



WILLIAMSTOWN POLICE DEPARTMENT

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CHIEF

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SECURITY/PROPERTY CHECK REPORT

IMPORTANT TO NOTE	<i>Prior to leaving your residence, PLEASE ensure all windows and doors are secured and locked. If an officer finds a window or door left unsecured by the homeowner, house checks will cease until corrective action is taken by the homeowner or a permitted key holder. Suspected break-in and/or criminal activity will, of course, be promptly investigated.</i>
	<i>During the winter months, if driveways/walks are not maintained checks will cease until maintenance has occurred and we determine checks may resume safely.</i>

Name: _____

Address: _____ Williamstown, MA 01267

Request made by: _____

Phone Number(s): _____ Email: _____

Reason for extra patrol: Premises will be vacant _____ Other: _____

Type of Premises: Business: _____ Residence: _____ Other: _____

Protected by alarm system? Yes: _____ No: _____ If yes, type of alarm: _____

Name of Alarm Company: _____ Alarm Co. Phone: _____

Lights on? Yes _____ No _____ Constant? Yes _____ No _____ Motion? Yes _____ No _____

Keys left with anyone? Yes _____ No _____ If yes, key holder name: _____

Address: _____ Phone: _____

Other persons that may have access to premises (Relatives, workers, neighbors, employees, etc.):

In case of emergency, contact me at: (Phone #) _____ (Email): _____

I request security checks be made of my premises from: _____ / _____ / _____ to _____ / _____ / _____

and I will notify the department immediately upon my return.*

Signed: _____ Date: _____

****IT IS IMPERATIVE THAT YOU CONTACT THE WILLIAMSTOWN POLICE DEPARTMENT IMMEDIATELY UPON RETURN TO YOUR RESIDENCE, ESPECIALLY IF YOU ARRIVE HOME EARLY***

NOTES / SPECIAL INSTRUCTIONS: _____

