

CITY OF BARSTOW

CALIFORNIA

POLICE

POLICIES and PROCEDURES MANUAL:

Subject: ALARM USER PERMIT

INTRODUCTION

Chapter 5.26 of the Barstow Municipal Code requires all individuals, partnerships and corporations using business or residential security alarms within the corporate limits of the City of Barstow to obtain an Alarm User Permit prior to installing security alarm equipment.

To assure timely processing of Alarm User Permit applications, the City of Barstow has developed the following procedure.

PERMIT ISSUANCE

1. Alarm User Permit applications are available from the Division of Administrative Service, City of Barstow, 220 E. Mt. View, Barstow, CA 92311, between 8:00 a.m. and 5:00 p.m., Monday through Friday. Applications are also available from many alarm companies conducting business in the greater Barstow area.
2. Completed applications, including the signature of the applicant and the applicant's alarm company representative, if any, may be submitted in person or by mail (to the address in #1).

Application may be submitted by an alarm company representative on behalf of the alarm user provided that the alarm user has signed the permit application.

3. Upon receipt of an Alarm User Permit application, accompanied by the appropriate fee (\$10), the Division of Administrative Services shall issue the applicant a receipt for the fee submitted and stamp the application "FEE PAID".

Applicants who are over the age of 60 or who are handicapped and who are applying for a permit for a security alarm located at a residence in which no business is conducted shall be exempt from paying the application fee upon proof of age and/or disability. In such instances, the Division of Administrative Service shall stamp the application "FEE WAIVED".

4. After accepting an Alarm User Permit application, the Division of Administrative Service shall prepare a numbered Alarm User Permit from data contained in the application and shall forward both the application and the permit to the Chief of Police for consideration and approval.

Reference:

Effective Date Revision No.

March 01, 1988

CITY OF BARSTOW

CALIFORNIA

POLICE

POLICIES and PROCEDURES MANUAL:

Subject: *ALARM USER PERMIT - continued*

5. *Upon arrival, the Chief of Police shall sign both the Alarm User Permit and the accompanying application.*
6. *After the approval by the Chief of Police, the Alarm User Permit application and the permit shall be returned to the Division of Administrative Service for issuance and mailing.*
7. *After receiving an approved permit from the Chief of Police, an employee designated by the Division of Administrative Service shall sign the Alarm User Permit as the issuing employee and shall mail the original (white) copy of the permit to the permittee.*
8. *The yellow copy of the Alarm User Permit and the permittee's application shall be retained by the Division of Administrative Service for reference.*
9. *The Division of Administrative Service shall forward the buff copy of the Alarm User Permit to the Police Communication Center via the Chief of Police for inclusion in the department's Alarm User Permit ledger.*
10. *All alarm user permits shall expire July 1 of each even numbered year.*
11. *The Division of Administrative Service shall notify all Alarm User Permit holders of the need for renewal no later than May 1 of each even numbered year.*

PERMIT REVOCATION

1. *Alarm User Permits may be suspended or revoked by the Chief of Police in accordance with provisions of Chapter 5.26, Barstow Municipal Code.*
2. *The Chief of Police shall notify the Division of Administrative Service in writing of any revocation of an Alarm User Permit.*
3. *Those alarm users whose Alarm User Permit is revoked by the Chief of Police shall surrender their Alarm User Permit to the Division of Administrative Service.*

Reference:

Effective Date

Revision No.

Section

March 01, 1988

Page 2 of 3

316

CITY OF BARSTOW

CALIFORNIA

POLICE

POLICIES and PROCEDURES MANUAL:

Subject: ALARM USER PERMIT - continued

4. Alarm users whose Alarm User Permit has been revoked pursuant to Chapter 5.26, Barstow Municipal Code shall be entitled to apply for reissuance of an Alarm User Permit in accordance with provisions of this policy.

FALSE ALARM BILLINGS

1. Chapter 5.26, Barstow Municipal Code authorizes the City of Barstow to levy a service charge of \$75 for false security alarm activations in excess of a specified number.
2. Upon being informed that an alarm user has generated an excessive number of false alarms as specified in Chapter 5.26, Barstow Municipal Code, the Chief of Police shall so advise the Division of Administrative Service in writing.
3. Upon notice that an alarm user has generated an excessive number of false alarms, the Division of Administrative Service shall prepare an invoice in the amount of \$75 and shall mail it to the alarm user at the address specified on the Alarm User Permit. The invoice shall note that failure to pay the City of Barstow the full amount due within 60 days of the invoice date will result in revocation of the Alarm User's Permit.
4. Should an alarm user fail to remit a service charge due the City within 60 days of billing, the Division of Administrative Service shall notify the Chief of Police of such failure.
5. Upon notification that an alarm user has failed to pay a service charge due the City within the prescribed 60 days, the Chief of Police shall act promptly to revoke the alarm user's permit as specified in Chapter 5.26, Barstow Municipal Code and in the manner specified in this policy.

Reference:

Effective Date

Revision No.

Section

March 01, 1988

Page 5 of 5

316