



## Municipality and Ordinance Review Document

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The attached document has been formulated to assist the alarm industry in opening a dialogue with the local law enforcement community.

The most successful efforts in alarm reduction have been in communities where law enforcement, the alarm industry and alarm users work together toward a solution. The hardest part of establishing this open dialogue is the first step, that initial contact between the industry and law enforcement.

If the attached document is used, members of the industry can be assigned an agency to contact and, in essence, fill in the blanks. It should then be that person's responsibility to maintain frequent contact with the agency and report back to the local association.

It should be the goal of every state association to complete this document on every agency in their state.

In addition the ordinance review section of the document can be used to solicit assistance from SIAC and other groups when an agency intends to pass an alarm initiative that is contrary to the tried and proven techniques as documented in the Model States Report.

Experience has taught us that the best way to formulate a good false dispatch reduction program is for the alarm industry to initiate the process through contact with law enforcement.

If additional information is required please contact the following persons:

**Security Industry Alarm Coalition (SIAC)**

**Ordinance questions:**

Ron Walters, 954-431-4552, [ron@siacinc.org](mailto:ron@siacinc.org)

**Security Industry Alarm Coalition (SIAC)**

**Executive Director:**

Stan Martin, 972-377-9401, [stan@siacinc.org](mailto:stan@siacinc.org)

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# Municipality Background

Municipality Name: \_\_\_\_\_

**In order to coordinate response to a problem area, the questions within this document need to be completed in as much detail as possible and communicated to Ron Walters, ron@siacinc.org**

(Circle One)

- Is there a local/ state alarm association? Yes No
- Is the local/ state association a Chapter of the NBFSA? Yes No
- Does the local/ state association have an Executive Director? Yes No
- Does the local/ state association have a lobbyist? Yes No
- Does the local/ state association have an attorney? Yes No
- Is there an existing false alarm ordinance? Yes No
- Is the municipality considering a non or verified response **policy**? Yes No
- Is the municipality considering an **ordinance** or amendment with *Non or Verified Response* as a part of the ordinance? Yes No

(Fill In The Blanks)

Name(s) of local leadership that is willing to work the issue:

Name:	Phone:	E-Mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Law Enforcement Agency Background

Chief Law Enforcement Official (CLEO): \_\_\_\_\_.

Is CLEO elected or appointed? \_\_\_\_\_.

If elected, when is re-election? \_\_\_\_\_ How long is term? \_\_\_\_\_.

Who does CLEO answer to? \_\_\_\_\_.

Is there a board or committee that reviews police policies? Yes No

If yes, name of the Board or Committee: \_\_\_\_\_.



# ALARM ORDINANCE REVIEW GUIDELINES

## Section I. F.A.N. Committee:

Name of Municipality: \_\_\_\_\_

The following False Alarm Network **Industry Member(s)** are involved in the review of this ordinance:

Name(s)	Phone Number(s)
_____	_____
_____	_____
_____	_____

The following FAN **Law Enforcement Member(s)** are involved in the review of this ordinance.

_____	_____
_____	_____

## Section II. Review Process Critical Dates:

A. Date that ordinance was given to you for review: \_\_\_\_\_

B. Who initiated this review? \_\_\_\_\_

C. At what stage is the process? (Circle any that apply)

Draft, Review Only.      First Reading.      Public Hearing.      Final Reading.

E. Schedule:

1. Target Completion Date: \_\_\_\_\_,

2. Target Date to Submit to Legislators; \_\_\_\_\_.

3. Other Important Dates: \_\_\_\_\_

4. Date that you completed your review: \_\_\_\_\_

### SECTION III.

#### A. Agency Information:

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Chief/ Sheriff Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### B. Jurisdictional Background Information:

Name of Jurisdiction: \_\_\_\_\_

Population: \_\_\_\_\_ # Sworn Officers: \_\_\_\_\_

Is this Legislation?

- New Legislation.
- Amendment to existing legislation (Year Originally Passed) \_\_\_\_\_
- Who initiated this legislation? Circle best answer.  
Legislator    Chief/ Sheriff    Other \_\_\_\_\_

### Section IV. Jurisdiction History

#### **Dispatch History and Alarm Factor:**

# \_\_\_\_\_ of registered alarm users \_\_\_\_\_ (if known).

# \_\_\_\_\_ of alarm calls responded to in \_\_\_\_\_ (year).

**Current overall alarm factor for agency. Divide the number of responses by the number of permitted alarm users = \_\_\_\_\_ factor.**

**Repeat for as many years as you have statistics.**

**Section V. Best Practices:**

*(Check All That Apply and Answer All Questions)*

**A. Registrations: Yes \_\_\_\_ No \_\_\_\_**

1. If yes, how much? \$\_\_\_\_\_. 00

**B. Renewals: Yes \_\_\_\_ No \_\_\_\_**

1. Annual Fee \$\_\_\_\_\_. 00

2. Other: \_\_\_\_\_ Fee: \$\_\_\_\_\_. 00

**C. Agency will accept dispatch cancellations prior to officers' arrival at the premises with no penalty to user or company?**

1. Yes \_\_\_\_ No \_\_\_\_

2. If other than yes, what is cancellation policy? \_\_\_\_\_

\_\_\_\_\_.

**D. Staffing,**

Full Time: \_\_\_\_ Part Time: \_\_\_\_ Sworn: \_\_\_\_ Non-Sworn: \_\_\_\_

**E. Alarm Users School? Yes \_\_\_\_ No \_\_\_\_**

**F. Fines: Escalating and Meaningful? Yes \_\_\_\_ No \_\_\_\_.**

1<sup>st</sup>: \$\_\_\_\_\_. 00

6<sup>th</sup>: \$\_\_\_\_\_. 00

2<sup>nd</sup>: \$\_\_\_\_\_. 00

7<sup>th</sup>: \$\_\_\_\_\_. 00

3<sup>rd</sup>: \$\_\_\_\_\_. 00

8<sup>th</sup>: \$\_\_\_\_\_. 00

4<sup>th</sup>: \$\_\_\_\_\_. 00

9<sup>th</sup>: \$\_\_\_\_\_. 00

5<sup>th</sup>: \$\_\_\_\_\_. 00

10<sup>th</sup>: \$\_\_\_\_\_. 00

**G. Restricted Response? Yes \_\_\_\_ No \_\_\_\_**

1. If Yes, at what point? \_\_\_\_\_.

2. Appeal process? Yes \_\_\_\_ No \_\_\_\_

**H. Best Description of the level of cooperation between the industry and agency/ jurisdiction. Check the answer that best describes the relationship.**

Full and complete cooperation and interaction.

- Non-adversarial relationship, but not totally open.
- Adversarial Relationship.
- No interaction or cooperation between the industry and agency.
- Openly hostile relationship between the industry and agency.

**I. Required Call Verification required prior to dispatch on intrusion alarms.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**J. Agency will notify the alarm user on every response?**

Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, how will notification take place?*

- A. Door Hanger.
- B. Mail.
- C. Registered Mail.
- D. Other: \_\_\_\_\_.

**K. Billing and Tracking Software.**

The agency has, or intends to have, software that will track dispatches and handles billing of fines and fees. Yes \_\_\_\_\_ No \_\_\_\_\_

**Section VI. DEFINITIONS:**

- I/we, have checked all of the definitions in the ordinance against the Model Alarm Ordinance and verified them to be accurate.
- I/we, have checked this ordinance and have found conflicts in the definition section of the document. I have included with this review a list of any terms or words with definitions that were in conflict with the Model Alarm Ordinance.

**Section VII. CONFLICTS:**

- I/we, have reviewed this ordinance and have found nothing that is in conflict with the Model Ordinance.
- I/we, have reviewed this ordinance and found the following (please attach all pertinent data) conflicts between this legislation and the Model Ordinance.

## Section VIII. FINING OF ALARM COMPANIES

Quoting from the combined resources of the False Alarm Reduction Association, FARA and the National Burglar and Fire Alarm Association, NBF AA, in the following circumstances it is considered acceptable to fine alarm companies;

*According to the NBF AA/FARA (False Alarm Reduction Association) Model Burglar Alarm Ordinance, It is appropriate to fine the alarm companies under these three circumstances:*

1. If the officer responding to the false alarm determines that an on site employee of the alarm company directly caused the false alarm. In this situation this will not be counted against the alarm user.
  2. If the alarm administrator determines the existence of a consistent pattern with regard to verification or written policy against verification, the Alarm Company can be issued a civil citation for failure to verify. To verify means an attempt by the alarm company, or its representative, to contact the alarm site by telephonic or other electronic means, whether or not actual contact with a person is made, before requesting law enforcement dispatch, in an attempt to avoid an unnecessary alarm dispatch request.
  3. If the alarm administrator determines that an alarm company employee made a false statement concerning the inspection of an alarm site or the performance of an alarm system.
- I have reviewed the ordinance and there are no instances, other than the three listed above, where alarm companies are fined.
  - I reviewed the ordinance and the following areas not listed above, call for fining or penalizing of alarm companies.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**SECTION IX: INFORMATION SUPPLIED TO AGENCY OR JURISDICTION:**

The following materials were provided to \_\_\_\_\_ of  
\_\_\_\_\_ on, \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

- Model States Report
- Model Ordinance
- FAAP Software Disk
- SIAC Resource CD
- Other: \_\_\_\_\_.

**SECTION X. OUTSIDE ASSISTANCE:**

- After reviewing the ordinance, and meeting with the authority having jurisdiction, I/we, have determined that this ordinance is in conflict with the Model Ordinance and the agency/ industry relationship does not indicate that a favorable compromise can be reached between the parties. A copy of this review, along with all other supporting documentation, has been forwarded to

**(Please be specific as to name, date and organization you notified):**

- State Alarm Association
- National Burglar and Fire Alarm Association, NBF AA
- Security Industry Alarm Coalition, SIAC
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**FOR ADDITIONAL ORDINANCE REVIEW INFORMATION OR QUESTIONS CONTACT:**

**SIAC – Ordinance Review Support**

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