



City of Spartanburg/Public Safety Department

False Alarm Reduction Unit

P.O. Box 1746 • Spartanburg, SC 29304

Website: www.spsdonline.org

RE: PENDING ALARM REGISTRATION

IF YOU DO NOT RESIDE OR YOUR BUSINESS IS NOT IN THE CITY LIMITS OF SPARTANBURG, DO NOT PAY THE INVOICE ATTACHED TO THIS LETTER. SIMPLY RETURN THIS LETTER STATING YOU DO NOT RESIDE OR DO BUSINESS IN THE CITY LIMITS AND WE WILL TAKE YOU OFF OUR MAILING LIST. WE APOLOGIZE FOR THE INCONVENIENCE.

False alarms are costly and dangerous because they divert law enforcement from proactive crime prevention efforts. They also delay response to other calls for service that may be true emergencies. In order to limit the number of false alarms in the city, City Council passed an ordinance requiring Public Safety to track false alarms and to charge alarm users false alarm cost-recovery fees.

In addition, the Alarm Ordinance requires every alarm user to be registered with the City. This is MANDATORY and is completed through the False Alarm Reduction Unit of the Spartanburg Public Safety Department. The initial registration fee is \$10.00. Renewal is \$10.00 annually.

To register your alarm system and receive the required permit, you can complete and return the attached form and registration fee to : Spartanburg Public Safety Department, Attn: False Alarm Reduction Unit, P.O. Box 1746, Spartanburg, SC 29304.

If you have any questions, please call the False Alarm Reduction Unit, Monday through Friday from 8 a.m. to 5 p.m. at (864) 596-2238.

Sincerely,

FARU

False Alarm Reduction Unit

City of Spartanburg/Public Safety Department

SPARTANBURG PUBLIC SAFETY DEPARTMENT

FALSE ALARM REDUCTION UNIT

Instructions for Completing the Residential and/or Commercial Alarm Registration Form

Complete *all* sections of the form. The form may be submitted by U S Mail or by Facsimile (Fax) at 864-596-2359. If you choose to fax the form, please mail a check or money order to the address on your invoice. Email registrations are not accepted.

Address Where Alarm Is Located: Enter the complete address and Zip Code of the location of the alarm system. This is the address where Spartanburg Public Safety Department would respond.

Responsible Party – Address Will Be Used for Letters and Statements: Enter the complete name and address of the person or business representative responsible for the alarm system. This person would be responsible for payment of any fines or fees. If all invoices need to be mailed to corporate office, please list that address in this space along with the person of contact.

Contact Person 1: Enter the name of the primary person to be contacted in the event of an alarm activation. Include the individual's name and 2 telephone numbers where that person may be reached.

Contact Person 2: Enter the name and telephone number(s) of the back up person to contact in the event that contact person 1 is not available. (relative, neighbor, etc.)

What is the Name and Address of Your Current Alarm Company: Enter the complete name, address and telephone number of the alarm company which bills you for alarm services.

Installation Date: Enter the date the security alarm system was first placed in service, if after June 1, 2005.

The person listed as the Responsible Party must sign and date the form. An unsigned form will not be accepted as a valid registration. Return a completed copy to the FARU. Keep a copy for your records.

Civil monetary penalties will be assessed for all false alarms recorded from an unregistered alarm system. The fine for the first false alarm from an unregistered system is \$500.00. For all subsequent false alarm activations from an unregistered alarm system, the fine is \$500.00 per activation, plus the false alarm charge beginning with the third (3rd) false alarm until the system becomes registered.

