

CEDARBURG POLICE DEPARTMENT

W75 N444 WAUWATOSA ROAD • 262-375-7620 • FAX 262-375-7624

Dear Business Owner,

In order to provide the best possible service to our citizens, we need to keep our key holder lists for the businesses in the city as current as possible. This list is used to make contact with employees after hours for reasons such as fire, flood, break-in, trespassing, theft, and doors found open/unlocked by officers. **ALL information is confidential and is not used by anyone other than law enforcement.**

NAME OF BUSINESS: _____

TYPE OF BUSINESS: _____ BUSINESS HOURS: _____

BUSINESS ADDRESS: _____ SUITE # _____ PO BOX: _____

KNOX BOX LOCATION/BUILDING ENTRY CODE: _____

AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) ON SCENE? / IF YES, LOCATION: _____

BUSINESS PHONE NUMBER: _____ BUSINESS FAX: _____

BUSINESS OWNER: _____

BUSINESS EMAIL ADDRESS*: _____

*Do you wish to be included in our Merchant Alert? Yes ☐ No ☐

If yes, you will be sent emails informing you of law enforcement issues that affect the business community.

Do you have video surveillance of your business? Yes ☐ No ☐ If yes, inside ☐ outside ☐

KEY HOLDERS

NOTE: Please list key holders **in the order you want us to contact them** and give names of people who can respond to the business within 15 minutes, if possible.

#1 CONTACT NAME _____

PHONE 1/TYPE _____ PHONE 2/TYPE _____

#2 CONTACT NAME _____

PHONE 1/TYPE _____ PHONE 2/TYPE _____

#3 CONTACT NAME _____

PHONE 1/TYPE _____ PHONE 2/TYPE _____

#4 CONTACT NAME _____

PHONE 1/TYPE _____ PHONE 2/TYPE _____

IS THE BUSINESS ALARMED? YES ☐ NO ☐ IF YES, CITY ALARM PERMIT ON FILE? YES ☐ NO ☐

IF ALARMED, WHAT TYPE? FIRE ☐ BURGLAR ☐ HOLD UP ☐ OTHER ☐ TYPE? _____

SILENT ☐ AUDIBLE ☐

Thank you for your assistance. If you have any questions or comments, please call 375-7620.