



## Department of Police

201 S. Rotan,  
Salem, IL 62881

Phone: 618-548-2232

Fax: 618-548-7793

As the 9-1-1 Dispatch Center for this area, the Salem Police Department maintains an emergency key holder file in order to contact the appropriate people in security matters and in case of fire, medical emergency, or natural disaster. This information is necessary to assist officers in serving your business. The data is retained only in the Salem Police Department files and is not distributed or sold.

For your convenience, there are several ways to provide the information. You may complete the following form and return it to the Salem Police Department at 201 S. Rotan Ave. in Salem. You may e-mail the information to [communications@salemilpolice.org](mailto:communications@salemilpolice.org). You may also go to the City of Salem website at <https://www.salemil.us/police-department/pages/applications-forms> and search for the Key Holder Form. You may fax it to 618-548-7793.

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

Business Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Owner or Manager's Name: \_\_\_\_\_ Contact First? Yes No

Business Owner or Manager's Phone Number: \_\_\_\_\_

Business Owner or Manager's e-mail address: \_\_\_\_\_

Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 3: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 4: \_\_\_\_\_ Phone: \_\_\_\_\_

Security cameras have become commonplace and provide officers with helpful information if a crime occurs at your business or in the area of your business. Do you have security cameras? Mark those that apply **Indoor** **Outdoor**

Floor plans of businesses can be helpful to first responders in emergencies. If you have floor plans that you would like to provide, we can add them to our 911 mapping software. Having your alarm zones marked on your floor plans enhances the response of officers responding to your business.

If you have an alarm, please be sure to update your emergency contacts with your alarm company as well as the Police Department. We will only cancel our response to an alarm if notified to do so by the alarm company.

If you own or manage more than one property in the city limits of Salem, please complete a form for each address.

Thank you for your assistance in this matter. The Salem Police Department is always available to assist your business. We have a variety of presentations available to educate members of your staff on security and safety. Feel free to contact us at 548-2232.