



City of Kirkland Licensing Department
 123 5th Avenue
 Kirkland, WA 98033
 425.587.3142

OFFICE USE ONLY	
#4601	_____
#4602	_____
#3082	_____
CHECK #	_____
RECEIPT#	_____
PERMIT#	_____
EXP. DT.	_____

ALARM REGISTRATION APPLICATION

Kirkland Municipal Code section 21.35A.040 requires the registration of all monitored and non-monitored security alarms. Please be certain your residence/place of business is within City Limits before submitting this registration. Persons over the age of 62 must register but are exempt from registration fees and false alarm fines at their place of residence as long as no business activity occurs there.

NOTE: A separate alarm permit shall be required for each premise protected by an alarm system.

COMMERCIAL	Business Name		Bus. Phone (Main)	
	Street Address & ZIP		Bus. Phone (Back-line)	
	Property Manager		Phone	
	Bus. Owner's Name		Phone	
	Billing Address (if different than above)		Phone Phone	

RESIDENTIAL	Name(s) (Last/First)	Date of birth / /	Work Phone Cell	
	Name(s) (Last/First)	Date of birth / /	Work Phone Cell	
	Street Address & ZIP		Home Phone	
	Billing Address (if different than above)			

ALARM INFO	Alarm Type	Check all that apply: <input type="checkbox"/> Burglary <input type="checkbox"/> Fire <input type="checkbox"/> Panic <input type="checkbox"/> Medical <input type="checkbox"/> Robbery		
	<input type="checkbox"/> Monitored - <i>complete this section</i> <input type="checkbox"/> Non-Monitored - <i>if non-monitored, continue to next section</i>			
	Monitoring Company		Phone	
Mailing Address		Alternate Phone		

EMERGENCY CONTACTS	Name:		Relationship:	Telephone - Work: _____
				Home: _____
				Cell: _____
	Name:		Relationship:	Telephone - Work: _____
				Home: _____
				Cell: _____
	Name:		Relationship:	Telephone - Work: _____
				Home: _____
				Cell: _____

NOTE: List above three individuals to contact in the event of an alarm/emergency if you are not available. They must have access and be able to disarm your alarm, or have knowledge of how to contact you in your absence.

HELP PREVENT FALSE ALARMS

FEES:

Payable to City of Kirkland
 \$25.00 Annual Permit

 Signature of applicant

Date: _____



"COMMUNITY COMMITMENT THROUGH PROFESSIONAL SERVICE"

APPEAL GUIDELINES

A false alarm is defined as any alarm caused by human error or equipment problems resulting in police response, with no evidence of an actual crime having been committed or attempted upon a person, real, or other property or when no medical emergency exists, will be considered false.

You may appeal the validity of a false alarm. Appeals must be received in writing within 15 business days of the postmark of the false alarm notice sent by the City. Failure to contest the false alarm determination in the required time period shall result in a presumption that the false alarm was false. Should you request a hearing with the Hearing Examiner, this request must also be received within the time guideline mentioned above. You will be notified by the City Clerk's office when such hearing will occur. Failure to appear will result in the appellant being responsible for all costs incurred.

Appeals will not be granted for false alarms that are the result of:

1. Faulty, defective or malfunctioning equipment.
2. Improper installation or maintenance of the alarm system.
3. Improper monitoring by the monitoring company.
4. An occurrence where no evidence of criminal activity or attempted criminal activity is present.
5. Mistakes made by owners, employees, private contractors, maids, cleaning crews, caretakers, maintenance employees, apartment management employees, etc.
6. Alarm activation which occur while alarm technicians are repairing or servicing the alarm system.
7. Motion sensors that are set too high causing alarm to go off.
8. Items within the home or business which move, causing motion detectors to activate, (i.e. curtains, signs, balloons, pets, etc.)
9. Glass break detectors which activate due to noise/sound other than actual glass breakage.
10. Alarms due to door and/or window sensors that are loose or improperly installed.
11. Pets, rodents, wildlife.
12. Interruption of electrical power supply due to weather. Exceptions may be power outages of more than 4 hours.

This list is intended as a guide to assist you in deciding whether to appeal a false alarm. This list is not intended to cover every situation where an appeal may be denied.



FOR ASSISTANCE

Contact:

Kelly Kinssies

False Alarms Managing Employee

City of Kirkland

Finance/Licensing Department

123 5th Avenue

Kirkland, WA 98033

425-587-3142

kkinssies@kirklandwa.gov

or visit our website:

www.kirklandwa.gov

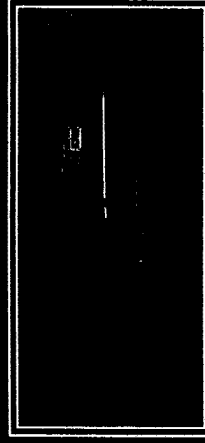
**"OUR MISSION IS TO PROVIDE
QUALITY LAW ENFORCEMENT, WITH
FAIR AND RESPECTFUL TREATMENT
OF OUR COMMUNITY, THROUGH
PARTNERSHIPS, PERSONAL
DEDICATION AND COURAGE."**

KIRKLAND POLICE DEPARTMENT

"Community Commitment through
Professional Service"



FALSE ALARM REDUCTION PROGRAM



FALSE ALARM ORDINANCE

The City of Kirkland False Alarm Ordinance #4042, Title 21.35A was approved by the City Council to go into effect 7/1/06. False alarm activations are a waste of tax dollars and divert police officers from emergency situations. Since the beginning of the program, we have seen a 65% decrease in false alarm activations. The Police Department appreciates the partnerships with both security alarm users and the security alarm industry that have resulted in this decrease.

ALARM REGISTRATION

All security alarm systems, including monitored and non-monitored systems within the City limits must be registered. You have three options to obtain an Alarm Registration Application:

- Download a form at the City's website www.kirkland.wa.gov
 - Call 425-587-3142 to request a form via mail, fax, or e-mail
 - Come into City Hall and obtain a form at the licensing counter
- Fees: The annual registration/renewal fee is \$25.00.

Residents 62 and over, who do not operate a business out of their home, are exempt from fees/ fines but are required to register and update their information annually. If you are a non-registered resident over 62 and have received a fine it will be waived once your completed registration is received.

IF A FALSE ALARM OCCURS:

Monitored Systems:

Follow your alarm company's cancellation instructions and call them to cancel any false alarm activations. Do not call 9-1-1 to cancel police dispatch. Your cancellation codes are known to you and your alarm monitoring company only. Your alarm monitoring company will notify dispatch in a timely fashion.

Non-Monitored Systems:

Call 9-1-1 to report your false alarm immediately.

CANCELLED ALARMS

If you or your alarm company calls to cancel an alarm, the officer(s) will probably be re-routed to another call; therefore they will not arrive at your site. If the officer has already been dispatched/en-route to your call, it is too late to prevent it from counting as a false alarm.

HOW YOU CAN ASSIST THE POLICE

- Secure all doors and windows BEFORE arming your system and be ready to exit. If you set the alarm and remember that you need something, turn the alarm off, get what you forgot, then re-arm your system.
- Know your system and share that knowledge with everyone who has access to your property. If you give them a key, then give them the code and instructions to properly operate your system.
- For commercial users, make the correct operation of your security alarm system part of your training process for new employees.
- Make sure everyone with access to your home or business knows the correct procedure to take immediately should an alarm accidentally activate.
- Annually use the services of a licensed technician to provide maintenance to your system. Change batteries once a year and keep sensors dust-free.
- Make sure that rooms with motion sensors are free of pets, wind, party decorations, or anything else that can accidentally activate the alarm.
- Do not forget to notify your monitoring company when any service or maintenance of your system occurs so that they will not unknowingly request police dispatch.

POLICE RESPONSE/NOTICES/FINES

During a 12 month rolling period, beginning with the initial false alarm occurrence, the following police response and fine structure will apply:

- **First Response:** Registered alarm users will receive a warning letter only. Non-registered alarm users will receive an invoice for \$50.00. Registration will be required.
- **Second Response:** A letter detailing the false alarm program requirements and an invoice for \$50.00 will be mailed to the alarm user.
- **Third Response:** A letter detailing the false alarm program requirements and an invoice for \$100.00 will be mailed to the alarm user. A Corrective Action Report will be included and prompt completion and return by the alarm user is required.
- **Fourth Response:** A letter detailing the false alarm program requirements and an invoice for \$150.00 will be mailed to the alarm user.
- **Fifth Response:** A letter detailing the false alarm program requirements and an invoice for \$200.00 will be mailed to the alarm user via certified mail to bring to their attention that service suspension will occur if there is one more false alarm in the rolling 12 month period.
- **Sixth Response:** Written notice of Suspension Level 1 effective date will be sent to the alarm user and an invoice for \$250.00 will be mailed to the alarm user.
- **Seventh Response & Above:** A letter detailing the false alarm program requirements and an invoice for \$300.00 will be mailed to the alarm user.

Suspension Level I: POLICE DEPARTMENT WILL NO LONGER RESPOND TO ANY PROPERTY TYPE ALARMS FOR A PERIOD OF 90 DAYS.

Suspension Level II: POLICE DEPARTMENT WILL NO LONGER RESPOND TO ANY PROPERTY TYPE ALARMS FOR A PERIOD OF 365 DAYS.

Probationary Period: Following Suspension Level I or II, the alarm user will be required to meet a sixth month probationary period. If a false alarm occurs, the alarm user is moved to the next service suspension level.

Suspension Level III: POLICE DEPARTMENT WILL NO LONGER RESPOND TO ANY PROPERTY-TYPE ALARMS PERMANENTLY

Suspension of response will apply only to burglary and property type alarms and shall not apply to any robbery, panic, or duress alarms. However, such alarms shall be counted in determining the total number of false alarms received if they are not legitimate.



CAUSES OF SERVICE SUSPENSIONS

- Non-registered or non-renewed security alarm systems.
- Alarmed premises with unpaid fines or fees.
- Alarmed premises which have 6 false alarms in a rolling 12 month period.