



**LITTLE ELM
POLICE**
Vacation House Watch

Program

Residences that are left vacant when the owners are out of town are prime targets for burglaries and vandalism. In an effort to reduce these threats, the Little Elm Police Department provides a Vacation House Watch program that provides increased patrol for those residents who are away from home.

While the residence is on Vacation House Watch, officers will routinely check the location to ensure the house and premises are secure and will investigate any suspicious circumstances. When practical, your residence will be checked two times a day. (See Special Circumstances below for variances.)

Eligibility

Any single family residence currently permanently occupied is normally eligible for Vacation House Watch service. Vacant or otherwise uninhabited residences, such as houses under foreclosure, for rent or for sale are NOT eligible. If there are people staying overnight at the residence, the residence is NOT eligible. If you have people taking care of plants, pets, pools, etc. later than 7:00 PM, you are NOT eligible. (See Special Circumstances below for variances.)

Length of Service

Vacation House Watch service will be provided for residents who will be away for at least 4 days, but not more than 14 days. Residents will be eligible for Vacation House Watch service twice in any calendar year. Additional requests during a calendar year may be approved on a case by case basis.

Request for Service

Residents must request Vacation House Watch service in person at the Police Department. Residents need to complete the Vacation House Watch application and display a government issued picture identification card when they come to the Police Department to drop off the form. This may be waived for senior or disabled citizens, who may request the service by telephone. When needed, Police Department personnel can assist people completing the Vacation House Watch request form and obtain identification from the requesting person. If services are requested over the telephone by a senior or disabled citizen, a police officer will respond to the residence to verify the information. Vacation House Watch forms may be obtained electronically by visiting the Town's website at www.littleelm.org. Under "Departments" find "Police" and look for "reports and forms/printable forms." Click on "Vacation House Watch."

Officer Responsibility

Officers will ensure that each Vacation House Watch request in their district is checked for obvious signs of criminal activity or suspicious circumstances and take appropriate action. The officers checking the house will complete a call sheet when they check on the house and make any needed notes. The Vacation House Watch requests are electronically kept through the Police Department's computer assisted dispatch (CAD) which is available to the district's officer(s) so that they may be completed during their shift. At the completion of the Vacation House Watch, the CAD compiles and generates a log of the dates, times, Officer(s) who checked the residence and the call sheet's tracking number (event number).

A letter with the Vacation House Watch request form will be mailed to the homeowner upon their return.

Special Circumstances:

Residents may have arrangements made with friends, neighbors, relatives or certain companies to come by and feed/water pets or plants, pick up mail, clean a pool, mow the yard, house-sitters, and/or maid service to name a few. To participate in this program, anyone you as the homeowner authorize to be on location while you are gone MUST be notified by you to attend to their duties and assignments between the hours of 7:00 AM to 7:00 PM.

You MUST indicate in the section under Authorized Persons On Location the person's name (if known), company (or neighbor, relative, etc.) and their reason for being on location. When any of these blocks are checked, we will generally NOT check the home during daylight hours between 7:00 AM and 7:00 PM. We will only check it once, sometime during the night hours between 7:00 PM and 7:00 AM. Remember that if you authorize anyone to be on the location between the hours of 7:00 PM and 7:00 AM for any reason, you are not eligible to participate in this program.



LITTLE ELM POLICE

Vacation House Watch Application

Name of requestor: _____ Race: _____ Sex: _____ DOB: _____

Driver's Lic. #: _____ Home Phone #: (____) _____ - _____ Cell Phone #: (____) _____ - _____

Address to be checked: _____, Little Elm, Texas 75068

Date & Time Leaving: _____ **Date & Time Returning:** _____

Requestor's Mailing Address (if same as above, write "Same"): _____

Work #: (____) _____ - _____ Additional Contact # While Away: (____) _____ - _____

Which number listed would you like to list as your emergency number in case we need to contact you during your leave?

(Check One) Home Cell Work Additional Contact # Local Contact Person

Local Contact Person

List a person we may contact if we need any assistance with your residence while you are gone.

Name: _____ Contact #: (____) _____ - _____

Alarm present and will it be activated? Yes No If yes, Name of Alarm Company: _____

Alarm Permit (if applicable) #: _____ Alarm Company Contact Phone #: (____) _____ - _____

Will there be lights on a timer? Yes No; If yes, indicate Inside Outside or Both.

Timed Lights Hours of Operation: Inside – Start: _____ End: _____ Outside – Start: _____ End: _____

Vehicles to remain at the location

Make: _____ Model: _____ Color: _____ Plate #: _____ State: _____

This vehicle will remain in the (check one): Garage Driveway

Make: _____ Model: _____ Color: _____ Plate #: _____ State: _____

This vehicle will remain in the (check one): Garage Driveway

Authorized Person(s) on Location:

If not a company, write "neighbor" or "individual". Check box for maintenance of pool, yard, pets, plants or other and specify.

Name: _____ Company: _____

Pool Yard Pets Plants Other: _____

Name: _____ Company: _____

Pool Yard Pets Plants Other: _____

Pets on location: Yes No – If yes, Dog(s) Cat(s) Other: _____. Inside Outside

Backyard fenced: Yes No – If yes, gate locked gate unlocked.

Special Instructions

Note: If you return earlier, please notify us at 214-975-0460 immediately upon your return.