



VILLAGE OF KEY BISCAIYNE POLICE DEPARTMENT



Office of the Chief of Police  
*Charles R. Press*

March 29, 2017

**BUSINESS' OWNERS, CONDO MANAGERS/SECURITY DIRECTORS' MEETING**

Ladies and Gentlemen:

On Thursday, May 4, 2017, at 10:00 a.m. the Village of Key Biscayne Police and Fire Rescue Departments will host the annual Condo Manager/Security Directors and Business Owners meeting to discuss hurricane preparedness issues.

This meeting will take place at the **Police Training and Emergency Operations Center/Community Room** (Suite 120, First Floor). Please RSVP to Senior Executive Assistant Madelín López at (305) 365-8913 by April 20, 2017. Because seating is limited we are requesting you only send one representative per building.

If you need hurricane passes, please fill out the enclosed corresponding application and attach a copy of each applicant's United States issued ID or Driver's License. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** **Keep in mind that passes will ONLY be issued to essential personnel who will evaluate property damages.** Passes will be issued under the condominium/business name only. Each building will receive three primary and three alternate passes. Each business will receive one primary and one alternate pass. You can bring the application to the meeting or to the Key Biscayne Police Department's Administration office. **Faxes will not be accepted. Please allow sufficient time for the applications to be processed.**

We look forward to seeing you there.

Sincerely,

Charles R. Press,  
Chief of Police

Attachment

cc: Village Manager John Gilbert  
Fire Rescue Chief Eric Lang

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