

**TOWN OF GREENWICH – ALARM ORDINANCE
INSTRUCTIONS FOR COMPLETING REGISTRATION FORM**

The attached Alarm Ordinance Registration form is to be completed and filed with the Town of Greenwich Alarm Ordinance Office. This requirement is the result of an ordinance adopted by the Town in 1980, which requires the registration of all alarm devices installed or updated, if such devices call for a response from either the Police or Fire Department of the Town. This must be done within 30 days from the day your system is turned on. **There is a \$10.00 annual registration fee due at the time this form is completed. Please make checks payable to the Town of Greenwich.**

In addition, the registered owner or user is required to notify the Alarm Ordinance Department immediately of any changes in the registration information that takes place anytime after registration.

Section I The Ordinance requires registration by the alarm “user” and defines such registrant as the “owner of any premise on which an alarm device is used.” It also provides that an occupant of the premises who expressly accepts responsibility therefore is to be completed by identifying the owner of the premises on which the device is installed.

Section II In the event that bills or invoices to the “alarm user” (owner or occupant) are to be addressed to a location other than as stated in Section I or Section III, this information must be provided.

Section III This section is to be completed in those instances where the device is the responsibility of the occupant or tenant of the premises. **If the occupant accepts this responsibility, he or she, not the owner must sign the form thereby acknowledging such responsibility.**

Section IV In this section the registrant is required to identify those persons to be notified by the Police or Fire Departments upon activation of the alarm in addition to, or in place of the registrant.

Section VI This section should be self-explanatory although it may require some research for those registering alarms that have not been in operation for some time. All the questions must be answered, as the ordinance requires an analysis of the alarms over a period of time. The Finance Department will not accept incomplete forms.

General Comments

The Comptroller or his agent will acknowledge the filing as provided in the ordinance and will return the copy of the form (which will have your registration number on it) to the registrant. The original will be retained by the Alarm Ordinance Office and will be the basis for all billings.

**Any questions should be directed to Karen La Bella
in the Alarm Ordinance Office at (203) 618-8339.**

**SUMMARY OF ALARM DEVICE ORDINANCE
JULY 1, 2001**

1. Each alarm device registration shall expire on July 1st of each year and must be renewed annually. The registration fee will be \$10.00 if paid within 30 days of the July 1st due date. The registration fee will increase to \$30.00 if not paid within 30 days of the July 1st due date and will increase to \$130.00 if not paid within 60 or more days of after the July 1st due date.
2. The definition of a "false alarm" is any activation of an alarm device eliciting the response of the Police or Fire Department and one that is not caused by a criminal act, fire or other emergency. Malfunction of telephone equipment or power failure is no longer a valid excuse for a false alarm.
3. Please note that it shall be the responsibility of the central station to attempt to verify all alarm activations before requesting a police response. This means the alarm user may be fined for central station failure to comply with this requirement of the ordinance.
4. Charges for False Alarms have been revised as follows:
 - a) For the first false alarm within the town's fiscal year: no charge.
 - b) For response by the Police Department —**
 - 1) for the second false alarm: fifty dollars (\$50.00);
 - 2) for the third false alarm: one hundred dollars (\$100.00);
 - 3) for the fourth false alarm: one hundred fifty dollars (\$150.00);
 - 4) for the fifth and subsequent false alarms: two hundred dollars (\$200.00).
 - c) For response by the Fire Department —**
 - 1) for the second false alarm: fifty dollars (\$50.00);
 - 2) for the third false alarm: one hundred dollars (\$100.00);
 - 3) for the fourth and subsequent false alarms: two hundred dollars (\$200.00).
 - d) For response by both the Police Department and the Fire Department, the charge for the false alarm shall be the charge applicable to a response by the Fire Department.
5. Violations and Penalties: Failure to register an alarm device

Any person who performs or causes to be performed any of the following acts shall be subject to penalties for each such act as follows:

- a) Failure to register an alarm device within thirty (30) days of notification by the administrator: thirty dollars (\$30.00); within sixty (60) days of notification by the administrator: one hundred thirty dollars (\$130.00).
- b) Failure to give notice of changes in registration information within thirty (30) days of notification by the administrator: thirty dollars (\$30.00); within sixty (60) days of notification of the administrator: one hundred thirty dollars (\$130.00).

TOWN OF GREENWICH
CONNECTICUT
ALARM ORDINANCE REGISTRATION FORM

INTERNAL USE ONLY →	DATE OF APPL MO DAY YR	VARITECH NO.	REGIS. NO.	FILING NAME

ALARM OWNER INFORMATION

1. NAME OR BUSINESS NAME _____
(LAST OR BUSINESS NAME, FIRST NAME, MIDDLE INITIAL)

2. STREET ADDRESS _____
(NUMBER AND STREET)

3. CITY OR TOWN _____ 4. STATE _____ 5. ZIP CODE _____

6. TELEPHONE _____ 7. EMERGENCY PHONE _____
(AREA CODE) (NUMBER) (AREA CODE) (NUMBER)

BILLING INFORMATION

8. NAME OR BUSINESS NAME _____
(LAST OR BUSINESS NAME, FIRST NAME, MIDDLE INITIAL)

9. MAILING ADDRESS _____
(NUMBER AND STREET)

10. CITY OR TOWN _____ 11. STATE _____ 12. ZIP CODE _____

13. TELEPHONE _____
(AREA CODE) (NUMBER)

ALARM USER INFORMATION (IF ALARM USER IS OTHER THAN ALARM OWNER)

14. NAME OR BUSINESS NAME _____
(LAST OR BUSINESS NAME, FIRST NAME, MIDDLE INITIAL)

15. STREET ADDRESS _____ APT. # _____
(NUMBER AND STREET)

16. CITY OR TOWN _____ 17. STATE _____ 18. ZIP CODE _____

19. TELEPHONE _____ 20. EMERGENCY PHONE _____
(AREA CODE) (NUMBER) (AREA CODE) (NUMBER)

LOCAL KEYHOLDERS (ADDITIONAL PERSONS THAT MAY BE REACHED IN AN EMERGENCY)

21. NAME _____ 22. ADDRESS _____

23. CITY & STATE _____ 24. ZIP CODE _____ 25. PHONE _____

26. NAME _____ 27. ADDRESS _____

28. CITY & STATE _____ 29. ZIP CODE _____ 30. PHONE _____

ALARM INSTALLATION

31. ALARM COMPANY PRESENTLY USING _____

32. ADDRESS _____ 33. CITY _____
(NUMBER AND STREET)

34. STATE _____ 35. ZIP CODE _____ 36. TELEPHONE _____
(AREA CODE) (NUMBER)

ALARM DESCRIPTION

37. ALARM LOCATION _____
(STREET ADDRESS) (FLOOR #) (ROOM #)

38. MAKE OF SYSTEM _____

39. TYPE OF SYSTEM (CHECK ONE) VARITECH TAPE DIALER SONITROL CENTRAL STATION

40. DATE OF INSTALLATION / ACTIVATION _____ 41. IS THIS A NEW INSTALLATION? (CHECK ONE) YES NO
MO. DAY YR. (IDENTIFY)

42. IS THIS INSTALLATION (CHECK ONE) INDUSTRIAL COMMERCIAL PUBLIC BLDG. RESIDENTIAL

43. NATURE OF SYSTEM? (CIRCLE ONE) FIRE DETECTION INTRUSION DETECTION BOTH

44. DOES THIS SYSTEM USE ANY OF THE FOLLOWING DEVICES? (CHECK THOSE THAT APPLY)
 INTRUSION DETECTORS HEAT DETECTORS SMOKE DETECTORS PANIC BUTTON
 SOUND DETECTORS EXTERIOR BELL OR ALARM

45. IF AN EXTERIOR AUDIBLE DEVICE IS USED IN THE SYSTEM, IS THIS DEVICE AUTOMATICALLY RESTRICTED TO A MAXIMUM OF 30 MINUTES? (CIRCLE ONE) YES NO

"UNLESS REQUIRED BY LAW, AN AUDIBLE EXTERIOR ALARM MUST AUTOMATICALLY BE RESTRICTED TO A MAXIMUM DURATION OF 30 MINUTES, BY TOWN ORDINANCE."

PURSUANT TO THE PROVISIONS OF THE TOWN OF GREENWICH ALARM ORDINANCE ON FILE WITH THE TOWN CLERK OF GREENWICH AND IN CONSIDERATION FOR THE PERMISSION TO USE AN ALARM DEVICE, AS DEFINED THEREIN, THE UNDERSIGNED ALARM USER, AS DEFINED THEREIN, ACKNOWLEDGES FULL FAMILIARITY WITH SAID ORDINANCE AND CERTIFIES USER'S AUTHORIZATION TO REGISTER THE ABOVE-IDENTIFIED ALARM DEVICE. THE UNDERSIGNED FURTHER ACCEPTS FULL RESPONSIBILITY FOR SAID DEVICE AS THE ALARM USER WITHIN THE TERMS OF SAID ORDINANCE AND AGREES TO FULFILL ALL THE REQUIREMENTS STATED THEREIN.

 NAME OF PREVIOUS OWNER X _____
 SIGNATURE

STATEMENT OF ADMINISTRATOR

PROPER REGISTRATION OF ALARM DEVICE REGISTRATION NO. _____
 IS HEREBY ACKNOWLEDGED.

 ADMINISTRATOR