



OMAHA POLICE DEPARTMENT CLOSED PROPERTY REGISTRATION FORM



STEP 1. You may register one property per Registration Packet. A separate contract number issued by the Closed Property Squad of the Omaha Police Department is required for each property. **This is a legal contract and the original, signed contract must be on file with the Omaha Police Department.** A faxed copy or photocopy of the contract is not acceptable. All of the below documents must be completed as indicated by the registrant and sent to:

OMAHA POLICE DEPARTMENT
CLOSED PROPERTY SQUAD
505 SOUTH 15TH STREET
OMAHA, NE 68102-2769
(TELEPHONE 444-3954)

DOCUMENTS REQUIRED FOR REGISTRATION:

1. Completed and signed "Closed Property Registration" application (original signature, no copies),
2. Completed and signed "Registration Contract" (original signature, no copies);
If available, a legible map of property to be registered, and
3. Corporate Surety Bond or Certificate of Insurance (a General Liability coverage) in the amount of \$100,000 listing the City of Omaha as an additional insured. The Certificate of Insurance or Surety Bond **MUST** have the following typed in the "SPECIAL ITEMS" area:

**"THE CITY OF OMAHA IS AN ADDITIONAL INSURED
TO COMPLY WITH CITY ORDINANCE SEC. 20-156.04"**

STEP 2. After Omaha Police Department approval, personnel from the City of Omaha Permits & Inspections Division will arrange an appointment to meet the registrant at the site of the registered property. At this time, conspicuous closed property sign locations will be determined. Permits & Inspections will assist the registrant in ordering the proper signs from the City of Omaha Traffic Maintenance Facility located at 50th & G Streets.

STEP 3. The registrant will be contacted by personnel from the Traffic Maintenance Facility when the signs are ready to be picked up by the registrant. The registrant shall pay for the signs when they are picked up. Signs vary from 18" x 24" to 18" x 36" and range in price from \$20 to \$32 each.

STEP 4. It is the registrant's responsibility to install and maintain the closed property signs when the registration is in force and to remove those signs if the registration is terminated. As soon as the signs are installed the registrant shall notify:

PERMITS & INSPECTIONS DIVISION, ROOM 1110, CITY COUNTY BUILDING,
1819 FARNAM STREET, OMAHA, NE 68183 (TELEPHONE 444-5356)

STEP 5. When the Permits & Inspections Division determines all requirements of the registration process have been met, they shall notify the Omaha Police Department so enforcement may begin.

STEP 6. All registrations expire annually on December 31st. The Omaha Police Department will notify all current registrants prior to expiration. Renewal registrations may be requested from the Omaha Police Department.

NOTE: In case signs are stolen, vandalized, or destroyed, the registrant shall call the Telephone Response Squad at 444-5977 and make a report of the incident. It is then the responsibility of the registrant to notify Closed Property at 444-3954, and to contact the Traffic Maintenance Facility for a replacement. Replacement signs will be provided at the registrant's expense.

****NOTICE****

PERMISSION IDENTIFICATION

According to § 20-156.01, all individuals on the property during the posted closed hours must carry identification stating their authorization to be there during those hours. This includes individuals or employees of businesses listed on the closed property forms: **There is no exception.**

The following information is recommended for inclusion in the identification:

- Name and birth date of the person allowed on the property.
- Closed property business name.
- Closed property address or the location where the person will be working, i.e., an individual store name within a shopping center.
- Date work begins and ends or the ending date of the registration term, i.e., December 31st of the current year.
- **Registrant's signature.** (Original signature, not photocopied.)

Businesses with numerous tenants should consider:

- Including a Closed Property notice in leasing documents and/or manuals.
- Requiring tenants to contact and request identification and/or permission letters from the registrant for work such as inventories, repairs, overtime, or remodeling performed during the posted closed hours.

RESPONSIBILITIES OF REGISTRANT

1. Complete the closed property forms:
 - a. Ensure the management of any business using your property signs the *Acknowledgment Of Other Businesses Using The Property* section. The business name and address must be listed. The management representative must write his or her signature and job title.
 - b. Ensure both pages are signed on the lines requesting the registrant's signature.
 - c. Ensure renewal forms are completed and remitted to the Closed Property Squad no later than January 1st of each year.
2. Ensure new certificates of insurance or corporate surety bonds are remitted within 30 days of the expiration date on the previous certificate. This is **extremely important.**
3. Provide written notification of a new person serving as registrant.
4. Upon termination of participation in the Closed Property Program, registrant must:
 - a. Provide written notification.
 - b. Remove all closed property signs.
5. Respond to subpoenas to testify in court when arrests are made under the Closed Property Ordinances.
6. Sign **all** identification and/or permission letters granting authorization to be on the property during posted closed hours.

OMAHA POLICE DEPARTMENT CLOSED PROPERTY REGISTRATION

Date of Application (Month/Date/Year)	Business Name:	Address (City/State/Zip)
Business Telephone Number	Type of Business	
Person Registering Property	Mailing Address (City/State/Zip)	
Registrant's Day Phone Number	Status: (Check all applicable) ___ Property Owner ___ Property Occupant Do you have sole/exclusive control of the property to be registered? ___ YES ___ NO	

Type of Zoning for the Registered Property (Check type of zoning)

- | | | |
|---|---|---|
| <input type="checkbox"/> General Office | <input type="checkbox"/> Limited Industrial | <input type="checkbox"/> Community Commercial |
| <input type="checkbox"/> Highway Commercial | <input type="checkbox"/> General Commercial | <input type="checkbox"/> Limited Commercial |
| <input type="checkbox"/> General Industrial | <input type="checkbox"/> Neighborhood Business District | <input type="checkbox"/> Other _____ |

Primary use for your property (Check one):

- | | | |
|--|--|---|
| <input type="checkbox"/> Vehicle Parking | <input type="checkbox"/> Outside Storage | <input type="checkbox"/> Vehicle Loading or Unloading |
| <input type="checkbox"/> Other _____ | | |

Describe any criminal activity occurring on your property within the last twelve months: Was this activity reported to the Police? ___ YES ___ NO _____

LIST AUTHORIZED AGENTS/AFTER HOUR EMERGENCY CONTACT PEOPLE FOR THE BUSINESS:

NAME _____ TELEPHONE _____

NAME _____ TELEPHONE _____

NOTICE TO REGISTRANT

ANY PERSON FOUND UPON REGISTERED AND POSTED PROPERTY DURING CLOSED HOURS WITHOUT IDENTIFICATION SHOWING VALID PERMISSION TO BE ON THE PROPERTY SHALL BE SUBJECT TO ARREST. THIS APPLIES TO EMPLOYEES. IT IS THE RESPONSIBILITY OF THE REGISTRANT TO NOTIFY ALL EMPLOYEES OF BUSINESSES USING THE PROPERTY OF THE RESTRICTIONS SET FORTH BY THE REGISTRATION OF THE PROPERTY. ALL REGISTRATIONS EXPIRE ANNUALLY ON DECEMBER 31ST.

DOCUMENTATION REQUIRED WITH THIS REGISTRATION

1. COMPLETED AND SIGNED "CLOSED PROPERTY REGISTRATION" APPLICATION AND CONTRACT." (The signatures (2) must be original signatures, not photocopies.)
LEGIBLE MAP OF THE PROPERTY TO BE REGISTERED (if available).
2. CORPORATE SURETY BOND OR CERTIFICATE OF INSURANCE (GENERAL LIABILITY) IN THE AMOUNT OF \$100,000 NAMING "THE CITY OF OMAHA AS AN ADDITIONAL INSURED IN COMPLIANCE WITH CITY ORDINANCE SEC. 20-156.04."

REGISTRATION CONTRACT NUMBER _____

Assigned by Omaha Police Department

It is hereby agreed between the City of Omaha (hereinafter "City") and

Business Name

(hereinafter "Registrant") that the property described herein shall be subject to the provisions of Omaha Municipal Code Section 20-156.01 through 20-156.07.

The following described property is hereby registered with the City, and the undersigned Registrant hereby declares that the described property is closed to all persons, except those persons who carry the required signed identification and/or permission letter, during the times indicated below. The Registrant further declares that no person is invited, licensed, or privileged to be on the described property during the time the property is registered as closed unless they carry said signed identification and/or letter of permission.

Registered property location _____

Days and times property is closed (times will correspond with the times displayed on your Closed Property signs): _____

Registrant hereby expressly consents to the arrest of persons found upon the registered property during the hours the property is closed and posted. Registrant hereby appoints Omaha Police Officers as his agents and authorizes such agents to notify persons they are to leave the property during the days and times listed herein. Registrant agrees to testify at the request of the City in any court cases resulting from such arrests by Omaha Police Officers.

Registrant further agrees to indemnify and hold harmless the City of Omaha, its officers, agents, and employees individually or collectively from and against all liability for claims, suits, demands, or causes of action for false arrest arising from any apprehension, detention, or arrest made pursuant to the authority of Omaha Municipal Code Section 20-156.01 or this agreement. By entering into this agreement Registrant does for himself, his heirs, executors, administrators, and assigns expressly release and forever discharge the City of Omaha, its officers, agents and employees from any and all claims, suits, demands, or causes of action for false arrest arising from any apprehension, detention, or arrest or failure to apprehend, detain or arrest any person on or about the subject property, pursuant to Section 20-156.01 of this agreement.

_____ Chief of Police or Representative	_____ Registrant – Original Signature (No Copies) <small>(Owner, Occupant or Person in Control of the Property)</small>
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REGISTRATIONS EXPIRE ANNUALLY ON DECEMBER 31ST.

CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY):
06/10/97

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

SAMPLE
INSURANCE
CERTIFICATE

COMPANIES AFFORDING COVERAGE

COMPANY LETTER **A** CORNHUSKER CASUALTY CO
 COMPANY LETTER **B**
 COMPANY LETTER **C**
 COMPANY LETTER **D**
 COMPANY LETTER **E**

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROF.	BP55-6749	06/07/97	06/07/98	GENERAL AGGREGATE \$ 1,000,000
					PRODUCTS-COMMOP AGGR. \$ 1,000,000
					PERSONAL & ADV. INJURY \$ 1,000,000
					EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED. EXPENSE (Any one person) \$ 5,000
	ANY AUTOS				COMBINED SINGLE LIMIT \$
	ALL OWNED AUTOS				SOBILY ENJOY (Per person) \$
	SCHEDULED AUTOS				SOBILY ENJOY (Per accident) \$
	HIRED AUTOS				PROPERTY DAMAGE \$
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS
					EACH ACCIDENT \$
					DISEASE-POLICY LIMIT \$
					DISEASE-EACH EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS-LOCATIONS-VEHICLES-SPECIAL ITEMS
 LOCATION: 7604-7634 DODGE STREET, OMAHA, NE
 THE CITY OF OMAHA IS AN ADDITIONAL INSURED TO COMPLY WITH CITY ORDINANCE SECTION 20-156.04

CERTIFICATE HOLDER

OMAHA POLICE DEPARTMENT
 CLOSED PROPERTY SQUAD
 505 SOUTH 15TH STREET
 OMAHA, NE 68102

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

W. J. Hoos

Sec. 20-156.01. Registration of closed property--Generally.

(a) The owner, occupant, or person in control of eligible property or that person's authorized agent may register the property and declare that only identified persons are invited, licensed or privileged to be on the property during the registered times. Registrants shall appoint city police officers as agents of the owner, occupant, or person in control of the registered property for purposes of requesting persons to leave the registered property. It shall be unlawful for any person to be upon registered and posted property during closed hours without identification showing valid permission to be on the property.

(b) At the time of registration, the person registering the property shall identify any person who is permitted to be on the registered property during closed times. Any such person shall, during all times they are on the registered property, have in their physical possession identification showing their permission and the times during which they are permitted to be on the property.

(Code 1980, § 20-156.01)

Sec. 20-156.02. Same--Eligible property.

(a) Property within the city shall be eligible for registration upon meeting the following criteria:

(1) The property is zoned general office, limited commercial, community commercial, neighborhood business district, general commercial, highway commercial, limited industrial, general industrial, or heavy industrial;

(2) The property is primarily used for vehicle parking, outside storage, or loading or unloading of vehicles; and

(3) Within the 12 months prior to application, the property has been subjected to vandalism, has been the scene of a felony or misdemeanor, or has been the scene of an unauthorized gathering of persons which contributed to traffic congestion.

(b) Notwithstanding the eligibility criteria of subsection (a) of this article, property shall be eligible for registration upon certification by the chief of police that registration will assist orderly law enforcement upon the property or in its immediate area.

(Code 1980, § 20-156.02)

Sec. 20-156.03. Same--Application.

Application for registration may be made to the police department. Applications shall be accompanied by a registration contract signed by the owner, occupant or person in control of the property. The police department shall submit the application to the police chief together with a recommendation of approval or disapproval. The police chief may grant registration if registration will assist orderly law enforcement upon the property or in its immediate area. Upon registration of property, the person making application for registration shall be given a copy of sections 20-156.04, 20-156.05, 20-156.06 and 20-156.07. After registration is granted, the planning department, permits and inspection division, shall assist the police department in administering the registration program.

(Code 1980, § 20-156.03)

Sec. 20-156.04. Same--Bond or insurance.

The owner, occupant or person in control of the registered property shall provide a corporate surety bond or certificate of insurance in the amount of \$100,000.00 to indemnify and hold harmless the city, its officers, agents and employees, against any claims of false arrest arising from any arrest or detention made pursuant to the provisions of sections 20-156.01 through 20-156.06 of this Code. Proof of such bond or insurance shall be submitted to the police chief and approved as to form by the law department prior to registration of the property. The surety bond or insurance shall be maintained throughout the term of registration. Failure to maintain the surety bond or insurance as required by this section shall be grounds for cancellation of the registration.

(Code 1980, § 20-156.04)

Sec. 20-156.05. Same--Posted warning.

Signs reading as follows shall be conspicuously posted upon registered property:

PROPERTY CLOSED

to all persons and vehicles from _____ to _____ on _____. Violators will be prosecuted under Omaha City Ordinances §§ 20-156.01 through 20-156.07. Contract # _____

The registration's expiration date shall be shown on all such signs. Upon the termination or expiration of the registration, the owner, occupant, or person in charge of the property shall immediately remove all signs indicating that the property is registered. It shall be unlawful to display upon any property not registered with the city any sign indicating the property is registered.

(Code 1980, § 20-156.05)

Sec. 20-156.06. Same--Partial registration.

Registration may be permitted for a parcel of property in its entirety or any portion of the parcel. When registration is granted for only a portion of contiguous eligible property, the registered portion shall be marked and posted so as to distinguish it from any unregistered portion of the property. No portion of property subject to the control of anyone other than the applicant may be registered without the written consent of all persons controlling the property.

(Code 1980, § 20-156.06)

Sec. 20-156.07. Same--Term of registration.

Registration shall be effective for no longer than 12 months following the date of registration. The owner, occupant or person in control of the registered property shall give the police chief prompt written notice of any change of ownership, occupancy or control of the registered property, and of expiration or termination of the surety bond or insurance for the registered property. Registration shall not terminate until the written notice is received by the police department.

(Code 1980, § 20-156.07)