



## Woodstock Police Service Alarm Procedure

---

Each alarm system within the City of Woodstock to which police response to alarm is desired, must be registered with the Woodstock Police Service by the Alarm Company.

Alarm Registration fees will be collected by the Alarm Company on behalf of their clients, unless approved by the Alarm Coordinator. Payment can be made by debit or cheque. Debit payments are accepted only in person during the business hours of Monday to Friday 8:00am to 8:00 pm. A cheque can be sent in the mail to:

Woodstock Police Service  
615 Dundas Street  
Woodstock, Ontario  
N4S 1E1  
Attention: Alarm Coordinator

Annual renewal of alarms must be registered and paid for by January 31 of each year by the Alarm Company. A list of registered Alarm Subscribers with permit numbers will be provided to the Alarm Company yearly.

The fee for the annual renewal is in accordance with the schedule listed hereunder. For the year 2021 and thereafter:

- \$50.00 for all alarm monitored residential and business premises
- \$50.00 for all alarm monitored objects within or on a business's premises (i.e. A.T.M.)
- \$50.00 for all new alarm registrations throughout the year

The **\$50.00 annual registration fee includes 4 at fault false alarms** in a calendar year to each Alarm Subscriber.

### IMPORTANT

**Failure to register an Alarm Subscriber with the Woodstock Police Service will result in a \$50.00 fee for residential premises and \$100.00 for a business premises invoiced to the Alarm Company,** unless the premise was entered or found to be suspicious in nature. The fee will be applied to each call placed for an unregistered account.

**The Alarm policy allows for each Alarm Subscriber to have 4 At Fault False Alarms in a calendar year. The 5<sup>th</sup> At Fault False Alarm and thereafter will be \$50.00 each for the remainder of the year.**

Interest on any unpaid fees or charges will be charged at a rate of two (2%) percent per month, compounded monthly.

Registration fees will be payable to the Woodstock Police Service within thirty (30) days of the date of the invoice.



## Woodstock Police Service Alarm Procedure

---

Alarm companies will not be invoiced for valid alarms where a premise was found to be entered or suspicious in nature.

### DEFINITIONS

- a. *Alarm Company* means persons or corporation who engage in the business of installing or maintaining alarm systems
- b. *Alarm Subscriber* means any person or business who owns, rents or otherwise occupies a premise where an alarm system is installed. The Alarm Subscriber is responsible for the use and maintenance of the alarm system and pays fees to an Alarm Company in exchange for the monitoring of the alarm system.
- c. *Unregistered Subscriber* means any person or business who owns, rents or otherwise occupies a premise where an alarm system is installed. The Unregistered Subscriber is not registered with the Woodstock Police Service by their Alarm Company.
- d. *Alarm System* means a device which, when activated transmits a signal or message to an alarm company.
- e. *A Valid Alarm* is an alarm signal which has been activated for the purpose of which it was installed such as: warning of attempted or completed criminal offence, or in an emergency situation.
- f. *At Fault False Alarm* means the activation of an alarm system where, in the opinion of the Alarm Coordinator, no emergency or evidences of criminal activity exists at the premises at which the alarm system is installed and includes:
  - The activating or testing of an alarm without prior notification, and the approval of the Officer in charge of the Woodstock Police Service.
  - An alarm due to mechanical failure or improper installation, an alarm caused by negligence or carelessness of an alarm business, the alarm installer, the alarm subscriber