



**CITY OF PARK RIDGE
POLICE DEPARTMENT**

200 S. VINE AVE
PARK RIDGE, IL 60068
TEL: 847/318-5252
FAX: 847/318-5308
TDD: 847/ 318-5252

FRANK J. KAMINSKI
CHIEF OF POLICE

Dear Resident:

In accordance with City Ordinance 12-3-2, all alarm systems operating within the City must be registered. We ask that you complete the paperwork enclosed in this registration packet and return it within seven (7) days. The \$50.00 permit/registration fee is a one-time charge. Please make checks payable to "City of Park Ridge".

Please find the following items enclosed:

1. Alarm registration letter, explaining the policy of the City.
2. Alarm registration form, providing us with information about you and your system.
3. Sample of alarm response letter that is sent for each alarm, showing fee schedule for false alarms.

If you have any questions regarding the enclosed items or in regard to alarms, contact Kathleen Jozwiak, alarm systems coordinator at 847 318-5252 EXT 9.



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**ALARM REGISTRATION
CITY OF PARK RIDGE**

The City of Park Ridge Police and Fire Departments want to give you the best possible service when responding to your alarm. Therefore, in accordance with City Ordinance 12-3-2, all alarm systems operating within the City must be registered with the Chief of Police. To avoid a possible fine for violating this ordinance, we ask that you complete the enclosed registration packet and return the necessary documents to us within (7) days. The \$50.00 registration fee is a one-time charge.

We ask that you assist us by maintaining your alarm system to prevent false alarms. Such alarms cause a significant expenditure of public funds, as well as diverting emergency equipment and personnel. To help alleviate this problem we will enforce Ordinance 12-3-5 as follows:

1. Residences will be allowed a maximum of two (2) false alarms during one (1) calendar year free of charge. Commercial businesses and institutions will be allowed a maximum of four (4) false alarms during one (1) calendar year free of charge.

Additional false alarms in a calendar year will result in a fine as per the enclosed schedule. Excessive alarms may result in suspension or revocation of the alarm connection.

2. All businesses and persons engaged in the business of installing and maintaining alarm systems must be licensed by the State of Illinois. If they have a Park Ridge business address, they must also be registered with the City of Park Ridge as a business.

The complete ordinance regarding alarms can be viewed at City Hall during regular business hours. If you have any questions, contact Alarm Systems Coordinator Kathleen Jozwiak at (847) 318-5252 extension 9.



CITY OF PARK RIDGE ALARM REGISTRATION FORM



ADDRESS OF ALARM _____

RESIDENT OR BUSINESS NAME _____

PREMISE TELEPHONE NUMBER _____

ALTERNATE NUMBER** _____ ALTERNATE NUMBER** _____

**For residents with multiple occupants, please advise the name of the person each number is assigned to.

RESIDENTIAL/CONDO/APT

Owner's name if other than above _____ Home number _____

Address _____ Work number _____

NON-RESIDENTIAL

Name of person in charge _____ Home number _____

(Owner, Manager, etc.)

Address _____ Alt Number _____

ALARM COMPANY

Name _____ Number _____

Address _____

I agree to provide the Park Ridge Police and Fire Departments with access to the premises at all times for the purpose of investigating emergency calls when principal parties are not on premises, and provide the following information for that purpose:

PERSONS TO BE CONTACTED IN MY ABSENCE

1. Name _____ Primary Number _____

Alternate Number _____

Alternate Number _____

2. Name _____ Primary Number _____

Alternate Number _____

Alternate Number _____

3. Name _____ Primary Number _____

Alternate Number _____

Alternate Number _____

I agree that the City of Park Ridge shall not be liable for any failure of any alarm equipment to operate properly, or any improper installation of alarm equipment, or for any failure or inability to respond to any alarm signal, or for any damages resulting from an attempted or actual unlawful intrusion, or for any damages caused to my property in the course of responding to an alarm signal.

Date: _____ Signature: _____



SAMPLE LETTER

CITY OF PARK RIDGE POLICE DEPARTMENT

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Park Ridge Resident:

This is to notify you that on 00/00/00 the Park Ridge Police Department responded to a false alarm at the above address. Investigation at the scene determined that the alarm was false, and has been recorded as such in our files. Revised City Ordinance 12-3-5 PERMIT REVOCATION OR SUSPENSION: FEES FOR EXCESSIVE FALSE ALARMS, PARAGRAPH "B", adopted October 31, 1983, and revised April, 1993, provides the following schedule of fees for excessive false alarm in any one calendar year:

Residential Alarms		Commercial or Institutional Alarms	
3 rd Response	\$50.00	5 th Response	\$50.00
4 th Response	\$60.00	6 th Response	\$60.00
5 th Response	\$70.00	7 th Response	\$100.00
6 th Response	\$80.00	8 th Response	\$150.00
7 th Response	\$90.00	9 th Response	\$200.00
8 th Response	\$100.00	10 th Response	\$300.00
9 th Response	\$150.00	11 th Response	\$400.00
10 th Response	\$200.00	12 th Response	\$500.00
After 10	\$200.00	After 12	\$500.00

The above mentioned false alarm is the 1st received by our Police Department for your premise/business this year. If you have any questions regarding this notice you may file a written request with the Chief of Police within fifteen days to reconsider whether a fee must be paid, stating the reason for the request.

Respectfully,

Kathleen Jozwiak
Alarm Service Coordinator