



City of Morro Bay

POLICE DEPARTMENT

850 Morro Bay Blvd.

Morro Bay, CA 93442

(805) 772-6225 fax: (805) 772-2224

Tim Olivas

Chief of Police

Date _____

Dear Business Owner:

The following information is used by the Morro Bay Police Department when contact is necessary for safety or criminal purposes, such as an injured employee, an unsecured door or window, a break-in, or threat of property damage. Your assistance in keeping our files current with accurate, complete information helps us provide you the best service possible.

LOCAL CONTACT INFORMATION IS CRUCIAL FOR RESPONSES. If cell phones are listed, please ensure they are left on at night.

Please complete and return this form to our department. Feel free to indicate any additional information you feel could be useful to the Police or Fire Department in the event our response is required. If you have an alarm company or combination lock/gate at the location, please indicate below, if additional information is needed, please use back of form.

Sincerely,

Tim Olivas
Chief of Police

BUSINESS EMERGENCY CONTACT INFORMATION

Business Name _____ Phone _____

Business Address _____ Suite _____

Mailing Address (if different) _____

Type of Business _____ Days/Hours Open _____

Owner/manager(circle one) _____

Alarm Company _____ Phone _____

1st Contact _____ Phone _____

Home Address _____

2nd Contact _____ Phone _____

Home Address _____

3rd Contact _____ Phone _____

Home Address _____

Business Closed _____ as of _____

Signature _____ Date _____

Last Update _____ *** Any additional information may be written on back***