

**FORT CAVAZOS DIRECTORATE OF EMERGENCY SERVICES  
FORT CAVAZOS POLICE DEPARTMENT  
FORT CAVAZOS, TEXAS 76544**

**HOUSEWATCH PROGRAM  
(RESIDENT PARTICIPATION FORM)**

**PATROL AREA**

**HW CODE**

I, \_\_\_\_\_, OCCUPY QUARTERS \_\_\_\_\_ ON \_\_\_\_\_  
(LAST, FIRST, MIDDLE INITIAL) (LAST 4 of SSN or DODI No.) (NUMBER) (APT)  
\_\_\_\_\_ IN \_\_\_\_\_, \_\_\_\_\_  
(STREET) (HOUSING AREA) (AREA CODE & PHONE NUMBER)

I REQUEST THE FORT CAVAZOS POLICE CHECK MY QUARTERS DURING MY ABSENCE.

I WILL BE LEAVING MY QUARTERS AT \_\_\_\_\_ ON \_\_\_\_\_. ALTERNATE PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(TIME) (DATE) (AREA CODE & PHONE NUMBER)

I WILL BE RETURNING TO MY QUARTERS AT \_\_\_\_\_ ON \_\_\_\_\_.  
(TIME) (DATE)

**A. COMPLETE THE QUESTIONS LISTED BELOW:**

1. HAVE YOU ARRANGED TO HAVE YOUR MAIL HELD BY THE POST OFFICE OR YOUR KEY HOLDER DURING YOUR ABSENCE? YES \_\_\_\_\_ NO \_\_\_\_\_
2. HAVE YOU CANCELLED YOUR NEWSPAPERS DURING THIS TIME PERIOD? YES \_\_\_\_\_ NO \_\_\_\_\_
3. HAVE YOU MADE ARRANGEMENTS FOR LAWN CARE DURING THIS TIME PERIOD? YES \_\_\_\_\_ NO \_\_\_\_\_
4. HAVE YOU SECURED THE STORAGE SHED, LOCKED ALL DOORS AND WINDOWS, AND SECURED ALL PILFERABLE EQUIPMENT (I.E. LAWN FURNITURE, LADDERS, BICYCLES, ETC)? YES \_\_\_\_\_ NO \_\_\_\_\_
5. DO YOU CURRENTLY HAVE AN ACTIVE HOME ALARM SYSTEM ON YOUR QUARTERS? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, WHAT COMPANY? \_\_\_\_\_
6. WILL THERE BE PETS REMAINING IN THE QUARTERS? YES \_\_\_\_\_ NO \_\_\_\_\_
7. WILL THERE BE VEHICLES PARKED IN THE DRIVEWAY? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, DESCRIPTION: \_\_\_\_\_
8. WILL LIGHTS COME ON BY AUTOMATIC TIMER IN THE HOUSE? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, WHAT TIME? \_\_\_\_\_ TO \_\_\_\_\_
9. HAVE YOU INFORMED YOUR NEIGHBORS OF YOUR ABSENCE? YES \_\_\_\_\_ NO \_\_\_\_\_
10. IS THERE ANY VISIBLE PHYSICAL DAMAGE TO THE QUARTERS? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, WHAT DAMAGE AND WHERE? \_\_\_\_\_
11. IF THE POLICE FIND ANY DISCREPANCIES SUCH AS VANDALISM, UNLOCKED DOORS OR EVIDENCE OF A HOUSEBREAKING, THEY WILL CONTACT YOUR **KEY HOLDER**. THIS IS A PERSON WHO MUST HAVE A KEY AND ACCESS TO RESCUE YOUR HOME. **THEY SHOULD RESIDE IN THE LOCAL AREA.**

KEY HOLDER #1: \_\_\_\_\_  
(NAME) (ADDRESS) (AREA CODE & PHONE NUMBER)

KEY HOLDER #2: \_\_\_\_\_  
(NAME) (ADDRESS) (AREA CODE & PHONE NUMBER)

**B. UPON YOUR RETURN, YOU MUST:**

1. CHECK YOUR QUARTERS AND NOTIFY THE FORT CAVAZOS POLICE OF ANY DISCREPANCIES.
2. CALL THE MILITARY POLICE DESK AND GIVE YOUR CODE NUMBER TO CANCEL THE HOUSEWATCH.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**C. IMPLEMENTATION (TO BE COMPLETED BY MILITARY POLICE DESK SERGEANT)**

1. TIME / DATE OF REQUEST: \_\_\_\_\_
2. APPLICATION RECEIVED BY: \_\_\_\_\_
3. DESK SERGEANT ACCEPTING APPLICATION: \_\_\_\_\_

**D. CANCELLATION (TO BE COMPLETED BY MILITARY POLICE DESK SERGEANT)**

1. TIME / DATE OF CANCELLATION: \_\_\_\_\_
2. CANCELLATION MADE BY: \_\_\_\_\_
3. DESK SERGEANT ACCEPTING CANCELLATION: \_\_\_\_\_

PRIVACY ACT STATEMENT: AUTHORITY: Title 10, USC, Section 3012(g) and Title 5, USC, Section 2951. PRINCIPLE PURPOSE: Used for law enforcement purposes as additional means of identification of subjects, witnesses or complainants. ROUTINE USES: Provides an interface with the standard installation/division system and is a major item used in processing machine records and output sequence for Police / Military Police management Information System. DISCLOSURE: Military – disclosure is voluntary; however, failure to provide all information will result in your quarters not being placed on this program.