENT**

***GOOD MORNING, ANDOVER!***

 This service is designed to check the safety and welfare of elderly or handicapped individuals within our community who live alone or have special needs. When a person decides to enroll in this program, the person will sign a contract agreeing to phone the police department each day, **Monday through Friday**, between the hours of **9:00 AM and 11:00 AM**. The person will just need to identify him or herself and state they are checking in as part of the Good Morning Andover Program.

 If the police has not heard from a person enrolled in this program by 11:00 AM, contact will be attempted by telephone. If there is no answer, a police officer will be dispatched to the residence to check the safety and welfare of the person. Persons enrolled in the program will be required to supply the police department with a key to his or her residence. The key will be maintained in a secure location at the police department.

 A copy of the enrollment form is attached to this cover letter. Please review and contact the police department to make arrangements to complete this form in the presence of an officer or other staff member.

 **Consider joining today to continue this community service**. If you have any questions regarding this program, please contact the Andover Police Department at 735-5777

**ANDOVER POLICE DEPARTMENT**

GOOD MORNING ANDOVER PROGRAM

I am a resident of the Town of Andover and I am interested in enrolling into the **Good Morning Andover Program**.I understand this program will run **Monday through Friday** of each week between the hours of **9:00 AM and 11:00 AM**. I understand I will be required to call the POLICE DEPARTMENT during the times listed above Monday through Friday **at 735-5777**. This service WILL NOT be provided during weekends and holidays.

 I understand when I call the police department during the hours listed above that I am supposed to give the staff member **my name and address** and inform the staff member that I am checking in for the **Good Morning Andover Program**.

 I understand if I do not call the police department during the days and time frame listed above that a member of the police department will be call me at 11:00 AM to check on my safety and welfare. I further understand if no response is received by telephone, an officer will be dispatched to my residence to check my welfare. I understand I must provide a key to my residence as part of this program and the officer will gain entry to my home by using this key. The police department informed me the key to my residence will be securely kept at the police department and will only be used in an emergency.

NAME OF RESIDENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Signature

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON’S ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOUSE KEY PROVIDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO

 REQUEST APPROVED BY: EFFECTIVE DATE:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police Officer