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**FOR OFFICE USE ONLY**



*Armando Corpuz  
Chief of Police*

# *Milpitas Police Department*

Dear Milpitas Community Member:

In order to ensure the highest level of quality service to you, the Milpitas Police Department maintains a computerized list of local responsible persons (i.e. owners and managers) for each organization and/or business in Milpitas. We will contact a responsible in the event of an emergency after normal business hours such as: a fire, a burglary, damage to the property, verifying if people have permission to be on the property, etc. The information is kept **confidential** and is used by the Police and Fire Departments for official business only.

Our **“Emergency Contact Information”** form is on the reverse side of this letter. Please complete the form and mail it back to the address at the bottom. The responsible parties listed should be the employees that have keys to, know the alarm codes to, and who live closest to the business and/or organization. In the special conditions section, please list things such as on-site security, guard dogs, special gate codes, etc.

Feel free to photocopy the form and mail updates as the responsible information changes or at least once a year. We recommend mailing a new form even if the information does not change around the same time each year (such as after annual renewal of licenses, after annual inventory checks, etc.) to make it a regular part of maintaining your business and/or organization records.

The following are other steps you can take to help us serve you better:

- Label each door especially the back doors of your business with the name and address.
- Report any unusual activity or suspicious persons/vehicles to the Police Department immediately.
- Maintain all lighting equipment in good working order.

If you would like additional crime prevention information, please contact the Milpitas Police Department (586-2400) or speak to one of the officers in the Police Community Relations/Crime Prevention Unit (586-2525).

Thank you,

The Milpitas Police Department

**Milpitas Police Department**  
***EMERGENCY CONTACT INFORMATION***

**\*\*CONFIDENTIAL\*\***

Effective as of (date): \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Regular Business Hours: M-F: \_\_\_\_\_

SAT: \_\_\_\_\_ SUN: \_\_\_\_\_

Other Milpitas Addresses for the Same Business: \_\_\_\_\_

Type of Business/Organization: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Alarm Company Name: \_\_\_\_\_

Alarm Company Phone Number: \_\_\_\_\_

**RESPONSIBLE PERSONS**

*Please list closest responsible first*

1) Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_

2) Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_

3) Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_