



# Marion County Sheriff's Office Alarm User Permit Application

<http://www.co.marion.or.us/SO/>

COMMUNITY RESOURCE UNIT  
**ALARM ADMINISTRATION 503.584.4768**  
 MARION COUNTY COURTHOUSE • 100 HIGH ST NE  
 MAILING: PO BOX 14500  
 SALEM, OR 97309

FOR OFFICE USE ONLY	
DATE RECEIVED	
AMOUNT RECEIVED	
ALARM PERMIT NUMBER	
DATE ISSUED	

**ANNUAL PERMIT APPLICATION FEE: \$20** (PAYMENT ACCEPTED BY CHECK OR MONEY ORDER. CASH ACCEPTED IF PAYING IN-PERSON)

## ALARM USER INFORMATION (COMPLETE ALL FIELDS)

NAME OF ALARM USER	BUSINESS NAME (IF APPLICABLE)			<input type="checkbox"/> NEW APPLICATION
				<input type="checkbox"/> PERMIT RENEWAL
STREET ADDRESS OF ALARM LOCATION	CITY	STATE	ZIP CODE	LOCATION TYPE
				<input type="checkbox"/> RESIDENTIAL
MAILING ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP CODE	<input type="checkbox"/> COMMERCIAL
				<input type="checkbox"/> _____
E-MAIL ADDRESS	ALARM USER'S PHONE NUMBER		ALTERNATE PHONE NUMBER	
PRIMARY ALARM CONTACT	CONTACT PHONE NUMBER		ALTERNATE PHONE NUMBER	
<input type="checkbox"/> SAME AS ALARM USER				
ALTERNATE CONTACT	CONTACT PHONE NUMBER		ALTERNATE PHONE NUMBER	

## ALARM COMPANY INFORMATION NEW APPLICATION: COMPLETE ALL FIELDS RENEWAL: INDICATE CHANGES ONLY.

ALARM INSTALLING COMPANY	24-HOUR PHONE NUMBER		
MAILING ADDRESS	CITY	STATE	ZIP CODE
ALARM MONITORING COMPANY	24-HOUR PHONE NUMBER		
<input type="checkbox"/> NOT MONITORED			
MAILING ADDRESS	CITY	STATE	ZIP CODE

## PROTECTIVE SWEEP AUTHORIZATION

**A "protective sweep" is a visual inspection of a building or residence by law enforcement.**

Marion County Code 8.25 provides that alarm permit holders have the ability to decide whether law enforcement can conduct a protective sweep of the building or residence when an alarm has been activated and no responsible person is immediately available to give or refuse consent to enter. **Permit holders may alter their consent at any time by submitting a new form.**

PLEASE COMPLETE AND SIGN THIS PORTION.

YOUR PERMIT APPLICATION CANNOT BE PROCESSED WITHOUT COMPLETION.

If you decide not to authorize protective sweeps, this will significantly restrict the actions that law enforcement officers can take in response to your alarms.

<b>CHECK ONE BOX</b>	<input type="checkbox"/> I DO give consent for law enforcement to conduct protective sweeps.
	<input type="checkbox"/> I DO NOT give consent for law enforcement to conduct protective sweeps. I accept the responsibility to instruct my alarm monitoring company to NOT contact law enforcement. I understand that by denying such consent, law enforcement will not respond to my alarm. I understand that, while every reasonable step will be taken to ensure that the 911 Center does not dispatch law enforcement, given the inherent nature of security alarms, an alarm activation may occur where my refusal to consent to a protective sweep is not properly relayed to law enforcement and a response may occur.

**REQUIRED**

APPLICANT'S SIGNATURE

DATE

PLEASE COMPLETE/CORRECT APPLICATION INFORMATION FOR NEW PERMITS AND/OR RENEWALS. ENCLOSE CHECK OR MONEY ORDER, PAYABLE TO MARION COUNTY SHERIFF'S OFFICE WITH YOUR COMPLETED APPLICATION.



**Marion County Sheriff's Office**  
 Alarm Coordinator  
 Community Resource Unit  
 PO Box 14500  
 Salem, OR 97309

RETAIN THIS PAGE  
 FOR YOUR RECORDS.

Alarm User Permit, <b>Annual Application Fee</b> .....	<b>\$ 20</b>
Alarm Reinstatement Fee <b>for Revoked Permits</b> .....	<b>\$ 30</b>
<u>FALSE ALARM FINES (per permit year)</u>	
First <b>False Alarm in permit year</b> .....	<b>NO CHARGE</b>
Second <b>False Alarm in permit year</b> .....	<b>\$ 50</b>
Third <b>False Alarm in permit year</b> .....	<b>\$100</b>
Fourth <b>False Alarm in permit year</b> .....	<b>\$250</b>
Fifth <b>False Alarm &amp; subsequent in permit year</b> .....	<b>\$250</b>

CIVIL PENALTIES

**All Violations** ..... **Up to \$720 per violation.**

NOTE: A power outage, low battery signal, or loss of telephone service will result in a false alarm designation to any alarm event that is called into 911. Ensure your alarm company can reach you or your alternate contact during these types of instances, as they are not a valid reason for an appeal.

FREQUENTLY ASKED QUESTIONS

**Q. How long is an alarm permit good for?**

A. For one (1) year, beginning from the issuance date.

**Q. Who needs to obtain an alarm permit?**

A. Alarm users in the primary service areas of the Marion County Sheriff's Office, who operate an alarm system that is capable of eliciting a response by law enforcement officers.

**Q. Do I need to obtain an alarm permit if my alarm system is NOT monitored?**

A. YES. If your alarm system is capable of eliciting a response, you are required to have an alarm permit. Example: Your alarm system emits a loud noise that would cause a passerby to call 911. That alarm would be considered capable of eliciting a response and the user would be required to have an alarm permit.

**Q. If my alarm is for FIRE ONLY, do I need an alarm permit?**

A. NO. The Marion County Code applies specifically to burglary and robbery alarm systems and includes holdup, panic and duress alarms.

**Q. If I only have a "Life Alert" – type pendant alarm, do I need a permit?**

A. NO. The Marion County Code applies specifically to burglary and robbery alarm systems.

**Q. What is a Protective Sweep Authorization?**

A. Oregon courts have ruled that the mere existence of an alarm system and/or monitoring service, does not constitute alarm user's permission for law enforcement to conduct a protective sweep of the alarmed property. The alarm user needs to give law enforcement permission to come onto the alarm-protected property, in the event the alarm is activated and the user's monitoring company requests law enforcement response.

**Q. If I grant Protective Sweep Authorization, will the responding deputy break down my door?**

A. NO. Absolutely not! Protective Sweep Authorization gives the responding deputy permission to come onto your property and check for signs of a crime. Should the responding deputy observe indications of a break-in, unsecured doors or broken windows, he/she will investigate further. An attempt is always made to secure the premises whenever possible, before leaving.

**\* PLEASE CONTACT OUR OFFICE** if you change your phone service, mailing address, your name, your emergency contact information, or if you move or have your alarm system disconnected from power.