



MOMENCE POLICE DEPARTMENT

123 West River Street
 Momence, IL. 60954
 (815) 472-2021 Office (815) 472-6152 Fax

VACATION WATCH/EXTRA PATROL REPORT # _____

DATE AND TIME RECORDED- _____

INDIVIDUAL MAKING VACATION WATCH REQUEST			
NAME. (last, first, middle)			
Date of Birth			
Address of watch/extra patrol			
E-mail			
Phone			
Fax			
Name of Key Holder			
Key Holder Contact Number			
Reason for watch	Vacation	Out of Town	Vacant
Reason for extra patrol	Vacant	Temp out of town	Other
Type of premises	Business	Residence	Other
Owner Emergency Contact Number			
Lights left on	Yes	No	Automatic
Alarm System	Yes	No	
Pass code left with			
Others that may have access to the property			
Do you wish to be notified in an emergency	Yes	No	
Signature of Person Making Request			
Date and Time of Leave and Return			

Please include an email address if you would like to receive confirmation of this request.