

## **EAST AURORA POLICE DEPARTMENT**



**571 Main St., East Aurora, NY 14052**



### **TO ALL LOCAL BUSINESS OWNERS & MANAGERS**

In an effort to serve you better the East Aurora/Town of Aurora Police Department periodically updates “after hours” information and emergency call lists.

Any information provided by you will be used only for police business such as: emergencies affecting your business; alarm activations; open windows and doors; and any other incident that would require a notification be made. The information requested will be held as confidential and will not be disseminated to anyone without authorization.

Please fill out the information on the reverse side and either return it to the station in person, mail it to the above address, fax a copy (652-2440), or call (652-1111) to have an officer pick it up. When dropping off, faxing or mailing the form please make attention to “Communications.”

For your information, “key-holders” are persons who have access to the building in question as well as the ability and authorization to secure a door/window, and/or reset an alarm if needed. Key-holders should be listed in the order you wish them to be called. Please mark down any after hours lighting used that may alert officers to a potential problem in the event there is a variance from the normal appearance of the building. Also please indicate any special hazards that a responding officer should be aware of, that might include, but not be limited to watchdogs, hazardous materials, etc. in the event that a search should be required prior to the key-holders arrival

If you have any questions please feel free to contact any officer or communications staff. Thank you for your cooperation in this matter.

Ronald J. Krowka, Chief of Police  
East Aurora Police Department

**AFTER HOURS INFORMATION**

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

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

Normal Hours: \_\_\_\_\_

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

Business Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Key-holder #1: \_\_\_\_\_ Phone #: \_\_\_\_\_

Key-holder #2: \_\_\_\_\_ Phone #: \_\_\_\_\_

Key-holder #3: \_\_\_\_\_ Phone #: \_\_\_\_\_

Key-holder #4: \_\_\_\_\_ Phone #: \_\_\_\_\_

Key-holder #5: \_\_\_\_\_ Phone #: \_\_\_\_\_

After Hours Lighting: \_\_\_\_\_

Alarms:      Fire: \_\_\_\_\_      Intrusion: \_\_\_\_\_      Hold-Up: \_\_\_\_\_

                 Other: \_\_\_\_\_

Special Hazards: \_\_\_\_\_

\_\_\_\_\_

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Additional Information: \_\_\_\_\_

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