

INSTRUCTIONS FOR POLICE ALARM USERS

City of Balch Springs Ordinance # 1005-02 requires that ALARM USERS in the city, both commercial and residential, except as stated in sec.18-561 of the code of ordinances, obtain permits from the Police Department and/or the Fire Department. Fire Alarm permits will require separate applications, which may be obtained from the Balch Springs Police Department, 12500 Elam Road (972-557-6025). Both Police and Fire alarm permits may be obtained by payment of a single fee.

PERMITS

1. The fee for a permit is **\$25.00 annually for residential and \$50.00 annually for non-residential.**
2. There is no charge for data changes on a current permit.
3. Each alarm system requires a permit.
4. A multi-family complex requires only one permit. However, false alarm service fees will be based on the number of false alarms to each individual unit and shall be assessed to the permit holder.
5. Failure to secure a permit from the City for an operational alarm system may result in fines of up to **\$500.00** per day or per occurrence of violation.
6. Checks should be made out to: **City of Balch Springs.**
7. Permit applications and fees should be mailed to: **Balch Springs Police Department
Alarm Enforcement Section
12500 Elam Road
Balch Springs, TX 75180**

RESPONSIBILITIES OF ALARM USERS:

The Permit Holder, to whom the permit is issued, shall be responsible for compliance with the regulations of the alarm ordinance.

THE PERMIT HOLDER SHALL INSURE THAT:

1. The Police Department is furnished current information regarding persons to be contacted in case of an alarm activation.
2. An authorized trained person responds to the scene of an alarm within 30 minutes, if requested to do so by the Police Department.
3. The alarm mechanism is adjusted to suppress false indications due to:
 - (a) Flashes of light;
 - (b) Wind noise caused by rattling or vibrations of windows or doors;
 - (c) Vehicular noise;
 - (d) other forces unrelated to an actual emergency
4. Audible alarms are adjusted so that the alarm will sound for **NO LONGER** than 15 minutes, and must be manually reset before sounding again.
5. The alarm must not be manually activated for any reason other than the occurrence of the event that the system was intended to report (i.e., activating a robbery alarm for any reason other than an actual robbery).

AN ALARM WILL NOT BE CONSIDERED "FALSE" IF IT IS DETERMINED THAT THE ALARM WAS CAUSED BY:

1. Natural or man-made catastrophe;
2. Criminal Activity

3. Severe weather, causing damage to premises

VIOLATIONS

1. A person who operates an alarm system without a permit violates the City Ordinance and may be fined up to **\$500.00 per day or per occurrence** of violation.
2. A person who operates an alarm system with a permit may be cited to Municipal Court for violation of the following:
 - (a) permitting an audible alarm to sound for more than 15 minutes.
 - (b) failing to require a manual reset
3. A permit may be suspended for:
 - (a) Any false statement or misrepresentation of a material fact made by an applicant for the purpose of obtaining an alarm permit or renewal, or while making a change thereto, shall be sufficient cause for refusal to grant, or suspension of, a permit.
 - (b) Violation of any of the City Ordinance section dealing with responsibilities of the alarm user;
 - (c) Failure to keep information current on alarm application;
 - (d) Failing to respond to an alarm within thirty (30) minutes, when required to do so by the Police Department.
4. It is the responsibility of the permit holder to be familiar with the City Ordinance.

SERVICE FEES

1. If, within a twelve (12) month period, more than five (5) false alarms are emitted from an alarm site, the issuing authority shall assess the person in control of that alarm site a fee. The service fee shall be fifty (**\$50.00**) dollars for each false alarm exceeding five (5) in a twelve (12) month period. False alarms in excess of ten (10) in a twelve (12) month period, shall result in suspension of the alarm permit.
2. The number of false alarm notifications emitted from an alarm site shall include all types of police alarms, including but not limited to burglary and robbery alarms.
3. Failure to pay assessed fees shall cause the holder's permit to be suspended. Further alarms from an alarm system shall result in criminal charges being filed.
4. A person commits an offense if he allows an alarm notification to be emitted from an alarm site that does not have a valid permit.
5. A permit may be reissued when proof of repairs have been presented to the issuing authority.
6. A permit holder shall pay a fee assessed under this section within thirty (30) days after receipt of notice that it has been assessed.
7. A permit holder will be exempt from any fee charged for a false alarm notification which is later shown to have not been a false alarm. The burden of proof shall be on the permit holder.
8. The police officer or police supervisor assigned to respond to an alarm site will make the determination as to whether or not alarm notification is false.

For further clarification of the ordinance, call the BALCH SPRINGS POLICE DEPARTMENT, ALARM ENFORCEMENT SECTION AT (972-557-6025). MONDAY THROUGH FRIDAY 8A.M. TO 4P.M.

CITY OF BALCH SPRINGS

Registration Fee: \$25.00 Residential/\$50.00 Business

Renewal: Annually

This permit is not transferable

POLICE ALARM APPLICATION

Mail to: Balch Springs Police Dept.

12500 Elam Road

Balch Springs, TX 75180

Attn: Alarm Section

ALL INFORMATION MUST BE COMPLETELY FILLED OUT

_____ New Permit _____ Renewal _____ Update

Alarm Site: _____ Residential _____ Business

Name of Resident or Business _____

Alarm Site Address: _____

Alarm Site Phone Number: _____

If Apartment, Complex Name: _____

If Business, List Hours: _____ AM/PM to _____ AM/PM

Mailing Address (if different): _____

Alarm Company Name : _____ Phone: _____

PERMIT HOLDER RESPONSIBLE FOR ALARM

(Only one person must sign below. For businesses, must be local person.)

Name: _____ Date of Birth: _____

Address: _____ D.L. Number: _____

_____ Home Phone: _____

Pager/Cell Number: _____ Work Phone: _____

CONTACT PERSONS

Must be able to take responsibility for premises and alarm. Must also be able to respond to alarm site within 30 minutes. Minimum of two persons required. Neither one can be permit holder.

(1) Name: _____ Home Phone: _____

Pager/Cell Number: _____ Work Phone: _____

(2) Name: _____ Home Phone: _____

Pager/Cell Number: _____ Work Phone: _____

I have carefully read the completed application and know the same to be true and correct. I hereby agree that if a permit is issued, I will comply with all provisions of the City of Balch Springs Ordinance #1005-02 and state laws. I accept responsibility for payment of all fees and charges and any civil action which may arise from the operation of this alarm system.

PERMIT HOLDER'S SIGNATURE: _____ Date: _____

Office Use Only. Do Not Write in This Space

Date Issued: _____ Date Expires: _____ Permit # _____

SEE REVERSE

ALARM ACTIVATED BY:

(Check the appropriate box or boxes below)

Contact Points – Exterior (doors, windows, etc.)

Contact Points – Interior (list specific locations)

Sound (glass breakage)

Motion Detector

Light Beam

Manually Activated

“Information contained in alarm systems records maintained by a governmental body that concerns the location of an alarm system, the name of the occupant of an alarm system location, or the type of alarm system used is confidential and may be disclosed only to the board or as otherwise required by state law or court order.” (Section 1702.284, Tx. Occupation Code)