



**WESTMINSTER POLICE DEPARTMENT**  
 8200 WESTMINSTER BLVD., WESTMINSTER, CA 92683  
 (714) 548-3202  
**ALARM PERMIT APPLICATION**

**Subject: City Council Ordinance No. 2458 Requires all Alarm Users to File for an Alarm Permit with the Westminster Police Department**

Dear Alarm User:

The City of Westminster False Alarm program’s goals are to protect our police resources by reducing the number of false alarm responses and to educate the community on how to avoid false alarms. The following information is provided to assist you in understanding your responsibilities as an Alarm User and to be aware of the fines and penalties for excessive false alarms. If you have any questions regarding the alarm program, please contact the Alarm Coordinator at (714)548-3202, ext. 6.

**Alarm Permits are Required**

City Council Ordinance 2458 requires all alarm users to file for an alarm permit with the Westminster Police Department. A \$30 fee applies for an initial permit application and \$30 for a renewal. Business alarm holders are required to renew their alarm permits on an annual basis. Residential alarm holders will renew their alarm permits every three years. It is the responsibility of the permit holder to apply for renewal on or before the 15<sup>th</sup> day of the month of expiration. The \$30 fee applies to both commercial and residential alarm permit applications. Please note that locations without an alarm permit on file with the Westminster Police Department may be fined the maximum penalty for operating an alarm system without a permit.

In an effort to reduce the number of false alarms responded to by the Westminster Police Department, a fine schedule for false alarms was enacted on October 14, 2009. The schedule is as follows:

<b>Number of false alarms within a 365-day period</b>	<b>Action Taken</b>	<b>Fines</b>
1	On-site written notice by officer	No charge
2	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Invoice for fine</li> </ul>	\$75
3	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Warning letter from alarm coordinator</li> <li>• Invoice for fine</li> </ul>	\$100
4	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Warning letter from alarm coordinator</li> <li>• Invoice for fine</li> </ul>	\$150
5	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Warning letter from alarm coordinator</li> <li>• Invoice for fine</li> </ul>	\$200
6	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Warning letter from alarm coordinator</li> <li>• Invoice for fine</li> </ul>	\$250
7	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Warning letter from alarm coordinator</li> <li>• Invoice for fine</li> <li>• Revocation of alarm permit</li> </ul>	\$300

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### Additional False Alarms

	Action Taken	Fines
Additional false alarms that occur during the appeal review	<ul style="list-style-type: none"> <li>• On-site written notice by officer</li> <li>• Warning letter from alarm coordinator</li> <li>• Invoice for fine</li> </ul>	\$300

### Fines for Operating an Alarm System without a Permit

Primary Dept	Action Taken	Penalty Breakdown
Police	Fine issued for operating alarm system without a permit	Penalty per violation: First violation: \$100 Second violation: \$200 Third and subsequent violations: \$500

### WHAT YOU SHOULD KNOW AS AN ALARM SUBSCRIBER:

You will incur a fine if your alarm system generates more than one police response in a 365-day period. For this reason, the following suggestions will help you keep false alarms to a minimum:

#### BEFORE YOU ACTIVATE YOUR ALARM SYSTEM:

1. Be sure you know how to use your system. Your alarm company should demonstrate this after installation.
2. Secure all doors and windows.
3. All pets should be properly contained.
4. Turn off any unnecessary electrical appliances, heaters, air conditioners, or fans.
5. Make sure your monitoring station knows how to reach you or someone responsible in case of emergency, especially if you are out of town.
6. Verify that your system is ready to activate. Most systems have an indicator light.
7. After activating the system, leave within the specified time period.
8. If you must return to the alarmed location, turn the system off immediately even if you just activated the system.

#### RESPONSIBILITIES OF ALARM USERS

1. The alarm mechanism will be adjusted to suppress false indications of force so that the alarm system will not be activated due to:
 

A. Transient pressure change in water pipes	D. Vehicular noise
B. Flashes of light	E. Electrical power fluctuations
C. Wind noise caused by rattling and vibrating doors or windows	F. Other forces unrelated to an actual emergency.
2. The permit holder is responsible for all false activations due to faulty equipment.
3. The alarm system will be adjusted to allow a sound total of no longer than 10 minutes of sound after activation or, in the case of systems operating under Underwriters Laboratories, Inc. standard 365 or 609, 15 minutes following activation.
4. The alarm must not be manually activated for any reason other than the occurrence of the event that the system was intended to report (I.e. activating a robbery or panic alarm for any reason less than life threatening situation)
5. Property is properly secured to prevent birds, animals, rats, rodents, and other animals from entering the premises and activating the alarm system

#### WHAT TO DO IF YOU ACCIDENTALLY ACTIVATE THE ALARM:

1. Immediately turn the system off.
2. Use your abort code if you have one.
3. If your central station verifies alarms, wait for the call. Do not attempt to call them (unless your alarm company specifically instructs you to do so).
4. Know your password - the central station will need it to verify the alarm.
5. Make sure anyone with access to your home or business knows the system code and password, and is instructed in operating the alarm.
6. Have the telephone number of your central station or alarm company handy.

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