



Vacaville Police Department Tour

Please Give This Completed Form To Your Tour Guide

Name of Group _____

Contact Person _____

Contact Address _____

Email address _____

Phone/Cell Phone _____

Names of Adult Chaperones _____

Number of Participants _____ students _____ adults

Tour Guidelines to review with participants:

1. Make arrangements to secure large bags and backpacks as they will not be permitted in the building.
2. Photos are welcome in designated areas only. Photos taken by Vacaville Police Department staff and volunteers may be posted to our social media sites. Please let your tour guide know if you do not wish to have your photo used.
3. Cell phones are to be turned off during the tour.
4. Participants are to stay close together and with their group.
5. Enjoy the tour!

Guidelines for Vacaville Police Department Tours

Please arrange your tour well in advance at 469-4730. Volunteer Dorothy Johnson coordinates and police volunteers help lead most public tours. Because Dorothy is not there every day, you may leave a message on the number above and she will get back to you at her earliest convenience. Your e-mail message would help facilitate the process. Dorothy's e-mail address is: Dorothy.Johnson@cityofvacaville.com.

Given age-appropriateness, tours may include some parts of the PD. Experience tells us that the patrol cars/motorcycles and the detention cells are the most popular with children. If you have a particular topic you would like us to emphasize (e.g. helmet requirements, bicycle safety, calling 911, etc.), please let Dorothy know in advance. If the tour is scheduled during a shift change or other exigencies, there might not be officers available to talk to your group. The canines are not normally accessible to tours.

Tour participants should turn off their cell phones and secure large bags and backpacks before entering the building. Parents are encouraged to find other accommodations for children under the age of five.

Remember to bring your cameras. Photos of the tour participants in various places in the facility are often a lot of fun as mementos of your visit. Also, consider a barbecue or picnic in the City Park behind the department before or after your tour. There are barbecue facilities as well as tables and benches - there is a fee and cleaning deposit 469-4024.

UPON YOUR ARRIVAL AT THE PD, LEAVE THE GROUP AT THE BOTTOM OF THE STAIRS AND SEND AN ADULT TO THE FRONT COUNTER AND ANNOUNCE YOUR ARRIVAL.

TRY TO HAVE AN ACCURATE COUNT OF THE TOUR PARTICIPANTS AND CHAPERONES BEFORE THE DAY OF THE TOUR SO WE MAY HAVE ADEQUATE TOUR GUIDES AND MATERIALS AVAILABLE.