

The City of Salem

Department of Police



201 South Rotan, Salem, Illinois 62881

Phone 618/548-2232, Fax 618/548-7793

The Salem Police Department maintains an emergency key holder file in order to contact the appropriate people in security matters and in case of a fire or natural disaster. This information is necessary to assist 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 also request a PDF version of this form on our Facebook page at Salem Police Department, Illinois. 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. Once you have the form completed, you can e-mail it to communications@salemilpolice.org or 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 any security cameras? _____ Yes _____ No

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.

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 618-548-2232.

Sean T. Reynolds, Chief of Police