

ROWLETT POLICE DEPARTMENT

HOUSE WATCH / BUSINESS WATCH / DIRECTED PATROL

For Office use only

Date/Time Rec.: ____/____/____

Rec. by: _____

How Rec.: In Person / Fax / Mail



House Watches are good for two weeks only. After that, an additional form needs to be submitted.

HOUSE WATCH / BUSINESS WATCH

Date leaving: ____/____/____ Date returning: ____/____/____

Address: _____
(Street #) (Apt. / Suite) (Street Name)

If a business, business name: _____

Name of Owner / Renter / Manger: _____

***** Emergency Contact Information *****

In case of an emergency, we will attempt to contact the persons you list below. An emergency contact should be someone who can respond to the home or business. Please provide the name and phone number of two contacts.

Name: _____ (____) ____ - ____ Home
(____) ____ - ____ Work
(____) ____ - ____ Other

Name: _____ (____) ____ - ____ Home
(____) ____ - ____ Work
(____) ____ - ____ Other

Will lights be left on? Yes / No. If yes, in what rooms? _____

Will a dog be left at home? Yes / No. Where will it be kept? _____

Will anyone be entering or working around the residence / business while you are gone? Yes/ No.
If yes, to the above, their name and purpose: _____

Do you have an alarm at your residence? If so please complete the line below:

Alarm Company Name: _____ Phone: (____) ____ - ____

Information on vehicles left at the location:

Make Model Color Location of vehicle

Signature: _____

DIRECTED PATROL

Name of Reporting Party: _____

Address of Reporting Party: _____

Exact location of problem: _____

Day of week and time when problem is occurring: _____

Brief description of problem being reported: _____

Signature: _____

INSTRUCTION FOR COMPLETING THE HOUSE WATCH / BUSINESS WATCH / DIRECTED PATROL FORM

Completing "The House Watch / Business Watch / Directed Patrol" form takes only a few minutes. The form is a tool by which citizens of Rowlett can inform the police officers working in their neighborhoods of homes or businesses that will be vacant, or problems occurring in or around the neighborhood.

Each form is good for a period of two weeks. If you are going to be gone over two weeks, an additional form or forms should be completed and turned in.

Please pay particular attention to the first line of the form... the line asking for "Date leaving" and "Date returning". If you return home or to your business earlier than shown on your form, at the earliest opportunity please call the Rowlett Police Department at (972) 412-6200 to close out your house / business watch. This will help to avoid a situation in which an officer unexpectedly comes across a homeowner, business owner or employee at the location.

The Emergency Contact information is also very important. Your emergency contacts should be close friends or family members who can gain access to the interior of your home or business while you are away. If you have an alarm system, they should know how to deactivate it should it malfunction while you are away. Your emergency contact should also have your authority to take any necessary measures needed in order to secure your property in the event of a burglary, fire, or damage to your home or business.

The Directed Patrol section of the form is used for reporting problems taking place in or around your neighborhood. The more accurate the information provided is, the more likely that the officer working your beat will be able to be in the right spot at the right time in order to take necessary enforcement action. Activities such as vehicles driving recklessly or speeding in a residential neighborhood, juveniles congregating in public after curfew or other similar situations could all be reported using the Directed Patrol section of this form.

After completing the form, you may mail it to the Rowlett Police Department, fax it, or drop it off anytime during the day or night.

Physical Address:

Rowlett Police Department
4401 Rowlett Road
Rowlett, Texas 75088

Mailing Address:

Rowlett Police Department
Post Office Box 370
Rowlett, Texas 75030

Fax Number:

(972)463-3936 (Records)