



# SCHODACK POLICE DEPARTMENT

## *"Service with Pride and Professionalism"* After Hours Business Contact Form (Please Type or Print Legibly)

Ralph W. Southworth Jr.  
Assistant Chief of Police

The Schodack Police Department requests this information of all businesses within the town to assist us in contacting you in the event of an emergency at your place of business. You should update this information at least annually, or whenever there is a change of contact information, such as a new phone number, new contact person, new address, new business name, etc. The Schodack Police Department will keep the information you provide confidential and will not provide it to any other entity. It will be used only for the express purpose of contacting the individual(s) you name on this form in the event of an emergency or crime discovered at your business when you are not present.

Business Name: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business

Phone: \_\_\_\_\_

Please list names and phone numbers of key holders in order of preference for after-hours contact if emergency or problem with business listed.

Contact Person Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Please list any additional information that would assist the Schodack Police Department (i.e. vehicles normally found on the property- license plate, description, are there weapons on the premises etc.)

Do you have an alarm system?  YES  NO Alarm Company Name: \_\_\_\_\_

Do you have a video surveillance system?  YES  NO Please provide the name and phone number(s) of the person(s) who can operate this system below:

Name of person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion, please submit this form in person to the Schodack Police Department (M-F 8am-4pm) or scan and email it to [propertywatch@schodackpolice.com](mailto:propertywatch@schodackpolice.com)**