



# LEBANON POLICE



[www.lebanontn.org/pd](http://www.lebanontn.org/pd)

MIKE JUSTICE, CHIEF OF POLICE  
1017 Sparta Pk.  
Lebanon, Tennessee 37087  
(615)444-2323  
FAX (615)443-3960

RICK BELL, MAYOR  
200 Castle Heights Avenue North  
Suite 100  
Lebanon, Tennessee 37087

Dear Valued Business Owner/Manager,

Thank you for taking the time today to share with us your updated contact information. This information is imperative for proper notification in the event of an emergency or alarm notification. As our city grows, we must remember that each of us has a part in keeping our community and businesses safe. We encourage you to take every precaution to safeguard the wellbeing of your employees, customers, and property. Below, we have provided some safety tips for you to review. Please take the time to evaluate whether your business practices these safeguards.

- Every business should establish a Code of Conduct for its employees. This document should outline what is acceptable or proper behavior within business premises and what repercussions there will be if an employee violates the terms.
- Protect employee property by providing locked or secured areas. Purses, electronics, and personal items can be easily targeted if left unsecured.
- Be it at home or at work, you should have set emergency plans, to include evacuation. Instructions should detail what to do in case of emergencies such as fire, robberies, theft, or weather disasters.
- Invest in electronic security systems and devices. Money well spent on these items can have a tremendous return by means of deterrence, personal safety, and loss prevention.
- Be sure to maintain proper lighting. Keep work areas, storefronts, and parking lots well lit. This deters criminals and provides for a greater sense of personal security.
- Keep all safety equipment in good working order. Fire alarms, smoke detectors, exit signs and any job-related equipment should be inspected and serviced regularly.
- Know your neighbors. Every business has a duty to look out for its surrounding area. Much like the success of Neighborhood Watch programs, the business community succeeds as a whole when they individually look out for one another.

We hope these safety tips are of benefit to you and your business. As a reminder, our department provides bank and parking lot escorts, as well as safety plan reviews. Contact us at (615) 444-2323 to see how we can be of better service to you. Thank you for your support and commitment to our community.

Sincerely,

Mike Justice  
Chief of Police  
Lebanon Police Department



*A Tennessee Accredited Law Enforcement Agency*



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## Memorandum to Local Businesses

Please keep us informed of any changes related to your business or key-holder information. These changes will include any names, telephone numbers or change of addresses. All of our information on your business needs to be current and up to date so as to benefit not only the police department, but you and your business as well.

Please fill out the enclosed business call out sheet and return it to the above address. You may also choose to fax the form to (615) 443-3960 or email it to [courtney.toporowski@lebanontn.org](mailto:courtney.toporowski@lebanontn.org). It is important to try and fill out as much information as possible and try not to leave anything blank.

Your assistance in this matter is greatly appreciated and your prompt response is requested.

If you have any questions, please feel free to contact Courtney Toporowski with the Communications Division at (615) 444-2323.



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Lebanon Police Department  
ATTN: Communications Division  
1017 Sparta Pk.  
Lebanon, TN 37087  
PH: (615) 444-2323  
FX: (615) 443-3960

We are asking for your assistance in verifying or updating your business contact information. A copy will be forwarded to the Lebanon Fire Department. Thank you for your assistance.

Name of business: \_\_\_\_\_ Date: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Normal Operation Hours: Monday \_\_\_ to \_\_\_ Tuesday \_\_\_ to \_\_\_ Wednesday \_\_\_ to \_\_\_  
Thursday \_\_\_ to \_\_\_ Friday \_\_\_ to \_\_\_ Saturday \_\_\_ to \_\_\_ Sunday \_\_\_ to \_\_\_

Owner's Name/ Responsible Party: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

Contact person *(someone with a key that we can call in the event of an emergency day or night to respond to the business.)*

1<sup>ST</sup> Responder \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

2<sup>nd</sup> Responder \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

3<sup>rd</sup> Responder \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Please circle all that apply. You may describe on the back.

- |                    |                          |                         |
|--------------------|--------------------------|-------------------------|
| Retail             | Fire Extinguishers       | City or Bottled Gas     |
| Wholesale          | Sprinkler System         | Alternative Fuel Supply |
| Manufacturing      | Fire Alarm               | Auxiliary Generator     |
| Medical            | Burglar Alarm            | Guard Dog After Hours   |
| Other Professional | Chemicals Stored         | Corrosives Stored       |
| Service Company    | Flammable Liquids Stored | Explosives Stored       |
| Other _____        | Compressed Gases Stored  | Bio-Hazards Stored      |

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

Please use back of this page to add any special information which could be useful to police or firemen.

<b>FOR POLICE USE ONLY</b>
Alarm Permit #: _____
City Business Permit #: _____
Date Entered: _____



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