

INSTRUCTIONS: The following form is one that the Sheriff's Office uses to inform Patrol Officers when residents in their patrol area will be out of town and to keep an eye out on their property. To prevent last minute issues and questions, please submit your form at least 10-days in advance. Once you have completed the form please select the submit by e-mail button in the upper right hand corner (preferred and quickest method). If you are unable to return via e-mail you can print and either fax it to the West Command at 512.854.9774 or mail it to the Travis County Sheriff's Office, Attention: West Command, PO Box 1748, Austin, TX 78767. If you submit your form for immediate assistance after hours, on weekends or during county holidays please contact our Dispatch office at 512.974.0845 (select option 3). They can complete the form for you over the phone.

Travis County Sheriff's Office Close Patrol

Today's Date

Reporter

Address

Zip

Phone Number

START Date

START Time

END Date

END Time

These forms are required to be renewed every 30 days.

Contact Person

Emergency Phone

Vehicles (color, make, model, license plates)

Newspaper

Mail

Pets / Animals (number, breeds, location)

Authorized Visitors (to INCLUDE their vehicles)

Remarks

To be completed by TCSO Employees ONLY:

CP #

District

Received by: