



# CORTLAND CITY POLICE

400 North High Street  
Cortland, Ohio 44410

GARY M. MINK  
Chief of Police

Emergency: 911  
Non-Emergency (Dispatch): 675-2730  
Office/Fax: 638-1000/637-4916

This form will be used for updating the information needed by Officers and 911 to contact either designated key holders or business owners at times where officers find an unsecured door, break-in, or suspicious situation. Personal information and home telephone numbers will NOT be given out to the general public and will be maintained only at the Cortland Police Department and Trumbull County 911 Center.

**When complete, please mail or fax this form to the address listed above to the care of Officer William Odell, records clerk.**

Thank you for your assistance and please feel free to call should you have any questions.

**\*\*\*\*\*PLEASE PRINT OR TYPE INFORMATION\*\*\*\*\***

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

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Web Site: \_\_\_\_\_

Business Email Contact: \_\_\_\_\_

**Personal Contacts/Key Holders that will be called if needed by Officers:**

*Please list in order*

**Name:**

**Telephone/Cell**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_