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 15th 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:

Number of false alarms within a 365-day period	Action Taken	Fines
1	On-site written notice by officer	No charge
2	On-site written notice by officerInvoice for fine	\$75
3	 On-site written notice by officer Warning letter from alarm coordinator Invoice for fine 	\$100
4	 On-site written notice by officer Warning letter from alarm coordinator Invoice for fine 	\$150
5	 On-site written notice by officer Warning letter from alarm coordinator Invoice for fine 	\$200
6	 On-site written notice by officer Warning letter from alarm coordinator Invoice for fine 	\$250
7	 On-site written notice by officer Warning letter from alarm coordinator Invoice for fine Revocation of alarm permit 	\$300

Additional False Alarms

Additional false alarms	Action Taken	Fines
that occur during the appeal review	 On-site written notice by officer Warning letter from alarm coordinator Invoice for fine 	\$300

Fines for Operating an Alarm System without a Permit

Primary Dept	Action Taken	Penalty Breakdown
Police	Fine issued for operating alarm	Penalty per violation:
	system without a permit	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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WESTMINSTER POLICE DEPARTMENT

ALARM PROGRAM 8200 WESTMINSTER BLVD., WESTMINSTER CA 92683 (714) 548-3202 ext. 6

Permit Number:	
Anniversary Date:	

Office Use Only

ALARM SYSTEM PERMIT APPLICATION

Please send a check for \$30.00 Payable to the City of Westminster and a completed (3-page) application to: Alarm Coordinator, Westminster Police Department, 8200 Westminster Blvd., Westminster CA 92683

TYPE OR PRINT ALARM USER INFORMATION FOR BUSINESS OR RESIDENTIAL LOCATION				
1. Please check Pertinent Boxes	☐Residential Permit	□Commercial Permit		
	☐Change of Address/Phor	e/Emergency Contact/Alar	m Company	
2. Residence Last Name or Busines	s Name:			
3. Name of Responsible Party for A	larm System:			
Last Name	First Name		Middle Name	
4. Address:				
Street (P.O. Box NOT Acceptable)		Suite No.	Zip Code	
5. Phone Number at Alarm Premise	es: () -			
6. Alternate Phone Number:	() -			
7. Alternate Phone Number:	()			
8. Billing Address (If different from	above):			
Street	Suite No.			
City	Sta	te Zip Cod	е	
	EMERGENCY TELEPHON	IE NUMBERS		
In an emergency response, the Response, the Response, the Response, the Response who will respond to the alarm locate individuals must have the ability to FOR Better A.	ntact the person(s) listed be ion within 45 minutes of ala	low. You must list two other mactivation, if requested may system.	er responsible parties	
Name	Home Phone No.	Business Phone No.	Cell Phone No.	
B.	Home Fhone No.	busiliess Filolie No.	Cell Filotte No.	
Name	Home Phone No.	Business Phone No.	Cell Phone No.	
	ALARM COMPANY INFO	ORMATION		
Name of Alarm Company	Street Address		City	
State Zip	Code	Phone Number		
	OFFICER SAFETY INFO	RMATION		
Are there any weapons at the alarm	n location? □Yes □No If y	es, please describe below		
Are there any hazardous materials	stored at the alarm location?	? □Yes □No If yes, wh	at type?	
Are there any dogs at this location?	☐ Yes (If yes, are dogs - ☐	Inside □Outside)	□No	
Print Name:	Signati	ıre:	Date:	