



## TOWN OF NEWTOWN

# MEMO 2008-10

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**TO:** All Personnel

**FR:** Chief Michael Kehoe

**DT:** Tuesday, November 18, 2008

**RE:** Alarms

**CC:** Capt. Rios, Lt. Mooney, Lt. Sinko, Director Will, Bob Berkins

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This memo will clarify the Alarm Ordinance for the Town of Newtown and articulate additional procedures for NDPS personnel and NECC staff.

1. The acclimation period as stated in 203-5 will be 7 days unless the alarm installation company signs off on the registration form that the alarm owner/user has been trained in the full operation of the alarm system. If the alarm user is trained and the installation company signs off on the training, the acclimation period will end upon NDPS receipt of the registration form.
2. The alarm industry recommends Enhanced Call Verification for every alarm signal except duress, holdup or fire alarms (203-6, G). From herein, NDPS will adopt the Enhanced Call Verification and mandate that monitoring companies use 2 call verification for the all alarms except duress, holdup or fire alarms.
3. 203-3 D(6) is now clarified to include at least 3 names for responder/key holders.
4. 203-3 D(6) is now clarified to mandate the response of the key holder to the alarm site within 30 minutes.

The modified alarm registration form is attached to memo which reflects the above changes.

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General Order

Effective Date: Immediately

Review Date: N/A