



**City of Alton, Illinois**  
**Alarm Registration & False Alarm Management**

**Summary of Alarm Business Requirements**

Following is a summary of Alarm Business Requirements under the Alarm Registration & False Alarm Management (“ARFAM”) Ordinance # 7181 (the “Ordinance”). The Ordinance may be found in its entirety at [www.alton-il.com](http://www.alton-il.com). Capitalized terms not defined in this memorandum have the same meaning as in the Ordinance. Municipal Dynamics (“MuniDyn”), as agent, will administer the ARFAM service for the City of Alton (“City”).

By June 1, 2010 (the “Enforcement Date”), all Alarm Businesses, including subcontractors, are required to have:

- 1) A valid business license from the Treasurer of the City. Contact the City Treasurer’s office at 618-463-3540 for assistance;
- 2) Submitted an Alarm Business Information Disclosure Form to MuniDyn;
- 3) Registered all Alarm Systems you monitor or service located in the City with MuniDyn;
- 4) Paid all alarm registration fees to MuniDyn for Alarm Systems installed as of the Enforcement Date located in the City. Initial registration fees are \$25 for residential Alarm Systems and \$50 per commercial. No electrical permit fee is owed on existing systems.
- 5) Notified all of their Alarm Subscribers with the online and City Hall location of the Ordinance;
- 6) At least one Alarm Agent who has completed Level I Alarm Certificate Training as provided by the Electronic Security Association (formerly National Burglar and Fire Alarm Association - NBFAA) or other nationally recognized certifying organization; and,
- 7) Issued ID cards to all Alarm Agents containing a full face photo of the agent, name, height, weight, date of birth, name and business license number of the employing Alarm Business, capacity with the Alarm Business, and signature of the Alarm Agent.

MuniDyn will provide Alarm Businesses with the ability to access and submit Alarm Business Disclosure Forms, register existing and newly installed Alarm Systems, and pay alarm registration fees online at a website to be designated by the City.

After the Enforcement Date, the Alton Police Department (“APD”), in their sole discretion, will not respond to Alarm Business dispatch requests unless the Alarm Business has been licensed with the City and the Alarm System registered with MuniDyn and is in good standing.



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After the Enforcement Date, Alarm Businesses, including all subcontractors, are responsible for:

- 1) Registering all newly installed Alarm Systems and paying the electrical permit fee directly to the City and the alarm registration fee (\$25 for residential; \$50 for commercial) to MuniDyn;
- 2) Remitting the annual renewals for all active Alarm Systems (\$25 residential, \$50 commercial) to MuniDyn; and,
- 3) Remitting a registration fee (\$25 for residential, \$50 for commercial) for any new Alarm Subscriber who begins to occupy a location where an existing Alarm System is located.

Note: Alarm Subscribers have ultimate responsibility for paying permit fees. Alarm Businesses may recover a reasonable cost of the registration from Alarm Subscribers. However, should an Alarm Business fail to remit the registration fees for its Subscribers, police response will be suspended until the fees are remitted to MuniDyn. MuniDyn will notify Alarm Subscribers that police response is suspended and invoice them directly for the delinquent registration fee.

- 4) Not calling for APD dispatch to respond to any unregistered or suspended Alarm System;
- 5) Making at least two verification attempts prior to requesting police dispatch to determine if the alarm was activated in error;
- 6) Insuring that their Alarm Agents provide a written estimate of the cost and scope of work before any work is begun for either a new Alarm System installation or an alteration to an existing Alarm System;
- 7) Providing written instructions and training to new or suspended Alarm Subscribers in the proper operation of the Alarm System and prevention of False Alarms. Subscribers must complete a form certifying that they (a) understand the requirement to register an Alarm Systems, (b) have received instructions on the proper operation of the System, (c) have been notified of locations to access the Ordinance, and (d) have received a brochure on the Rights and Responsibilities of an Alarm Subscriber. This form must be retained by the Alarm Business; and,
- 8) Beginning on June 1, 2011, one year after the Enforcement Date, all Alarm Agents of any Alarm Business or subcontractor operating in the City must have completed Level 1 Alarm Certificate Training as provided by a nationally recognized certifying organization.

After the Enforcement Date, the Alarm Subscriber will be responsible for paying False Alarm fees in accordance with the following schedule. MuniDyn will bill Alarm Subscribers directly for False Alarm fees unless that Subscriber's Alarm Business has placed money in escrow with MuniDyn for the purpose of paying False Alarm fees.



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**Security Alarm Registration**

The ordinance requires all wireline, wireless, monitored and unmonitored security alarm systems be registered with the City.

**Security Alarm Registration Fee Schedule**

Permit Type	Annual Registration Fee
Commercial	\$50.00
Residential	\$25.00

**False Alarm Incident Fine Schedule**

False Alarm Incident	False Alarm Fine	False Alarm Notification and Registration Status
1	\$0.00	Alarm owner notified of the false alarm incident via postal mail.
2	\$25.00	Alarm owner notified of the false alarm incident via postal mail including the fine.
3	\$50.00	Alarm owner notified of the false alarm incident via postal mail including the fine.
4	\$50.00	Alarm owner notified of the false alarm incident via postal mail including the fine.  Registration suspended 30 days. Alarm Company (or Alarm Owner if no Alarm Company) must recertify that Alarm Owner has been trained in the proper use of the Alarm System before Alarm Owner will re-qualify for police response.
5	\$100.00	Alarm owner notified of the false alarm incident via postal mail including the fine.
6	\$100.00	Alarm owner notified of the false alarm incident via postal mail including the fine.
7	\$100.00	Alarm owner notified of the false alarm incident via postal mail including the fine.
8	\$100.00	Alarm owner notified of the false alarm incident via postal mail including the fine.  Registration suspended 365 days. Alarm Company (or Alarm Owner if no Alarm Company) must recertify that Alarm Owner has been trained in the proper use of the Alarm System before Alarm Owner will re-qualify for police response.

All non-suspended Subscribers will revert to the beginning False Alarm Fee structure at the start of each annual registration period.

MuniDyn will provide Alarm Businesses (for their subscribers) and Alarm Subscribers (for their own account) with the ability to access and pay False Alarm Fees and track the current number of False Alarms charges to any subscriber online at websites to be designated by the City.



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**City of Alton ARFAM Implementation Timeline**

<b><u>Date</u></b>	<b><u>Task/Event</u></b>
March 12, 2010	ARFAM Ordinance notification to Alarm Businesses.
March 15, 2010	Alarm Businesses should start notifying their Alton Alarm Subscribers. ARFAM brochure or online link is available regarding the Ordinance.
March 22, 2010	Distribute spreadsheet and instructions for data import process.
May 1, 2010	Start automated alarm company data import. Alarm companies may start manually entering alarm data.
May 15, 2010	Mail notices to non-monitored alarm subscribers.
June 1, 2010	Ordinance enforcement date and MuniDyn ARFAM systems fully operational.