



RICHFIELD POLICE DEPARTMENT

4450 WEST STREETSBORO ROAD
RICHFIELD, OHIO 44286-0387

(330) 659-9500

FAX 330-659-0677

E-MAIL: Police_Department@richfieldpd.us

Keith D. Morgan
Chief of Police

Dear Richfield Business Owner,

It is the goal of the Richfield Police Department to provide your business with the best service and response available. To insure this goal we are updating the police department Business Emergency Contact lists.

This information is typed into our database and provides the Safety Forces of Richfield with current information when responding to emergency or service calls at your establishment. It further provides an up to date list of emergency personnel who can be contacted to respond to allow emergency responders access to the building in the event such access was necessary.

Rest assured that the information being collected is considered confidential in nature and is not distributed to any outside entity.

In addition, we recommend that you designate a point of contact authorized to update your emergency contact list in the event personnel are added or deleted from your company's emergency list. Emergency contacts may be contacted at anytime day or night 24/7 and the last thing we want to do is contact someone who is no longer affiliated with your business.

We request that you complete this form at your earliest convenience and return it to the police department either via fax, email or U.S. mail so that we may continue to provide you with quality services.

Sincerely,

A handwritten signature in black ink that reads "Keith D. Morgan".

Keith D. Morgan
Chief of Police

Richfield Police Department

Business Contact Emergency List

<i>Company Information</i>		
Business Name:		
Business Address:		
Suite Number:		
Primary Business Phone:		
Secondary Phone:		
Business Fax:		
<i>Alarm Company Information</i>		
Alarm Company Name:		
Alarm Company Address:		
Alarm Company Phone:		
Alarm Company Fax:		
<i>Company Owner Information</i>		
Name (Last, First, M.I.):		
Residential Address:		
Primary Phone:		
Cellular Phone:		
<i>Emergency Contact List Password (To Update Information)</i>		
Person Authorized To Update Contacts:		
Password (Up To 10 alpha or Numeric Characters In Combination):		
<i>Emergency Contact List (List In Order To Be Contacted)</i>		
Contact # 01		
Name (Last, First, M.I.):		
Residence Phone:		
Cellular Phone:		
Residential Address:		
Contact # 02		
Name (Last, First, M.I.):		
Residence Phone:		
Cellular Phone:		
Residential Address:		
Contact # 03		
Name (Last, First, M.I.):		
Residence Phone:		
Cellular Phone:		
Residential Address:		
Contact # 04		
Name (Last, First, M.I.):		
Residence Phone:		
Cellular Phone:		
Residential Address:		
<i>Post Submission Data</i>		
Date Rec'd:	Rec'd By:	Date Data Updated: