



Royse City Police Department

Vacation House Watch Program Information

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 Royse City Police Department provides a Vacation House Watch program that provides increased patrol for those residents within the city limits of Royse City who are away from home.

While the residence is on Vacation House Watch, officers will check the location to ensure the house and premises are secure. However, the Royse City Police Department cannot guarantee your residence will be checked at specific times or dates, but every effort will be made to check on your residence as time and workload allow. Officers will investigate any suspicious circumstances found during a check.

Eligibility

Any single family residence located within the city limits of Royse City and is currently permanently occupied is normally eligible for Vacation House Watch service. Vacant or otherwise uninhabited residences, such as houses under foreclosure, for rent, for lease or for sale are NOT eligible. Apartments and businesses 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 3 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 City's website at www.roysecity.com. Under "Departments" find "Police" and look for "Vacation House Watch Program."

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 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 homeowner may request the dates, times, and Officer(s) who checked the residence.

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, you, the homeowner, MUST notify anyone you authorize 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.

Vacation House Watch

Application

Vacation House Watch service is available to residents of Royse City who will be away for a minimum of 3 days and a maximum of 14 days. Single family homes must be currently occupied. The following are NOT eligible: Vacant houses, houses under foreclosure, for rent, for lease or for sale, apartments or businesses. If there are people staying overnight at the residence, the residence is NOT eligible. For additional requirements refer to Vacation House Watch Program Information sheet.

Name of resident: _____ Driver's Lic. #: _____

Home Phone #: (____) ____ - _____ Cell Phone #: (____) ____ - _____

Address to be checked: _____, Royse City, Texas 75068

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

Resident'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, notify us, Mon - Fri 8:00am - 5:00pm, at 972-636-9422 , or after hours at 972-240-7000, immediately upon your return.