

**ALARM SYSTEM REGULATIONS**  
Green Ordinance 2002-10; Effective 9-26-02

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Any person or business operating an alarm system within the City of Green, Ohio, must obtain and maintain a valid, non-transferrable permit for each alarm system, through the office of the Alarm Administrator. An alarm system is defined as a device that emits, transmits or relays a signal intended to summon a representative of a law enforcement agency **OR FIRE DEPARTMENT**. Exempted are alarms installed on a vehicle unless it has a permanent location; and, an alarm designed to alert inhabitants of a premises not having an external alarm system.

**APPLICATION**

A completed application must be submitted for approval to the office of the Alarm Administrator (Finance Department), prior to activating an alarm system. The alarm system permit, and renewals, will be valid for two year intervals. The application will include the following information:

- 1) Company, association name, or similar entity - if applicable; system site address, site telephone number.
- 2) The name, address and telephone number of the person who will be the permit holder.
- 3) The name, address and telephone number of the person who will be responsible for the maintenance and operation of the alarm system, if different from permit holder.
- 4) The name, address and telephone number of two others who have knowledge of the maintenance and operation of the alarm system, and may be contacted in such case as the person named in item three of these regulations is not available.
- 5) Classification of the alarm system - residential, commercial/industrial or multi-family.
- 6) The purpose of the alarm system. If more than one system is located at a site, list the reason for the system each permit refers to.
- 7) If more than one system exists at this site, identify the areas of the property and/or building covered by this system.
- 8) Type and manufacturer of the alarm system.
- 9) Site plan documents, annunciator panel and known hazards for site other than residential.
- 10) The name and phone number of the company monitoring the police or fire alarm system.

**II. RENEWAL**

Renewal ~~fee of \$5~~ is required. An expiration notice will be sent to permit holders 30 days prior to the permit expiration date. It remains the responsibility of the permit holder to submit a renewal application prior to the permit expiration date. Failure to renew will be deemed to be use of a non-permitted alarm system, ~~and subject to applicable penalties.~~ The permit may not be renewed until any outstanding assessments and/or citations have been resolved.

**III. EXEMPTIONS**

Exemptions are alarms installed on a vehicle unless it has a permanent location; and, an alarm designed to alerted inhabitants of a premises, not having an external alarm system.

**IV. MODIFICATIONS**

The permit cannot be transferred to another person. The permit holder shall inform the Alarm Administrator, in writing, of any change that alters any information listed on the permit application within fifteen business days. ~~The permit holder is required to notify the Alarm Administrator, in writing, within ten days of any change in permit information.~~

#### V. RESPONSIBILITIES OF THE PERMIT HOLDER

The permit holder is ultimately responsible to:

- 1) Maintain the premises and alarm system in a manner that will minimize and/or eliminate false alarm notifications.
- 2) Respond, or see that his representative responds to the system site within a reasonable time period, upon notification by the City'S **FIRE DEPARTMENT** or law enforcement agency. **FAILURE TO RESPOND WITHIN A REASONABLE AMOUNT OF TIME WILL RESULT IN ISSUANCE OF A FALSE ALARM NOTIFICATION.**
- 3) Deactivate a malfunctioning alarm system, provide access to the premises, or provide security for the premises, when called upon by the City or law enforcement agency.
- 4) Not manually activate an alarm system for any reason other than in an event that the system was designed to report.
- 5) Adjust the mechanism in a manner limiting an audible system signal to deactivate after 15 minutes.
- 6) Ensure that audible system signal does not resemble the sound of an existing local emergency or civil defense alarm or siren.
- 7) Cause the mechanism of the alarm system to be adjusted so that the system will not transmit another signal without being manually reset.
- 8) Ensure that an alarm system that transmits an automatic alarm notification directly to a law enforcement agency is transmitted in the form specified by such agency; that any recorded message is intelligible, and that if telephone lines are used for such transmission that only special trunk lines or facilities designated by such law enforcement agency are used.
- 9) Post the Alarm Permit and a complete set of written operating instructions at each alarm control site. It is not necessary to include special codes, combinations or passwords relative to the operation of the system.

#### VI. ALARM REPORTING BY A THIRD PARTY

A third party who is engaged in the business of relaying alarm notifications to a law enforcement agency must report alarms only over special trunk lines or other facilities designated by the law enforcement agency and in a manner and form determined by such law enforcement agency **OR FIRE DEPARTMENT.**

#### VII. SYSTEM PERFORMANCE

If it has been determined or suspected that an alarm system is not being used or maintained in an operational manner which suppresses false alarms, the Alarm Administrator may require a conference with the permit holder.

#### VIII. FALSE ALARM NOTIFICATION

A false alarm notification is an alarm notification to a law enforcement agency which the responding officer finds no evidence of a criminal offense or an attempted criminal offense. A false alarm notification which has been determined by the responding officer to have been caused by any of the following reasons is exempted: alarms caused as a result of an act of God; disruption of telephone circuits beyond the control of the permit holder; electrical power failure or disruption; alarms caused by failure of communications center equipment.

The permit holder will be subject to the following actions for false alarm notifications occurring within a 12-month period:

<u>FALSE ALARMS</u>	<u>ACTION TAKEN</u>
1	Written Notice
2	Written Notice
3	Written Notice
4	Warning Letter
5	Suspension of Permit <b>\$100.00 FINE</b>
6	Revocation of Permit <b>AND \$200.00</b>

At the discretion of the Alarm Administrator, multiple false alarm notifications within a 24-hour period may be counted as only one false alarm notification.

**FAILURE TO RESPOND TO AN ALARM NOTIFICATION WILL RESULT IN ISSUANCE OF A FALSE ALARM NOTIFICATION.**

Any person, operating a nonpermitted alarm system will be subject to a citation and assessment of a fifty-dollar (\$50.00) fee for each F.A.N., without benefit of the notifications provided for in subsection (a) hereof. Subsequent submittal of an alarm permit application may provide for a waiver of subsequent fee assessments, but each F.A.N., previously received, shall be counted in accumulating the total of five notifications **AS REFERENCED ABOVE. IN SUBSECTION (A). THE OPERATION OF A NON-PERMITTED ALARM SYSTEM WILL RESULT IN A FIFTY (\$50.00) DOLLAR FEE. FURTHER, THE OPERATION OF AN ALARM SYSTEM AFTER THE REVOCATION OF THE ALARM PERMIT WILL RESULT IN A FINE EQUAL TO THE MAXIMUM FINE LISTED IN SECTION 1066.11(A).**

Alarm activations, caused by an actual criminal offense or with evidence of a criminal attempt, **OR WITH EVIDENCE OF AN ACTUAL FIRE**, shall not be counted in accumulating the total of five notifications.

#### IX. FALSE ALARM NOTIFICATION APPEAL

Any permit holder receiving a false alarm notification will have the opportunity to request a review of the citation. The request for review shall be in writing and sent to the Mayor Such request will be sent to the Alarm Administrator, in writing, within 30 days after the notification. Those present at the review may include the Alarm Administrator, permit holder and a designee of the law enforcement agency. Upon receipt of a written request for review, the Mayor shall direct the alarm administrator and a designee of the Summit County Sheriff's Department **OR GREEN FIRE DEPARTMENT** to meet with the alarm owner to consider the request for review. The permit holder will be notified within 30 days after such meeting of the decision by the Alarm Administrator.

#### X. ALARM DISPATCH RECORDS

The officer responding to an alarm notification to a dispatch resulting from a burglary, robbery, personal hostage, or **OR FIRE** alarm notification shall record such information as necessary to permit the law enforcement agency **OR FIRE DEPARTMENT** to maintain records, including, but not limited to, the following information:

- 1) Identification of the permit holder
- 2) Identification of the alarm site

- 3) Arrival time and dispatch received time
- 4) Time that dispatch received the alarm notification
- 5) Date, time, time zone
- 6) Weather conditions
- 7) Description of the area of premises involved Area and/or sub-area of the premises involved
- 8) Name of permit holders' representative on premises, if applicable
- 9) Reason for alarm notification - criminal offense, attempted criminal offense, a false alarm, **OR A FALSE FIRE ALARM.**

~~If the responding officer determines that the alarm notification was a false alarm~~ In the case of an assumed false alarm, the responding officer **OR FIREMEDIC**, he/she will leave notice at the alarm site that the law enforcement Police Department **OR FIRE DEPARTMENT** has responded to a false alarm notification. This notice will include the following information:

- 1) Date and time of police **OR FIRE** law enforcement response to the false alarm
- 2) Name and identification number of the responding officer **OR FIREMEDIC**
- 3) NoticeStatement urging the permit holder to ensure that the alarm system is maintained in a manner so as to avoid service fees, properly operated and maintained in order to avoid service fees.

Law enforcement agency will then forward copies of the responding officer's records regarding all alarm notifications to the Alarm Administrator of the City of Green.

## XI. PENALTIES

### NON-PERMITTED ALARM SYSTEM

Any person operating an alarm system without the required Alarm System Permit will be subject to citation and assessment of a \$50.00 penalty for each false alarm notification.

Subsequent submittal of an Alarm Permit application may allow waiver of subsequent fee assessments, but each false alarm notification previously received is not voided, and is included in the 12-month calculation of false alarm notifications.

### SUSPENSION OF ALARM PERMIT

A permit may be suspended by the Alarm Administrator upon notification by the responding officer that a fifth false alarm notification has occurred on the same alarm system within a 12-month period.

The suspension will remain in effect until the Alarm Administrator has issued a Removal of Suspension Notice.

### ALARM PERMIT REVOCATION

The Alarm Administrator may revoke an alarm permit for any of the reasons listed below:

- 1) ~~It is determined that a false statement of information relative to the alarm system has been made on the permit application.~~
- 2) The permit holder has not fulfilled his/her responsibilities with respect to the requirements of these regulations; transmittals to the law enforcement agency have not been made as required by these regulations; the permit and/or complete set of written operating instructions for each alarm system are not maintained on site; alarm dispatch records are not maintained as

- required by these regulations.
- 3) The permit holder has failed to make required payments of assessed fees.
  - 4) Six false alarm notifications have been reported from an alarm site within a 12-month period.

Permit holder commits an offense if the alarm system is operated during the period that the permit is revoked.

#### MINOR MISDEMEANOR

Whoever violated or fails to comply with the alarm system regulations will be deemed guilty of a minor misdemeanor and will be fined not more than \$100 by a court of competent jurisdiction. This penalty will be in addition to any other fees and requirements set forth.

#### XII. REINSTATEMENT OF PERMIT

The permit holder may request reinstatement of a permit which has been revoked by submitting an updated application and a reinstatement fee in the amount of \$50. All outstanding citations must be resolved prior to reinstatement.