

# **BRUCEVILLE-EDDY PD HOLIDAY HOUSE WATCH**



**For more information about our house  
watch program, or to schedule a  
house watch while you are away, contact:**

**254-859-5072**

**[pdinfo@bruceville-eddy.us](mailto:pdinfo@bruceville-eddy.us)**



# *BE-AWAY for the Holidays*

## Are You Leaving For the Holidays ?

While you are away, BEPD Officers can provide security checks at your residence. Officers will walk the exterior of the premises but will not enter the backyard if fenced in. Officers will check the windows and doors to ensure the residence is secure.

Our goal is to conduct a house check once per shift (day / night), but the frequency at which this will be done depends on the availability of our BEPD Officers. Priority and emergency calls must take precedence. It is important to remember that the greatest "crime fighter" in town is you. By taking a few preventative measures, you can add to your own security force.

- Make sure all your doors, windows, and entryways have locks that are functional and are in the locked position.
- Unplug or turn down the volume on your telephone.
- Have someone you trust pick up your daily newspapers and mail or call and have those services stopped until your return.
- Let your trusted neighbors know the dates you will be gone and ask them to report any suspicious activities occurring at your residence to the police.
- Leave lights on in several rooms so the house appears occupied.
- If you have an operational home security system, utilize it.
- If there is any damage to the home or remodeling being done, please note this on the form.

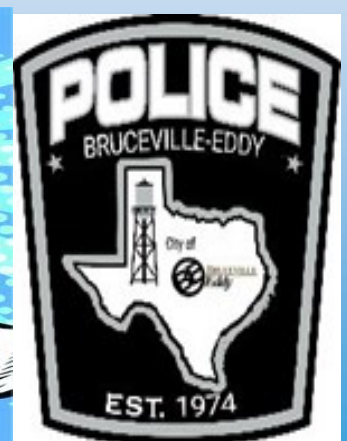
To begin the vacation house check program, please complete the fillable PDF form.

To make a change to an existing request in the event you returned early or need to extend your stay please call us at 254-859-5072 or email [pdinfo@bruceville-eddy.us](mailto:pdinfo@bruceville-eddy.us)

**Completed Requests Can Be Submitted In-Person At:**

**City Hall (144 Wilcox Drive)**

**Bruceville-Eddy PD (143 Wilcox Drive)**



Resident's Full Name (First, Middle, Last)\*

Address to be checked\*

Resident's Phone Number (XXX-XXX-XXXX)\*

House Check Begins\*

House Check Ends\*

|                       |                       |             |           |     |
|-----------------------|-----------------------|-------------|-----------|-----|
| Mail/Newspaper Action | Stopped<br>Applicable | Not Stopped | Picked Up | Not |
|-----------------------|-----------------------|-------------|-----------|-----|

Mail/Newspaper Picked Up By:

|        |        |              |                        |
|--------|--------|--------------|------------------------|
| Lights | Timers | No lights on | Lights on all the time |
|--------|--------|--------------|------------------------|

Hours Light Timers On (XX AM- XX PM)

|                   |     |    |
|-------------------|-----|----|
| Pets at Residence | Yes | No |
|-------------------|-----|----|

Type of Pets at Residence:

|                                 |        |         |        |                |
|---------------------------------|--------|---------|--------|----------------|
| Location of Pets During the Day | Inside | Outside | Kennel | Not Applicable |
|---------------------------------|--------|---------|--------|----------------|

Pet Sitter's Name

Pet Sitter's Phone Number (XXX-XXX-XXXX)

Emergency Contact Name & Phone Number\*

Emergency Contact Address (street, city, state)

Authorized Visitor #1 (Name and Vehicle Description)

Authorized Visitor #2 (Name and Vehicle Description):

Authorized Visitor #3 (Name and Vehicle Description):

|             |     |    |
|-------------|-----|----|
| Alarm Set?* | Yes | No |
|-------------|-----|----|

Any Vehicles Left in Driveway (Make, Model, License Plate #):

Email Address to Send Confirmation\*