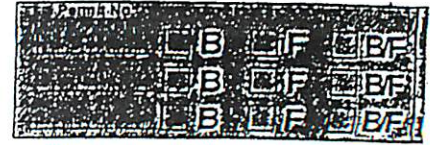




# MIDDLEBURY POLICE DEPARTMENT ALARM REGISTRATION FORM

For Police Dept. Use Only



<b>Address of Alarm &amp; Occupant/Business Name</b> _____ _____ <b>Authorized Persons (&amp; birthdates)</b> _____ _____	<b>Location Phone</b> _____	<b>Resident Work Phone(s)</b> _____ <b>Directions (List building description and nearest cross street)</b> _____ _____
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<b>Property Owner Name &amp; Address</b> <i>If Different than Above</i> _____ _____ <b>Home Phone</b> _____ <b>Work Phone</b> _____	<b>Alarm Zones (Location &amp; Type)</b> <b>Establishment Type</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Home & Office <input type="checkbox"/> School <input type="checkbox"/> Municipal Bldg. <input type="checkbox"/> Other _____
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<b>Alarm Company - Name &amp; Address</b> _____ _____ <b>Phone Number</b> _____ <b>Fax Phone</b> _____	<b>System Monitored By</b> <input type="checkbox"/> Central Station <input type="checkbox"/> Police HQ Panel <input type="checkbox"/> Auto Dialer <input type="checkbox"/> Owner
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Keyholders - 2 (NON residents) minimum	Home Town	Home Phone	Work Phone
_____	_____	_____	_____
_____	_____	_____	_____

Items Monitored	Auto Reset	How Long Before Reset?	Interior Motion Sensors?	Door & Window Sensors?	Installed By
<input type="checkbox"/> Burglary <input type="checkbox"/> Fire <input type="checkbox"/> Panic/Hold Up <input type="checkbox"/> Medical <input type="checkbox"/> Other...	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 5 Min <input type="checkbox"/> 10 Min <input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Alarm Co. <input type="checkbox"/> Owner <input type="checkbox"/> Resident <input type="checkbox"/> Other

**Special Instructions**

\_\_\_\_\_

\_\_\_\_\_

Special Hazards	Special Hazards Location(s) / Description(s) / Details
<input type="checkbox"/> Chemicals <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Dangerous Pet(s) <input type="checkbox"/> Handicap on Premises <input type="checkbox"/> Medical Problem <input type="checkbox"/> Panic Problem <input type="checkbox"/> Other	_____ _____ _____

I declare that the information contained in this document is true and accurate to the best of my knowledge.

\_\_\_\_\_

Resident Signature Date

# **INSTRUCTIONS FOR COMPLETING THE ALARM REGISTRATION FORM**

*Street (House) Number must be prominently **DISPLAYED** and **VISIBLE** from the street*

## **Address of Alarm & Occupant/Business**

- On the first line, enter the ADDRESS of the building which is alarmed.
- On the next line, enter the NAME(s) of the **occupant**, if the building is a residence *or*, the name of the **business or establishment** (ie: Paul & Mary Smith, Joan's Restaurant, etc.).

## **Location Phone & Resident Work Phone(s)**

- List the phone number for the building, and the workplace phone numbers of the occupants.

## **Authorized Persons (& birthdates)**

- List the names and dates of birth for **any** persons, **including children**, authorized to be on the premises. Submit an additional sheet if necessary.

**NOTE:** *This list should only contain the names of persons who live on the premises or are there on a regular basis. If you are going to authorize workmen or someone else to be at the location temporarily, notify the Communications Center of the temporary change to your list, and if you wish the alarm response to be temporarily discontinued during this period.*

## **Directions (also, list a description of the building & the nearest cross street)**

- Directions **must** include a description of your house (or business) and the nearest cross street. Include any other helpful information which will help to identify the location and expedite our response.

## **Property Owner Name & Address**

- Enter property owners information **ONLY** if it is different than the occupant information.

## **Alarm Company - Name & Address also**

- Enter alarm company name, address, phone number.

## **Alarm Zones (Location & Type)**

- List the specifics of the system; location & type of alarm zones (ie: Front & Rear doors, 1st floor - motion, Basement - smoke).

## **Sys. Monitored by**

- Check off who your alarm system is monitored by.

## **Keyholders – 2 NON RESIDENTS minimum, their home town, home & work phones**

- Enter the key holder information, listing at least two (2) NON residents (occupants) at a minimum. In the event that you are away for the day or on vacation, someone is available to respond to your home if a problem occurs.

## **Items Monitored, Auto Reset?, How Long Before the Reset?, Installed By?**

- For each type of alarm, Burglary, Fire, Panic, Medical, etc. check the appropriate box which tells us if the, for example, Burglary alarm resets itself, and how long before the reset occurs. Indicate if there are interior motion and door & window sensors, and who installed the alarm. If the alarm does not reset itself, a permit shall not be issued unless there are at least two (2) non residents, at a minimum, who can respond and reset the alarm.

## **Special Hazards & Special Instructions**

- Enter the location(s) and description(s) of any special hazards or problems, including any important details. Submit an additional sheet if necessary. If 'Medical' is checked (x), please describe briefly the nature of the problem so that the appropriate medical personnel will be sent as soon as possible.

**Upon completion of this form, double check the accuracy of the information, affix your signature and the current date, and return it to the Communications Center at the Middlebury Police Department as soon as possible.**

**THE FOLLOWING IS A COPY OF THE ORDINANCE CONCERNING BURGLAR, FIRE, HOLD-UP AND AUTOMATIC DIALER ALARM SYSTEMS:**

**PURPOSE:** The purpose of this ordinance is to provide minimum standards and regulations applicable to users and installers of burglar, fire, hold-up and automatic telephone dialer alarms within the Town of Middlebury, to provide penalties for non-compliance, and to encourage the installation of protective alarm systems in all dwellings and commercial structures.

**SCOPE:** This ordinance shall be known and may be cited as an Ordinance Regulating Burglar, Hold-up, and Fire Alarm Systems and Users.

**SECTION 1. DEFINITIONS.**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meaning giving herein. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number and words in the singular number include the plural number. The word shall is always mandatory and not merely directory.

(a) *Alarm system* means an assembly of equipment and devices (or a single device, such as a solid state unit, which may operate from a 110-volt AC line) arranged to signal the presence of a hazard requiring urgent attention and to which police or fire department personnel are expected to respond. This includes all burglar alarms, fire alarms, hold-up alarms, and automatic telephone dialer alarms, except this does not include smoke detectors which do not signal outside an alarmed premises or alarm systems on motor vehicles.

(b) *Alarm user* means any person, firm or corporation on whose premises any alarm system is maintained within the town.

(c) *Automatic telephone dialing device* refers to an alarm system which automatically sends over regular telephone lines, by direct connection or otherwise, a prerecorded voice message indicating the existence of the emergency situation that the alarm system is designed to detect.

(d) *False alarm* means the activation of an alarm system through mechanical failure, malfunction, improper installation, or the negligence of the owner or lessee of an alarm system or of his/hor employees or agents. Such terminology does not include, for example, alarms caused by hurricanes, tornadoes, earthquakes or other normally infrequent violent conditions or acts of God. Excluded from this chapter are false alarms that are transmitted with a criminal, malicious or mischievous intent. Such violations will be prosecuted under the applicable general statutes of the State of Connecticut.

**SECTION 2. INSTALLATION REGISTRATION.**

Any person, firm or corporation installing an alarm system within the town shall register with the Middlebury Police Department at least ten (10) days prior to anticipated installation. All existing alarm systems shall be registered with the Middlebury Police Department within sixty (60) days of the effective date of this chapter.

**SECTION 3. ELECTRICAL PERMIT TO INSTALL.**

No alarm system shall be installed by the other than a licensed person or other person meeting the requirements set forth in the building and electrical codes of the State of Connecticut. No alarm system shall be installed unless an electrical permit to install an alarm system has been obtained from the town building official, or his designated representative, as is required by the building and electrical codes of the State of Connecticut and the Zoning Regulations of the Town of Middlebury.

**SECTION 4. EXISTING AUTOMATIC DIALING ALARMS.**

Alarm users having existing automatic telephone dialing devices shall comply with section 7-282b of the General Statutes of the State of Connecticut.

**SECTION 5. PROGRAMMING AUTOMATIC DIALING ALARMS.**

Automatic telephone dialing devices in existence as of or prior to June 8, 1981, shall be programmed to a special telephone number which is to be designated by the chief of police. An automatic telephone dialing device shall not be programmed to dial 911.

**SECTION 6. AUTOMATIC DIALING ALARM TO THE POLICE.**

No person, firm or corporation shall install an automatic telephone dialing device within the Town of Middlebury terminating at the Middlebury Police Department after the effective date of this ordinance.

**SECTION 7. AUDIBLE ALARM RESTRICTION.**

All alarm systems, as defined in this chapter, which sound an audible signal which may be heard outside of the protected premises, shall be equipped with a device which shall limit the duration of such audible signal to not more than thirty (30) minutes in accordance with section 22a-69-S.1 of the Administrative Regulations of the Department of Environmental Protection of the State of Connecticut.

**SECTION 8. FALSE ALARM LIMITATION.**

A maximum of five (5) false alarms per town fiscal year (July 1 to June 30) shall be allowed from any alarm system to any person, firm or corporation. Upon receipt of a sixth false alarm and for each false alarm thereafter during the fiscal year, a user fee shall be assessed by the chief of police in the amount of seventy-five dollars (\$75.00). Alarms originating from any building owned or operated by the Town of Middlebury shall be exempt from the user fee requirements.

**SECTION 9. ENFORCEMENT GENERALLY; PERFORMANCE STANDARDS.**

Enforcement and administration of this ordinance shall be the function of the chief of police, except that the fire marshal shall have jurisdiction over the fire alarm systems and shall be accomplished as is provided in either or both of the following two (2) sections.

**SECTION 10. PENALTIES.**

Any person, firm or corporation found to be in violation of the section 6 shall be fined one-hundred dollars (\$100.00).

(a) Any person, firm or corporation who shall fail to pay a user fee, which has been assessed as provided in section 8 of this chapter, within thirty (30) days shall be fined one-hundred dollars (\$100.00). Each delinquent user fee shall be a separate offense.

(b) Any person, firm or corporation found to be in violation of any provision of this chapter shall be fined twenty-five dollars (\$25.00).