



Villa Rica Police Department

Michael P. Mansour, *Chief of Police*

101 Main Street
Villa Rica, Georgia 30180

Main - (770) 459-5149
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mmansour@villarica.org

P.E.N. (Police Emergency Notification)

System Instructions:

Dear Business Owner/ Manager,

You are being requested to fill out the following Police Emergency Notification form as it pertains to your business. Upon completion of this form, the information you have provided regarding your business and names of emergency contacts/key holders will be entered into the Villa Rica Police department's and the Carroll County 911 Emergency Center's computer system. This information will provide the Villa Rica Police Department and the Carroll County 911 Emergency Center with the means to contact a key holder on record in case of an "After Hours" emergency.

Please fill out all business information requested and return this form to the Villa Rica Police Department. Once we receive your form, we will issue you a P.E.N. number and deliver it to your business. We ask that this sticker be attached to a front window or door to be visible to our officers if they need to make contact.

Under the Emergency Notification Contact list, please list at least three (3) names of individuals who have a key to the entrance door and are able to reset any alarms on the premises. The first contact should be the person who lives closest to the business. Any means of contacts by phone, cell phone, or pager should be listed.

If your business has an alarm monitoring company, please indicate the name of the company and their telephone number.

Please keep this sheet as a reminder to contact the Villa Rica Police Department whenever you make a change in the listed key holders or any other pertinent business information. This will help guarantee that your business is current with the Villa Rica Police Department. If you need to make a change to your PEN sheet, please submit the changes in writing to the Villa Rica Police Department.

This is a Free Service from the Villa Rica Police Department and the Carroll County 911 Emergency Center.

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Police Emergency Notification(P.E.N.) Form



Date: _____

P.E.N. #: _____

Business Name: _____

Business Address: _____

Type of Business: _____

Business Phone: _____

Emergency Notification Contact List:

In Case of Emergency, contact the following people in the order listed:

1st Contact Name _____ Home Phone _____
Address _____ Other Phone _____

2nd Contact Name _____ Home Phone _____
Address _____ Other Phone _____

3rd Contact Name _____ Home Phone _____
Address _____ Other Phone _____

Alarm System () yes () no

If yes, Name of the Alarm Company _____ Phone # _____

Do you lease or rent the building? If so, please list the landlord's name and phone number where he or she can be reached:

Name _____ Phone # _____