

The Shreveport Police Department has included the following forms for Alarm Businesses, Monitored Alarm Users and Non-Monitored Alarm Users. These forms are provided to assist you in complying with the City of Shreveport Alarm Ordinance. Completed forms may be dropped off with the Alarm Administrator at the Shreveport Police Department or mailed to 1234 Texas Avenue, Shreveport, LA 71101 or faxed to (318) 673-7240.

For more information contact the Alarm Administrator at (318) 673-6934 or visit the city's website at www.ci.shreveport.la.us.

ALARM REGISTRATION REQUIREMENTS

The City of Shreveport Alarm Ordinance requires all alarm businesses, including in-house divisions, to register annually by January 31st for the current year with The Shreveport Police Department Alarm Administrator. There is no fee.

The following information on company letterhead is required for registration:

Must include:

- The proper business or trade name, address and telephone number.
- The State License Number and City Occupational License Number or comment that it is not required, if true. SEE PAGE 2.
- All of the names, addresses, and telephone numbers under which the company or corporation conducts business, if applicable.
- If an unincorporated association, the name, addresses and telephone numbers of the owner and responsible associates, if applicable.
- If a corporation, the name, addresses, and position of all officers, directors and registered agents, if applicable.
- A statement that the Alarm Business shall maintain a 24-hour emergency service, 7 days a week, including holidays.
- Federal tax ID number of business or social security account number of owner, as applicable.

All companies calling SPD for alarm dispatches must submit a registration letter to SPD by January 31st for the current year. The license issue is dependant upon the following:

There are two categories - **In-House Alarm Division and Alarm Business**

- **An In-House Alarm Division** - Uses their own employees to monitor, install or service their own security or CCTV systems or mechanical locks. The employees must be W-2 employees, not 1099 contractors. The law exempts owners from licensure, but the exemption is limited to mechanical locks, security and CCTV systems only. If work is done on electronic locking systems or fire alarm systems, a license is required. Those working in banks normally want to work on the electronic locking systems therefore, they need the license.
- **Alarm Business** - two categories
 - o **In-State** - Required to be licensed by the State of Louisiana State Fire Marshall's Office.
 - o **Out-Of-State** - Required to have an electrical contractor's license or contract with a State of Louisiana licensed company to perform installation and service. Alarm monitoring is not required to be licensed.

Thanks to everyone who has assisted us in keeping the proper records.

Questions?:

Shreveport Police Department Alarm Administrator

Telephone: 318.673.6934

Email: ALARM_ADMINISTRATOR@CI.SHREVEPORT.LA.US

Mailing Address for the Alarm Administrator
Shreveport Police Department
1234 Texas Avenue
Shreveport, LA 71101-3345

MANDATORY ALARM FORM

CITY OF SHREVEPORT POLICE DEPARTMENT ALARM ADMINISTRATOR Ordinance No. 116 of 2005

In accordance with the City of Shreveport Alarm Ordinance, the Alarm Business will provide the Alarm User with the following information: (check boxes)

☐

A copy of the City of Shreveport Alarm Ordinance.

☐

The toll free or local number of the monitoring station.

☐

Instructions, to include written instructions, which provide adequate information to enable the Alarm User to operate the Alarm System properly and avoid False Alarms.

This document is proof of compliance with the ordinance and will be kept and maintained by the Alarm Business and made available to City representatives, upon request, during normal business hours.

All Alarm Users are encouraged to read the City Ordinance, a few of the highlights are:

- The Alarm User may have one false alarm fine waived annually by having a service call when meeting the conditions of the City Alarm Ordinance.
- The Alarm Business will notify the Alarm User, or a Keyholder, of every alarm.
- The Alarm User or Keyholder must respond on every alarm.
- The fines have changed and are in the City Alarm Ordinance.
- You must display the correct numerical address that is readily visible from the street by officers responding to your alarm.

By signing below, I have read and understand this form.

Alarm User Signature

Alarm Business Rep Signature

Alarm User
Name and Address

Alarm Business Rep's
Name and Title

Date

CONFIDENTIAL

NON-MONITORED ALARM HELP FORM

**CITY OF SHREVEPORT
POLICE DEPARTMENT
ALARM ADMINISTRATOR**

PLEASE PRINT CLEARLY

ALARM USER NAME	
ALARM ADDRESS (To Include Zip Code)	
ALARM USER HOME NUMBER	
ALARM USER CELL NUMBER	
ALARM USER WORK NUMBER	
ALARM USER OTHER NUMBERS	
KEYHOLDER #1 NAME	
KEYHOLDER #1 CONTACT NUMBERS	
KEYHOLDER #2 NAME	
KEYHOLDER #2 CONTACT NUMBERS	

**MAKE SURE YOU GIVE A NUMBER WHERE POLICE CAN
REACH SOMEONE.**

A Non-Monitored Alarm User will be subject to the same fine schedule as Monitored Alarm Users. Read the City Alarm Ordinance at the City of Shreveport Web Site [www.ci.shreveport.la.us] or request a copy from the Alarm Administrator. The information in this document will be maintained at the Shreveport Police Department and remain confidential.

ALARM USER SIGNATURE

DATE

CONFIDENTIAL

11.21.05