



DALWORTHINGTON GARDENS DEPARTMENT OF PUBLIC SAFETY

OPS_04

HOUSE WATCH FORM

Address:			
Resident Name:		Resident Emergency Contact:	
Date Leaving:		Date Returning:	
Burglar Alarm:	Yes: No:	Alarm Company Name:	
Lights On:	Yes: No:	Location of Lights:	
Animals being left at location:		Animals access to house:	
1) Type of animal:	Animals Name:	In	Out Both
2) Type of animal:	Animals Name:	In	Out Both
Persons Who Have Permission to Be in house :			
Name:	Phone Number:	Vehicle: Color/Make/ Model:	Staying over night
			Yes No
			Yes No
			Yes No
Vehicles <u>being left on Premises</u> :			
Year:	Make:	Color:	Location where vehicle will be parked:
Contractors allowed outside access only : (Lawn services, Pool services, ect)			
Name of Company:		Days of the week expected:	
Name of Company:		Days of the week expected:	
Additional Emergency Contacts:			Key
Name:	Phone Number:	Y	N
Name:	Phone Number:	Y	N
<p>I understand that neither the City of Dalworthington Gardens, the Dalworthington Gardens Department of Public Safety, nor it's agents make any promises or guarantees regarding the protection of my property while I'm away. <u>I also understand that I must notify the Police Department upon my return</u> and that the vacation watch will automatically cancel on the return date and time listed above.</p>			
Name:		Date:	



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OPS_04R

HOUSE WATCH FORM RECEIPT

DWG will perform the following	Your Responsibilities
<ul style="list-style-type: none">• Check doors and windows twice daily.• Notify you of any suspicious activity by phone if needed.• Detain anyone at the residence and investigate their reason for being there if anyone is on premise at the time of the house watch (All allowed persons must be listed on the house watch form by resident).• Not check the house on arrival or departure dates, for the safety of you and our officers. <p><i>If someone is staying overnight at the location on any date of the house watch, a close patrol will be performed instead. Close patrol means that officers will drive by the location twice a day, but they will not check doors and windows.</i></p>	<ul style="list-style-type: none">• Maintain accurate and timely communication with DWG DPS in the event your arrival or departure dates change. (Dispatchers are available 24/7 for assistance at 817-275-1234, ext. 1)• Tell all family or friends assisting you in your absence about the house watch.• Ensure all guests have our non-emergency number for any questions or concerns that we could answer.• Ensure all doors and windows are secure prior to your departure.• Please make sure that all persons allowed on premises in your absence are listed on the house watch form (in the event this must be changed you may contact dispatch 24/7).• Tell friends and family to report any suspicious activity they may see during your absence.• If there are any changes to information given on the form, notify us immediately for your safety, the safety of your guests, and the safety of our officers!