

If you have an alarm system in the City of Chamblee it must be registered. Fire & auto alarms are excluded. Registration is **FREE**. If police respond to an unregistered alarm, the owner may be fined. The first 4 false alarms within a calendar year at a registered site are free. Users will be assessed a service charge of \$25 for false alarm 5; \$50 each for 6 & 7; \$100 each for 8, 9 and 10. The 11th and above will result in revocation of the permit and a \$200 reinstatement fee. If fees are not paid, police will not respond to future alarms at your site.

SOME THINGS YOU SHOULD KNOW

- Complete the application below and submit by mail or fax to obtain a permit before you operate your alarm system. Alarm permits are not transferable.
- Permits must be posted at the front entrance so that information on the decal is visible from outside.
- Changes in permit information must be submitted in writing within 30 days.
- Audible alarms that sound for more than 15 minutes may result in a fine.
- If responding officer(s) determine an alarm is false, a notification card will be left at the time of response.
- A user may request a review of a false alarm determination by submitting it in writing within 7 working days to the alarm systems coordinator at the Chamblee Police Department. Include the user name, alarm address, date of alarm, permit number and facts upon which the request for review is being made.

AVOIDING SERVICE CHARGES

Most false alarms can be easily prevented by following these guidelines.

- Make sure all alarm users and key holders are trained to use the system and know the codes to arm and disarm the system, and also how to cancel a false alarm.
- Be sure doors and windows are properly closed and locked before arming the system. Unsecured doors and windows are easily jarred, resulting in false alarms.
- Be sure motion sensors are adjusted correctly, especially if you have pets.
- Have an arming delay of at least 60 seconds. Frequently, people take too long to exit the premises, or set the system off by re-entering.
- If your alarm system is easily set off by thunderstorms or power outages, have it repaired or adjusted. Alarms caused by power outages and normal thunderstorms will be considered false alarms.
- Periodically check the batteries and test your alarm system.
- Read and follow the instructions in your operator's manual.

CHAMBLEE POLICE DEPARTMENT ALARM PERMIT APPLICATION

Call the Chamblee Police Department at (770) 986-5005 or contact your alarm company, if you have questions.

Applicant's Name (or Business Name) _____

Alarm Address (include Apt/Suite) _____ Zip Code _____

Phone Number (Home) _____ (Work) _____

Mailing Address (If Different) _____ Zip Code _____

Alarm Company Name _____ Phone _____

Alarm Site: Residence Non-Residence/ Business Date Installed _____

List below two (3) people with keys to your building and a working knowledge of your alarm system that could respond within thirty (30) minutes to assist the police in resetting your alarm.

Name _____ Phone (H) _____ (W) _____

Name _____ Phone (H) _____ (W) _____

Name _____ Phone (H) _____ (W) _____

Mail To: Chamblee PD Alarm Coordinator, 3518 Broad Street, Chamblee GA. 30341 or FAX (770) 986-5017