

SUN PRAIRIE POLICE DEPARTMENT

BUSINESS INFORMATION SHEET

300 E MAIN ST, SUN PRAIRIE WI 53590

PHONE: (608) 837-7336

TIP LINE: (608) 837-6300

FAX: (608) 825-1104

CONFIDENTIAL

THE SUN PRAIRIE POLICE DEPARTMENT REQUESTS THE FOLLOWING INFORMATION REGARDING YOUR BUSINESS TO AID OUR ABILITY TO SERVE YOU. THE INFORMATION YOU PROVIDE WILL BE KEPT CONFIDENTIAL EXCEPT FOR HAZARDOUS MATERIAL INFORMATION PROVIDED TO THE FIRE DEPARTMENT.

THE SECURITY INFORMATION AIDS OUR RESPONSE TO YOUR BUSINESS, ESPECIALLY AFTER HOURS. IT HELPS KEEP YOUR EMPLOYEES AND OUR OFFICERS SAFE IN THE EVENT OF AN EMERGENCY. BY KNOWING YOUR BUSINESS, OUR OFFICERS ARE MORE LIKELY TO NOTICE IRREGULARITIES, ALLOWING A QUICKER POLICE RESPONSE.

PLEASE MAKE A COPY FOR YOUR RECORDS BEFORE RETURNING IT TO US. AS INFORMATION CHANGES THROUGHOUT THE YEAR, PLEASE PROVIDED US WITH UPDATED INFORMATION SO OUR RECORDS ARE AS COMPLETE AS POSSIBLE. IF YOU HAVE QUESTIONS WHILE COMPLETING THIS FORM, PLEASE CALL THE SUN PRAIRIE POLICE DEPARTMENT.

BUSINESS INFORMATION

BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

BUSINESS TYPE: _____

OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____

BUSINESS HOURS: M _____ TU _____ W _____ TH _____ F _____

SAT _____ SUN _____

DRIVE-UP HOURS _____ ATM INFO/CONTACT _____

CLEANING SERVICE NAMES/CONTACTS _____ DAYS/HRS WORK _____

EMERGENCY CONTACTS

PLEASE LIST EMERGENCY CONTACTS THAT HAVE KEYS AND/OR ALARM CODES (IF NEEDED) IN ORDER OF PRIORITY.

NAME: _____ PHONE: _____

ADDRESS: _____ POSITION: _____

NAME: _____ PHONE: _____

ADDRESS: _____ POSITION: _____

NAME: _____ PHONE: _____

ADDRESS: _____ POSITION: _____

PLEASE ADVISE ALL EMERGENCY CONTACTS OF THE FOLLOWING: ANYTIME THEY ARE ASKED TO RESPOND TO THE BUSINESS AFTER HOURS, WE ASK THEY RE-CONTACT THE SUN PRAIRIE POLICE DEPARTMENT AT 837-7336 TO VERIFY THE REQUEST. WHILE FALSE REQUESTS ARE VERY RARE, THIS IS A GOOD HABIT TO ESTABLISH FOR SAFETY.

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SECURITY INFORMATION

NIGHTTIME SECURITY LIGHTING: OUTSIDE : YES NO INSIDE: YES NO

ALARM SYSTEM: INTRUSION: YES NO HOLD-UP: YES NO

VENDOR: _____ PHONE: _____

SAFE: YES NO IF YES, LOCATION: _____ LIGHTED: YES NO

SECURITY GUARDS: YES NO ARMED: YES NO

FIREARMS ON SITE: YES NO SECURED: YES NO

EXPLOSIVES / FLAMMABLE MATERIALS: YES NO IF YES, WHAT AND WHERE ARE THEY STORED?

(WE WILL NOTIFY THE SUN PRAIRIE FIRE DEPARTMENT OF MATERIALS LISTED HERE)

BUILDING INFORMATION

(IF BUILDINGS ARE LOCATED AT DIFFERENT SITES, PLEASE COMPLETE A SEPARATE SHEET FOR EACH ADDRESS.)

NUMBER OF BUILDINGS: _____ ANY SHARED WITH OTHER BUSINESSES: YES NO

IF YES, NAME OF BUILDING OR COMPLEX: (I.E., PRAIRIE SQUARE, MAIN SHOPPING CENTER, WEISENSEL BLDG.)

COMMON AREAS INSIDE: YES NO COMMON ATTIC: YES NO SECURED: YES NO

BUILDING OWNER / LANDLORD NAME: _____ PHONE: _____

ADDRESS: _____ AFTER HOURS PHONE: _____

SERVICES

THANK YOU FOR COMPLETING THIS DOCUMENT. PLEASE PROVIDE THE NAME AND POSITION OF THE PERSON COMPLETING THIS FORM BELOW. WE WOULD LIKE TO INFORM YOU THE SUN PRAIRIE POLICE DEPARTMENT ALSO OFFERS THE FOLLOWING CRIME PREVENTION SERVICES:

SECURITY SURVEYS: EXAMINATION OF LOCKS, DOORS, WINDOWS, SECURITY LIGHTING AND ACCESS TO YOUR BUSIENSS. SURVEYS ARE FREE OF CHARGE, AND CONFIDENTIAL

ROBBERY AND FRAUD PREVENTION: TECHNIQUES TO REDUCE RISK OF ROBBERY AND INFORMATION TO IDENTIFY FRADULENT CHECKS AND CREDIT CARDS

OTHER CONSULTATION: TECHNIQUES TO HELP PROTECT YOUR INVESTMENT FROM INTERNAL AND RETAIL THEFT, GRAFFITI, AND OTHER CRIMES OF OPPORTUNITY

PERSON COMPLETING FORM _____ POSITION: _____

WOULD YOU LIKE A CRIME PREVENTION OFFICER TO RECONTACT YOU? YES NO

THANK YOU

POLICE USE ONLY

RECEIVED BY: _____ DATE: _____ CRIME PREVENTION NOTIFIED: BY: _____ DATE: _____

DISPATCH UPDATE / CRIME PREVENTION NOTIFIED: BY: _____ DATE: _____