

INSTRUCTION FOR COMPLETING THE HOUSE WATCH / BUSINESS WATCH / DIRECTED PATROL FORM

Completing "The House Watch / Business Watch / Directed Patrol Form" form takes only a few minutes. The form is a tool by which citizens of Kilgore can inform the police officers working in their neighborhoods of homes or businesses that will be vacant or problems occurring in or around the neighborhood.

Each form is good for a period of two weeks. If you are going to be gone over two weeks, an additional form or forms should be completed and turned in.

Please pay particular attention to the first line of the form....the line asking "Date leaving" and "Date returning". If you return home or to your business earlier than shown on your form, at the earliest opportunity, please call the Kilgore Police Department at (903) 983-1559 to close out your house/business watch. This will help to avoid a situation in which an officer unexpectedly comes across a homeowner, business owner or employee at the location.

The Emergency Contact information is also very important. Your emergency contacts should be close friends or family members who can gain access to the interior of your home or business while you are away. If you have an alarm system, they should know how to deactivate it should it malfunction while you are away. Your emergency contact should also have your authority to take any necessary measures needed in order to secure your property in the event of burglary, fire, or damage to your home or business.

The Directed Patrol section of the form is used for reporting problems taking place in or around your neighborhood. The more accurate the information provided is, the more likely that the officer working your beat will be able to be in the right spot at the right time in order to take necessary enforcement action. Activities such as vehicles driving recklessly or speeding in a residential neighborhood, juveniles congregating in public after curfew or other similar situations could all be reported using the Directed Patrol section of this form.

After completing the form, you may mail, fax or email it to the Kilgore Police Department or drop it off anytime. If you would like for an officer to pick up the form from your residence or business, please contact dispatch at (903) 983-1559.

Physical Address:

Kilgore Police Department
909 N. Kilgore St.
Kilgore Texas 75662

Mailing Address:

Kilgore Police Department
P.O. Box 3066
Kilgore, Texas 75663

Fax Number:

(903) 983-3337 (Dispatch)

Email Address:

KilgorePD@cityofkilgore.com