

# LOS ALAMITOS POLICE DEPARTMENT



Todd Mattern  
Chief of Police

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(562) 431-2255

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Re: Emergency Contact and Alarm Permit Renewal

To Whom It May Concern:

In 1990, the City of Los Alamitos adopted Municipal Code § 8.04 to regulate the use of alarms. The code established a requirement for alarm permits, established fees, and provided a penalty for violations. The code further required that alarm permit holder apply for a renewal of that permit on or before January 1<sup>st</sup> of each year.

Alarm Permit Fees, as established by City Council Resolution 2033, are as follows:

New Alarms (Not prorated).....\$30.00 per year  
Renewals .....\$25.00 per year  
Residents over age 65 (not applicable to businesses) are exempt.

Los Alamitos Municipal Code § 8.04.180 provides for the assessment of a prevention fee for false alarms in excess of three in a calendar year. City Council Resolution 2033 established those fees as follows:

1<sup>st</sup> – 3<sup>rd</sup> ..... No charge  
4<sup>th</sup> or more.....\$200.00 each response

If you have an alarm that triggers a police response, **you are required to complete the enclosed "Alarm Permit Application" each year.** If you are over age 65 and are exempt from paying the renewal fee, you must still complete the application. This application contains essential emergency contact information; therefore, it should be updated annually. If you have discontinued your alarm service, please notify the Police Department so that our records may be modified accordingly. Los Alamitos Municipal Code § 8.04.240 states that it is a misdemeanor for any person, firm, or corporation to install, use or maintain any alarm system without complying with the provisions of the Municipal Code.

**Within 30 days, please complete and return the Alarm Permit Application, along with a check made payable to the City of Los Alamitos for the appropriate alarm/renewal permit fee. Do not send cash.**

The Los Alamitos Police Department is committed to providing the highest level of professional police service. To ensure an appropriate police response to alarm calls, your cooperation in completing the Alarm Permit/Renewal process is essential. If you have any questions, please feel free to call me, Monday through Thursday, 7:30 am – 5:30 pm at (562) 431-2255, ext. 419. Thank you for your attention to this matter.

Sincerely,

LOS ALAMITOS POLICE DEPARTMENT

Todd W. Mattern  
Chief of Police

Susan Brown, Records Specialist



**LOS ALAMITOS POLICE DEPARTMENT**  
 3201 KATELLA AVE., LOS ALAMITOS, CA 90720  
 (562) 431-2255 EXT. 402 BUSINESS  
 (562) 594-7232 24 HOUR POLICE SERVICES

DO YOU HAVE AN ALARM: YES  NO

CALENDAR YEAR: **2009**

**EMERGENCY CONTACT INFORMATION AND ALARM PERMIT APPLICATION**

**ANNUAL RENEWAL – PLEASE COMPLETE AND RETURN WITH PAYMENT**

<input type="checkbox"/> BUSINESS <input type="checkbox"/> RESIDENCE	
NAME (IF BUSINESS, LIST THE COMPLETE NAME NOT AN ABBREVIATION)	BUSINESS HOURS
ADDRESS (STREET, CITY, STATE ZIP)	PHONE (INCLUDE AREA CODE)

<b>ALARM INFORMATION</b>	
TYPE OF ALARM PERMIT: <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> EXEMPT <input type="checkbox"/> AUDIBLE <input type="checkbox"/> SILENT <input type="checkbox"/> MONITORED BY ALARM COMPANY	
TYPE OF ALARM: <input type="checkbox"/> BURGLARY <input type="checkbox"/> ROBBERY <input type="checkbox"/> FIRE <input type="checkbox"/> MEDICAL <input type="checkbox"/> OTHER _____	
NAME OF ALARM COMPANY _____	
ADDRESS (STREET, CITY, STATE, ZIP)	PHONE (INCLUDE AREA CODE)

<b>PERSON(S) DESIGNATED TO HAVE KEYS TO THE BUSINESS AND ARE TO BE NOTIFIED IN CASE OF EMERGENCY</b>	
OWNER'S NAME (LAST, FIRST, MIDDLE)	PHONE (INCLUDE AREA CODE)
STREET ADDRESS (STREE, CITY, STATE, ZIP)	
ALTERNATE NAME (LAST, FIRST, MIDDLE)	PHONE (INCLUDE AREA CODE)
STREET ADDRESS (STREE, CITY, STATE, ZIP)	
ALTERNATE NAME (LAST, FIRST, MIDDLE)	PHONE (INCLUDE AREA CODE)
STREET ADDRESS (STREE, CITY, STATE, ZIP)	

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED ON THIS APPLICATION AND FURTHER DECLARE THAT THE INFORMATION PROVIDED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. *SEE REVERSE FOR FEES, NOTICE OF CHANGE, AND LIMITATIONS OF LIABILITY INFORMATION*			
NAME OF PERSON COMPLETING APPLICATION	TITLE	SIGNATURE OF APPLICANT	DATE

<b>POLICE USE ONLY</b>			
RECEIVING EMPLOYEE (NAME/ID #)	\$ AMOUNT RECEIVED	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # <input type="checkbox"/> EXEMPT <input type="checkbox"/> OTHER _____	DATE RECEIVED

**FEES:**

- ALARM PERMITS MUST BE RENEWED EACH CALENDAR YEAR. THE FEES ARE \$30.00 FOR NEW, OR \$25.00 FOR RENEWAL. SENIOR CITIZENS AGE 66 AND OLDER, WITH NO BUSINESS BEING CONDUCTED AT THE LOCATION ARE EXEMPT.
- FALSE ALARM FEES, PER CALENDAR YEAR, ARE: 1ST, 2ND, AND 3RD FALSE ALARMS AT NO CHARGE; 4TH THROUGH THE END OF THE CALENDAR YEAR AT \$200.00 EACH.
- DO NOT PAY "FALSE ALARMS" UPON RECEIPT OF THE FALSE ALARM NOTIFICATION, YOU WILL RECEIVE AN INVOICE.
- ALARM PERMITS MAY BE SUSPENDED, REVOKED, AND/OR POLICE RESPONSE DISCONTINUED.

**NOTICE OF CHANGE:**

WHENEVER ANY CHANGE OCCURS RELATING TO THE WRITTEN INFORMATION BY THIS CHAPTER, THE APPLICANT OR PERMITTEE SHALL GIVE WRITTEN NOTICE TO THE POLICE DEPARTMENT WITHIN 20 DAYS AFTER SUCH CHANGE OR AT ANY HEARING CONDUCTED UNDER THIS CHAPTER IF SUCH HEARING IS CONDUCTED BEFORE THE NOTICE HAS BEEN GIVEN (ORDINANCE 524 (PART), 1990).

**LIMITATIONS OF LIABILITY – SECTION 11D-13:**

THE CITY OF LOS ALAMITOS IS UNDER NO OBLIGATION OR DUTY TO THE PERMITEE OR ANY OTHER PERSON BY REASON OF ANY PROVISION OF THIS ORDINANCE, OR THE EXERCISE OF ANY PRIVILEGE BY ANY PERMITEE HEREUNDER INCLUDING BUT NOT LIMITED TO ANY DEFECTS IN A POLICE OR FIRE ALARM SYSTEM, ANY DELAY IN TRANSMISSION OF AN ALARM MESSAGE TO ANY EMERGENCY UNIT OR DAMAGE CAUSED BY DELAY IN RESPONDING TO ANY ALARM BY ANY CITY EMPLOYEE, OFFICER OR AGENT BY REASON OF THE DISCONTINUANCE OR SUSPENSION OF SERVICE.

FOR ADDITIONAL INFORMATION, YOU MAY REFER TO THE LOS ALAMITOS CITY CODE SECTION 8.04.

THE COMPLETED APPLICATION MAY BE MAILED OR PRESENTED IN PERSON TO THE ALARM OFFICER OF THE LOS ALAMITOS POLICE DEPARTMENT. SHOULD YOU HAVE ANY QUESTIONS YOU MAY CONTACT THE ALARM OFFICER AT (562) 431-2255 EXT. 419.