UNIVERSITY CITY POLICE DEPARTMENT

OUT OF TOWN NOTIFICATION FORM / FOR COMPUTER ENTRY

Name _____

Address _____

Telephone _____

Date Leaving _____ Date Returning _____

ALARM SYSTEM? Yes ☐ **or No** ☐ **NAME OF COMPANY**_____ _____

Lights On? Yes ☐ or No ☐ **Timers On?** Yes ☐ or No ☐

Keys Left with Anyone? Yes ☐ or No ☐

#1. Name _____

Address _____

Telephone _____

#2. Name _____

Address _____

Telephone_____

Remarks_____

_____

_____

Computer Reference # _____ Attach / Day Book Completion

ENSURE COPIES ARE DISTRIBUTED TO:

CC: BFO COMMANDER

BOS COMMANDER

WATCH COMMANDER

REVISED: 12-5-14