CITY OF MORRIS

DEPARTMENT OF POLICE
200 E. CHAPIN STREET
MORRIS, IL 60450

CHIEF OF POLICE
ALICIA STEFFES
PHONE: (815) 942-2131
FAX: (815) 942-2853
www.morrispolice.org

Business Information Packet

The Morris Police Department strives to be good community partners with all businesses serving the Morris area. To get to know your business and provide the best police service possible we are requesting information about your business.

Keyholder Information

Date: _____

Business Name: _____

Business Type: _____

Address: _____

Phone #: _____

Keyholders (listed in order to be called):

Name: _____ Phone #: _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Any special hazards or concerns?
Ex. Watch dogs, hazardous materials, guns on premises, alarms, etc.

_____

_____

_____

_____

_____

_____

SERVICE ★ PRIDE ★ INTEGRITY

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Permission to Enter / Do Not Enter

The Morris Police Department checks businesses for security as frequently as possible when they are closed. There are times when we may find doors or windows unsecure. If this occurs, officers will check for evidence of forced entry. In the absence of forced entry, it is not lawful for officers to make a search of your property without your permission. The department will call you or a designated keyholder any time we find your business unsecure.

Please indicate below whether officers have permission to search your business if found unsecure. If we do not have permission to search your business, dispatch will call to notify you that an officer will await your arrival for a reasonable amount of time.

Please check one:

❑ I give the Morris Police Department permission to search my business if it is found unsecure.

Or

❑ I do not give the Morris Police Department permission to search my business if it is found unsecure.

_____
Business Name

_____
Authorized Person (please print)

_____
Authorized Signature

_____
Title

_____
Date

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Flock OS Participation

The Morris Police Department has a software program called FlockOS. FlockOS is a cloud based public safety platform. With FlockOS, officers are equipped with real-time information to improve situational awareness and efficiency. A feature of the program allows business information and floor plans to be uploaded and readily available to officers.

Morris Police Department is requesting your assistance in improving officer awareness and efficiency. We are looking for copies of floor plans for businesses that can be uploaded into our mapping system as well as any other pertinent information officers can use. Examples of when your floor plan would be used include burglary alarms, active shooters, bomb threats, disturbances, even fires and medical calls. The floor plans give officers an idea what to expect when they enter the building and possible hazards. This information is visible only to law enforcement officers, fire/EMS personnel and the dispatch center.

This business information packet as well as floor plans or other pertinent documentation can be emailed to Records & Technology Coordinator Kim Bezely at kbezely@morrispolice.org or mailed to Morris Police Department at 200 E. Chapin St., Morris, Il 60450.

If there are any questions, please contact us at 815-941.5233.

We appreciate your assistance.

Alicia Steffes
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Morris Police Department
200 E. Chapin St.
Morris, IL 60450
815 942-6503 - office
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asteffes@morrispolice.org