

**MENDOCINO COUNTY SHERIFF'S OFFICE**  
**ALARM SYSTEM REGISTRATION**

Name of Alarm Location: \_\_\_\_\_

Alarm Location Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Alarm User: \_\_\_\_\_

Alarm User Residence Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Alarm User Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Alarm Reports to:     Sheriff  
                           Answering Service (name): \_\_\_\_\_  
                           Other: \_\_\_\_\_

Alarm Reports by:  Supervised Line  Digital  Dialer  Audible  Other: \_\_\_\_\_

List all persons authorized to have access to the building AND *alarm system*.

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone: \_\_\_\_\_

*(you must report any changes in authorized personnel within ten days)*

Alarm Co. Name and Address: \_\_\_\_\_

Alarm User Signature: \_\_\_\_\_

Registered by: \_\_\_\_\_ I.D.# \_\_\_\_\_ Date: \_\_\_\_\_

Description of Premises or Area Protected: \_\_\_\_\_

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## ALARM SYSTEM REGISTRATION INFORMATION

- Section 8.60.030 of the Mendocino County Code requires all new alarm systems be registered with the Sheriff at least 24 hours prior to activation. An alarm system is any device designed for the detection of unauthorized entry .... or the commission of an unlawful act .... which when activated .... directly or indirectly initiates or causes a response by the Sheriff. (See below)
- Prompt registration of alarm systems will help the Sheriff provide quick and efficient response to alarm signals. Your assistance in registering alarms is appreciated, and will also help to protect the safety of the public and officers.
- Alarms installed before September 17, 1979, must be registered within ten (10) days of the time that registration is requested by the Sheriff.
- **Instructions for completing the Alarm System Registration form:**
  - ⇒ **Name of alarm location:** Fill in the name of the business or last name of the family if alarm is in a residence. (i.e., Mac's Pizza, or Jones' Residence.)
  - ⇒ **Name of alarm user:** The alarm user is anyone who operates or uses, or causes or allows to be operated or used, any alarm system.
  - ⇒ **Alarm reports to/by:** If you need help with this information, contact your alarm company or the Sheriff's Alarm Coordinator.
  - ⇒ **Description of area protected:** Section 8.60.030 M.C.C. requires you list a description of the premises or areas protected by the alarm system, including the location folders, windows and areas protected by the alarm system within the premises. If a perimeter alarm system protects EVERY door, window and other opening in the exterior of a building, the statement "*perimeter protection*" will suffice. If only a part of an area is protected, that part must be described separately. The same would apply to interior or space protection if the entire premise is protected. If not, list protected areas separately. Use the back of the "Alarm System Registration" form if necessary.

### **MENDOCINO COUNTY CODE SECTION 8.60.040 *False Alarm Regulations***

Public safety and safety of peace officers require that any alarm system causing false alarms be corrected immediately.

The maximum allowable number of false alarms reported by any alarm system shall be two (2) per calendar month, or four in a calendar quarter.

After the second false alarm response in any calendar month, the Sheriff may notify the alarm system user of the violation and consequences of action by the Sheriff as set forth in this ordinance. That notification by the Sheriff may require written proof be furnished the Sheriff within ten (10) days by the alarm user that the problem causing the false alarms has been corrected.

Failure to provide proof of correction within that ten day period may be grounds, at the discretion of the Sheriff, for non-response to a signal from that alarm system until proof of correction is received from the alarm user.

The third false alarm in a calendar month, or the fifth false alarm in a calendar quarter and subsequent false alarms in that month or quarter shall be cause for the County of Mendocino to bill the alarm user for the costs incurred by the Sheriff responding to that false alarm. The amount of those costs billed shall be \$25.00 (twenty-five dollars) *[Mendocino County Resolution 09-279 amended the amount to \$75.00 (seventy-five dollars) per false alarm.* Failure to pay may be grounds for non-response to that alarm by the Sheriff.

After the fourth false alarm response to an alarm system by the Sheriff in a calendar quarter, the Sheriff will notify in writing the alarm user to show cause why response to the response alarm system causing the nuisance false alarms should not be terminated. The Sheriff shall make the determination whether or not response shall be terminated.

If response to an alarm is terminated, it shall be for a period not to exceed sixty (60) days from the date the alarm user is notified of non-response by the Sheriff, or until satisfactory proof of correction of the problem causing the false alarms is furnished to the Sheriff, whichever is shorter.

In any case where the Sheriff terminates response to an alarm system under this ordinance, the alarm user shall be notified of the termination prior to the actual termination of response.

For the purposes of this ordinance, any number of false alarms in a time period from 12:00 p.m. of one day to 12:00 p.m. of the following day shall be considered one (1) false alarm.

In any case where response to an alarm system is terminated, it will be the responsibility of the alarm user to apply to the Sheriff at the end of the non-response period for response to that alarm system.