

7792 WALKER STREET

LA PALMA, CA 90623



Edward O. Ethell
Chief of Police

City of La Palma
POLICE
DEPARTMENT
Records Bureau

Date: 8/28/09

Number of pages
Including cover sheet: 9

F A X C o v e r S h e e t

To: Diversified Alarm Service

ATTENTION: TRACY TAMAKI

Phone:

FAX: 866-597-0291

From: Cheryl Whitney

Dispatch: (714) 690-3370

Desk: (714) 690-3369

FAX: (714) 523-7351

Remarks: Urgent For your review Reply ASAP Please comment

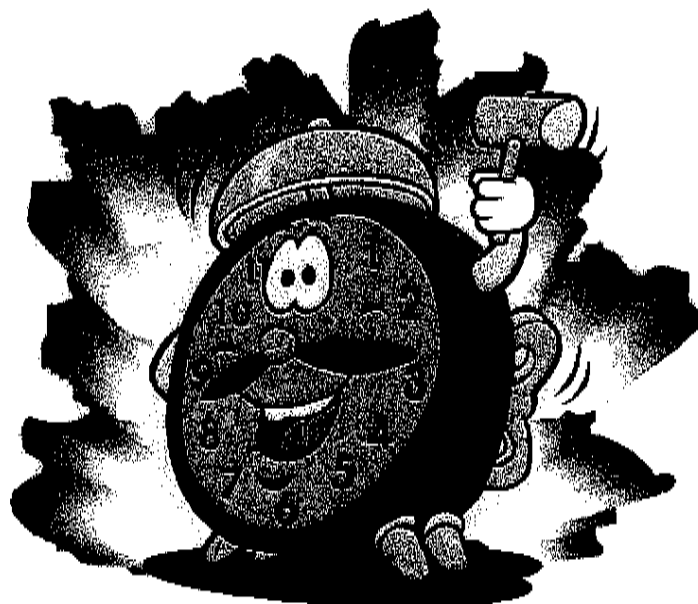
Hi Tracy,

Here is the alarm permit package that you requested.

Please let me know if there's anything else you need,
Cheryl

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to us at the above address via the U.S. Postal Service. — Chief Edward O. Ethell

CITY OF LA PALMA ALARM PERMIT PACKAGE



La Palma City Ordinance, Chapter 3A, Section 18: The City of La Palma is under no obligation or duty to the permit-holder or any other person by reason of any provision of this Chapter, including but not limited to guarding against any defects in a police or fire alarm system; any delay in transmission of an alarm message by any City officer, employee or agent; or damage caused by delay in responding to any alarm by any City employee, officer or agent.

**CITY OF LA PALMA
ALARM PERMIT PROCEDURE
(RESIDENTIAL AND COMMERCIAL)**

THE PACKAGE CONTAINS AN OVERVIEW OF THE CITY OF LA PALMA ALARM ORDINANCE AND AN ALARM PERMIT APPLICATION FORM.

- 1. Read all portions of the Permit Package carefully**
- 2. Fill out the Alarm Permit Application form thoroughly and completely**
- 3. Bring, *in person*, the completed Permit Application, along with the one-time Permit Application fee of \$16.00 to:**

**LA PALMA POLICE DEPARTMENT
7792 WALKER STREET
LA PALMA, CA 90623**

If you have any questions, please call the Police Department, 714/690-3370 and ask for the Watch Commander.

UNDERSTANDING LA PALMA'S ALARM SYSTEM ORDINANCE

Effective January 1, 1994, the La Palma Municipal Code Chapter 3A—Alarm system Ordinance is amended to include specific requirements of homeowners, business people, and property owners within La Palma city limits. This information sheet is designed to help you navigate through the new requirements.

First, it is necessary to understand words, phrases, and terms used in the Ordinance having the following meanings according to LPMC Section 3A-1, 3A-2, and 3A-3.

ALARM AGENT Any employee of an alarm business whose duties include selling, installing, or maintaining an alarm system, or who causes others to respond to an alarm system (i.e., a central station alarm company, private security response, etc.). Anyone conducting business or operating as an alarm agent or business within the City, must first obtain a City of La Palma Business License, and all appropriate California Department of Consumer Affairs licenses. Within ten (10) days of installing any new alarm system, the alarm or business agent installing the alarm shall notify the Police Department of the installation. A violation of this shall be grounds to revoke an alarm agent/business' Business License.

ALARM BUSINESS Any business selling, leasing, installing, maintaining, or servicing any alarm system on any building, structure of facility.

ALARM SYSTEM Any device designed or used for the detection of fire, intrusion into a building or for alerting others of an event within a building or both. The device must cause a local audible alarm or transmission of a signal or message. Alarm systems include, but are not limited to, direct dial telephone devices, audible alarms, and proprietor alarms. Devices not designed or used to evoke a police or fire response, or used to register alarms that are intended to be audible, visible or perceptible outside of the protected building, structure or facility are not included within this definition, nor are auxiliary devices installed by a telephone company to protect its systems which might be damaged or disrupted by the use of an alarm system.

APPLICANT Any person filing an application for an alarm permit.

AUDIBLE ALARM A device which generates an audible sound on the premises when it is activated.

AUTOMATIC DIALING DEVICE Any electrical, electronic or mechanical device capable of sending a prerecorded message over a telephone line to the Police Department.

DIRECT ALARM Any alarm system directly connecting an alarm to the La Palma Police Department via leased telephone line or any other direct line that has no intermediate station and terminates in a monitor module at the Police Department.

FALSE ALARM The activation of any alarm system because of mechanical failure, accidental tripping, mis-operation, malfunction, misuse, or alarm system lessee/owner, or his family,

employees or agent's neglect. When the Police or Fire Department's fail to find any evidence of intrusion, fire, or other cause for activating an alarm system, the alarm will be presumed false. False alarms shall not include alarms caused by earthquakes, violent winds, malfunction of telephone line circuits, or external causes beyond the control of the owner/lessee of the alarm system.

PERMITTEE The holder of a City of La Palma alarm permit.

POLICE DEPARTMENT The La Palma Police Department.

TERMINAL MONITOR MODULE A device installed at the Police Department which direct alarms are connected to by means of a telephone lease line and which is maintained by the City or its licensee.

An explanation of some do's and don'ts of the Ordinance

1. **Permit Required** No one may install or use any alarm system on any premises without first applying for and receiving an alarm permit from the City of La Palma. (LPMC 3A-4)
2. **Permit Applications** Anyone wanting to install an alarm system, shall file an application for an alarm permit with the La Palma Police Department on forms provided by the City. *The applicant shall pay a permit fee at that time.* The alarm permit application must include the names, addresses and phone numbers of the alarm agent/business selling/installing the alarm system. The application must also provide the name, address and phone number of the alarm agent/business providing service to the alarm system once installed. If the permittee will not be under a service contract with an alarm business, the names, phone numbers and addresses of at least two people who do not reside at the premises where the alarm system is proposed, must be provided, (to call in event of an emergency). Within twenty (20) days of any change relating to the written information required by the alarm permit application, the permittee shall give written notice of the change to the Police Department. A separate alarm permit is required for each premises when an alarm system is used or installed. Once issued, *the alarm permit shall not be transferable.* (LPMC 3A-5, 3A-6, 3A-8, 3A-9)
3. **Permit Investigations** Upon receiving an application for an alarm permit, the Chief of Police/designee shall investigate the proposed alarm system to determine if the system complies with City requirements. If the proposed system complies, and with all other codes, rules, or regulations that may be applicable, the Chief of Police will approve the application. (LPMC 3A-6)
4. **Direct Alarm Fees** Subscribers of direct alarms terminating at the Police Department's monitor module will pay fees for the monitor module service in an amount established by City Council resolution. (LPMC 3A-7)
5. **Exceptions** These requirements do not apply to audible alarms on any motorized vehicles, RV's, vessels, or trailers. (LPMC 3A-10)

6. **Existing Alarm Systems** If you already possess an alarm system – these permit requirements **DO** apply to any person/entity who, as of the effective date of this Ordinance (1/1/94) already possesses, has installed, or uses an alarm system. (LPMC 3A-11)
7. **Intentional False Alarms** No person is allowed to intentionally initiate a false alarm, except for purposes of testing alarm systems. Before testing an alarm system, the person or entity conducting the test shall notify the Police Department that such a test will be occurring. (LPMC 3A-12)
8. **Tampering/Damaging Alarm Systems** No person shall intentionally and maliciously tamper with or damage any alarm system. (LPMC 3A-13)
9. **Violations** It is unlawful for any person, firm, corporation or other entity to install, use or maintain any alarm system contrary to or in violation of any of the provisions of LPMC Chapter 3A. (LPMC 3A-14)
10. **False Alarm Prevention** When any emergency alarm, message, signal or notice is received by the Police Department indicating a failure to comply with an alarm permit or any requirement of Chapter 3A, the Chief of Police is authorized to direct the owner/lessee/representative of the alarm system to disconnect the alarm system until it is made to comply with LPMC Chapter 3A's requirements. (LPMC 3A-15a)
11. **Too Many False Alarms** Any alarm system causing more than three false alarms in any twelve month period shall cause the owner/lessee to pay a false alarm prevention fee, in an amount established by City Council resolution. False alarm penalties shall not apply during a thirty (30) day adjustment period to correct mechanical problems allowed for any new, improved or replaced alarm system, provided the responsible party demonstrates to the Chief of Police that false alarms received during the period resulted from conditions beyond the control of the responsible party, and not the fault of negligence on the part of that person or of his or her family or employees. (LPMC 3A-15b, 15d)
12. **Revoked Permits** An alarm permit may be revoked, in addition to assessing the false alarm prevention fee, in cases where an excess of three (3) false alarms are received in a twelve month period, or in the event of failure to pay applicable false alarm prevention fees. Also, the permit may be revoked if the Chief of Police determines the holder of a permit has violated any provision, term, or condition of an alarm permit, including but not limited to, being responsible for excessive false alarms or failing or refusing to pay the false alarm prevention fee. If a revocation occurs, the Chief of Police shall give the permittee fifteen (15) days notice of the City's intention to do so. The permittee then has fifteen (15) days to present evidence to the Chief of Police that the system has been repaired, etc., to conform to this ordinance. If the permittee fails to do so or fails to pay outstanding false alarm prevention fees or fails to file an appeal to the City Manager, the permit shall be revoked. Once revoked, the alarm system must be rendered inoperable until a new permit is issued. If the alarm is a direct alarm, upon revocation, it too must be disconnected. (LPMC 3A-15c, 16a 16b, 16c)

13. **Appeals** A permittee may appeal any action of the Chief of Police to the City Manager by filing with the City Clerk, a Notice of Appeal. It must be filed within fifteen (15) days after notice of revocation is given to the permittee. The City Manager will hold a hearing within fifteen (15) days of the appeal being filed. Evidence presented by the permittee, the Chief of Police, and interested parties will be heard. A final decision will be rendered which will be considered final. (LPMC 3A-17)

14. **Liability Limitations** The City is under no obligation or duty to the permittee or any other person by reason of any provision of these laws, including but not limited to guarding against any defects in a police or fire alarm system; any delay in transmission of an alarm message by any City officer, employee or agent; or damage caused by delay in responding to any alarm by any City employee, officer or agent. (LPMC 3A-18)

ALARM SYSTEM STANDARDS AND REQUIREMENTS (LPMC 3A-19)

1. **Noise Duration** - Every residential audible alarm system shall have a device preventing the noise duration to no longer than fifteen (15) minutes and no longer than thirty (30) minutes for a commercial audible alarm system, after any single activation. Audible alarm systems must include an automatic resetting device which will cause the system to rearm itself upon automatic shutoff.
2. **What Kind of Siren?**- No audible alarm system affixed to the exterior of a building may emit a sound similar to sirens in use on emergency vehicles or for civil defense purposes.
3. **Built-in Delays** - All direct alarms shall include a device which provides a minimum thirty (30) second delay of the original transmission to the monitor module, and also activates a signal immediately, which is perceptible to a person entering, leaving or occupying the premises. This provides that person with an opportunity to shut off the alarm prior to a false alarm signal.
4. **Power Supply** - Every alarm system shall be equipped with an uninterruptible power supply capable of operating the system for at least four (4) hours and which prevents an alarm activation due to an electricity company power failure.
5. **Alarms and the 9-1-1 System** - No alarm system may use an automatic communication device programmed to dial the 9-1-1 Emergency Public Safety Answering Point. The device may be used to automatically dial other police telephone lines; but only after the Chief of Police has given specific approval to do so.
6. **Fees for Direct Alarm Systems** - Alarm permit applicants for any direct alarm system shall pay a fee, in addition to any other fees, to reimburse the City costs incurred in investigating the proposed system.

In closing, I and all members of the La Palma Police Department hope your alarm system is of great value and service to you; however, please remember that no system can protect you without YOU first being aware of the system's limitations. If we can be of further service to you, please call upon us at the La Palma Police Department.

**EDWARD O. ETHELL
CHIEF OF POLICE**

CITY OF LA PALMA ALARM SYSTEM PERMIT APPLICATION

PLEASE PRINT ALL INFORMATION

RESIDENTIAL OCCUPANT'S NAME	HOME PHONE NUMBER ()	WORK PHONE NUMBER ()
BUSINESS OCCUPANT'S NAME	BUSINESS PHONE NUMBER ()	
ADDRESS OF ALARMED PREMISES		

NAMES & PHONE NUMBERS OF PERSONS TO BE CONTACTED IN CASE OF AN EMERGENCY

EMERGENCY CONTACT NAME	ADDRESS & CITY	WORK PHONE ()	HOME PHONE ()
EMERGENCY CONTACT NAME	ADDRESS & CITY	WORK PHONE ()	HOME PHONE ()

ALARM SYSTEM INFORMATION

LOCATION TYPE <input type="checkbox"/> BUSINESS <input type="checkbox"/> RESIDENTIAL	TYPE OF ALARM <input type="checkbox"/> ROBBERY <input type="checkbox"/> BURGLARY <input type="checkbox"/> FIRE <input type="checkbox"/> MEDICAL <input type="checkbox"/> PANIC <input type="checkbox"/> OTHER _____	TYPE OF SIGNAL <input type="checkbox"/> POLICE DEPT. DIGITAL DIALER <input type="checkbox"/> POLICE DEPT. ALARM BOARD <input type="checkbox"/> ALARM COMPANY MONITOR <input type="checkbox"/> AUDIBLE
MONITORING ALARM COMPANY NAME AND ADDRESS		PHONE NUMBER ()

I have read the Alarm System Standards and Requirements (LPMC 3A-19) and my alarm system complies as indicated below:
(Please circle your response)

- | | | | | | |
|-----------------------|-----|----|--------------------------------|-----|----|
| 1. Noise Duration | Yes | No | 4. Power Supply | Yes | No |
| 2. What kind of Siren | Yes | No | 5. Alarms and the 9-1-1 System | Yes | No |
| 3. Built-in Delay | Yes | No | | | |

A "No" answer to any question will cause a denial of the Alarm Permit until compliance can be shown

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED ON THIS APPLICATION AND DECLARE THAT THE INFORMATION PROVIDED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Printed Name of Applicant _____

Signature of Applicant _____

Date of Application _____

Date Application Received: _____ Fee Paid \$ _____ Received by: _____

Entered RMS/CAD System By/Date: _____