

Instructions: The following form is one that the Sheriff's Office uses to inform Patrol Officers when residents in their patrol area are out of town and to keep an eye on their property. If you are interested that they do so please complete the following except for the blanks indicating CP#, District and Taken By. The form can then be emailed to Diane Sanchez at diane.sanchez@co.travis.tx.us, Anne Tosh at anne.tosh@co.travis.tx.us, Karen Valdez at Karen.valdez@co.travis.tx.us or Captain Frank Lofton at frank.lofton@co.travis.tx.us. It is best to email it to all three to ensure rapid processing. You may also mail it to Travis County Sheriff's Office, West Command, P. O. Box 1748, Austin TX 78767 or fax it to (512) 854-9774. "The preferred method is email." If you are requesting this Close Patrol on the weekend, you may call the Sheriff's Office dispatch at 974-0845, hit the 3 when prompted and they will complete the form on the phone for you.

**TRAVIS COUNTY SHERIFF'S OFFICE
CLOSE PATROL**

Date: _____ CP# _____ District: _____

Location: _____

Reporter: _____ Phone: _____

Dates & Times: From _____ To _____

(No longer than 1 month at a time. Required to be renewed every 30 days)

Emergency Phone: _____ Contact Person: _____

Lights: _____

(On; off; timer; location; etc)

Vehicles: _____

(Color; make; model; plate)

Newspaper: _____ Mail: _____ Animals & their location: _____

Authorized Visitors & their vehicles: _____

Remarks: _____

Taken by: _____
