



City of Defiance | SAFETY DEPARTMENT - Division of Police
T.A. Shafer, Chief of Police | tshafer@cityofdefiance.com



Dear Manager or Owner:

In order to give you more efficient service, we are updating our files. We would like to have information concerning who we are to contact in reference to your business for alarms and other incidents.

As you are probably aware, most burglaries, vandalisms, open windows, fires and fire alarms occur at night. The fire and police departments are instructed to contact the person (s) listed below when a problem occurs at your facility in order to have a company representative meet the responding agency at the scene. By this action, your representative can assist the fire or police departments in maintaining order at the facility and take initial responsibility for any other contacts or loss prevention measures.

Please list the name (s) in the order that you would like to have them called in case the first person is not available. This will be a confidential list between the fire and police departments. Also, please mark if your business has an alarm system, and if so, is it an audible alarm or a phone in from an alarm company.

Please return this information to us as soon as possible. If there are any questions, feel free to contact the police department. Your cooperation is greatly appreciated.

Sincerely,

Chief Todd A. Shafer

Assistant Chief Lee M. Martinez, Jr

Business Name: _____

Business Address: _____

Business Phone: _____

Contacts

1. Name: _____

Phone: _____

2. Name: _____

Phone: _____

3. Name: _____

Phone: _____

4. Name: _____

Phone: _____

Alarm YES NO

Alarm Type AUDIBLE CALL IN OTHER