BUTLER POLICE DEPARTMENT – REQUEST FOR SECURITY CHECK

ADDRESS _____

NAME _____ PHONE # _____

DEPARTURE DATE _____ RETURN DATE _____

PROBABLE ROUTE OF TRIP _____

TYPE PREMISES: RESIDENCE ☐ BUSINESS ☐ OTHER ☐ _____

HAVE KEYS BEEN LEFT WITH ANYONE? YES ☐ NO ☐

IF YES, NAME _____

ADDRESS _____ PHONE # _____

WILL ANYONE BE WORKING ABOUT OR HAVE ACCESS TO PREMISES DURING YOUR ABSENCE? YES ☐ NO ☐

IF YES, NAMES _____

_____

IN CASE OF EMERGENCY DO YOU WISH TO BE NOTIFIED BY COLLECT CALL? YES ☐ NO ☐

C/O NAME _____

ADDRESS _____ PHONE # _____

I REQUEST A SECURITY CHECK BE MADE OF MY PREMISES AND AGREE TO NOTIFY YOU OF MY RETURN. I AUTHORIZE THE BOROUGH OF BUTLER OR THEIR AGENT TO TAKE WHATEVER ACTION DEEMED NECESSARY TO SECURE THE PREMISES.

SIGNED _____ DATE OF REQUEST _____

OFFICER'S SECURITY CHECK REPORT

DATE	TIME	STATE IF PREMISES WERE SECURE OR OTHER*	OFFICER'S INITIALS

*IF PREMISES WERE UNSECURE OR EVIDENCE OF FORCED ENTRY PRESENT, STATE IF YOU ENTERED AND CHECKED PREMISES. IF YOU FOUND ANY EVIDENCE OF VANDALISM OR THEFT MAKE SEPARATE REPORT.

RETURNED DATE _____ SIGNED _____