

SHEFFIELD POLICE DEPARTMENT
10 South Main Street
SHEFFIELD, MASSACHUSETTS
Telephone (413) 229-8522 FAX (413) 229-7039

Attached are the Sheffield burglar/fire alarm system application and a copy of the current Town by-laws pertaining to the same.

The department requests that the home/business owner fill out the application and return it to the Police Department at 10 South Main Street, Sheffield, MA 01257. Our department will review the application for approval/denial by the Chief of Police. We will contact you regarding the permit's status if necessary; otherwise you will receive an email confirmation upon approval. Please make sure you provide your email information on the form.

The town charges a fee of \$25.00 (payable to the Town of Sheffield) for the application review and the first year's fee. There is an annual renewal fee of \$25.00 payable in January of each new year. Renewal reminders will be emailed in January of the billing year.

As an accepted applicant, the home/business owner is placed on a master list held in this office with all the pertinent information available to our officer on duty. That information is updated as it is received quarterly. Therefore it is important that this office have the correct updated information at all times to ensure fast and efficient officer response time. The most important information would be: name, address and phone number of contact person(s). We require at least two contact persons other than you in order to license the alarm. In addition, we require the shut-off procedure for the activated alarm and clear, precise directions to the home or business location of the installed alarm (i.e.: road, name, house number, nearby landmarks, house color, etc.)

Also enclosed find two release forms that must be signed and returned to this office with your completed application in order for this department to issue a license.

Please note that Section 59-9 (Violations and Penalties) of the burglar alarm systems by-law states that an operating unlicensed system is subject to a fine of \$50.00 for each offence. The system must be licensed before it is operable. Also a note on 59-7, false alarm fines: fines are actively billed and collected throughout the year.

We hope this information eliminates any confusion there may be regarding our policy. If you have any questions feel free to call this office at 413-229-8522.

Respectfully Yours,



Eric R. Munson III, Chief

"Pride in public service."

SITE NO. _____
(office use only)

SHEFFIELD POLICE DEPARTMENT
10 SOUTH MAIN STREET, SHEFFIELD, MA 01257
(413) 229-8522

ALARM PERMIT
DEPARTMENT INFORMATION
PLEASE RETURN THIS FORM WITH YOUR FEE.

INFORMATION TO BE HELD CONFIDENTIALLY BY THE POLICE DEPARTMENT

Business Name/Resident Name: _____

Site Address: _____

Mailing address: _____

Site phone number: _____

EMAIL ADDRESS: _____

Primary Contact and Phone number: _____

Alternate Contact and Phone Number: _____

Alternate Contact and Phone Number: _____

Alarm Company Name and Phone Number: _____

Special Information this department should be aware of:

If any information changes during the year please notify the police
department in writing or by email @ cullrich@sheffieldpd.com.

BURGLAR ALARM

RELEASE AND COVENANT NOT TO SUE

The undersigned homeowner or business owner in the TOWN OF SHEFFIELD hereby acknowledges for himself, his heirs, legal representatives, successors and assigns that the TOWN OF SHEFFIELD is not assuming any liability, and therefore shall not be liable for any losses or damages sustained by the undersigned due to the town's failure to respond to the aforementioned alarm. Further the undersigned hereby agrees to release and never institute any lawsuit or action at law or in equity against the TOWN OF SHEFFIELD, its POLICE DEPARTMENT, or members for any reason in connection with the town's failure to take action or failure to take adequate action in response to the undersigned's burglar alarm system. The undersigned recognizes that the SHEFFIELD POLICE DEPARTMENT has not created any special relationship between itself and the undersigned, and that the failure to provide police services in general or the failure to provide such services in response to an alarm will not constitute a basis for a civil suit against the TOWN, its POLICE DEPARTMENT or members.

Witness

Homeowner/Business Owner

Witness

Homeowner/Business Owner

FIRE ALARM

RELEASE AND COVENANT NOT TO SUE

The undersigned homeowner or business owner in the TOWN OF SHEFFIELD hereby acknowledges for himself, his heirs, legal representatives, successors and assigns that the TOWN OF SHEFFIELD is not assuming any liability, and therefore shall not be liable for any losses or damages sustained by the undersigned due to the town's failure to respond to the aforementioned alarm. Further the undersigned hereby agrees to release and never institute any lawsuit or action at law or in equity against the TOWN OF SHEFFIELD, its FIRE DEPARTMENT, or members for any reason in connection with the town's failure to take action or failure to take adequate action in response to the undersigned's fire alarm system. The undersigned recognizes that the SHEFFIELD FIRE DEPARTMENT has not created any special relationship between itself and the undersigned, and that the failure to provide fire services in general or the failure to provide such services in response to an alarm will not constitute a basis for a civil suit against the TOWN, its FIRE DEPARTMENT or members.

Witness

Homeowner/Business Owner

Witness

Homeowner/Business Owner

Chapter 59

ALARM SYSTEMS

§ 59-1. Definitions.

§ 59-2. Dialing devices; permits; limitations; compliance.

§ 59-3. Delay on transmission of signal; exceptions; compliance.

§ 59-4. Timing device required.

§ 59-5. Filing requirements.

§ 59-6. Permit required; fee; revocation.

§ 59-7. False alarms.

§ 59-8. Disconnection.

§ 59-9. Violations and penalties.

[HISTORY: Adopted by the Town of Sheffield 5-12-1980 Annual Town Meeting, Art. 35. Amendments noted where applicable.]

GENERAL REFERENCES

Unpaid fees -- See Ch. 4.

Licenses and permits of delinquent taxpayers -- See Ch. 132, Art. II.

§ 59-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ALARM SYSTEM -- Any device which automatically dials the emergency telephone number of the Police and uses a pretaped or prerecorded message to alert the Police that an emergency exists or that the services of that Department or of the Fire Department are needed. "Alarm system" shall also mean any alarm device which automatically emits an audible, visual or other response upon the occurrence of any hazard or emergency and which is intended to alert persons outside the building and/or any person who in turn notifies the Police and/or Fire Department to the existence of said hazard or emergency. The term shall also include fire alarms for the purposes of this chapter. **[Amended 5-9-1983 ATM, Art. 22]**

DIAL ALARM OR DIALING DEVICE -- Any fire or police alarm device which is a telephone device or telephone attachment which automatically or electronically selects a telephone line connected to police headquarters and/or the Fire Department and reproduces a prerecorded message to report a criminal act or other emergency requiring Police or Fire Department response.

FALSE EMERGENCY ALARM -- Any signal actuated by an emergency alarm to which the Police or Fire Department responds which is not the result of fire, holdup, robbery or other crime emergency.

POLICE EMERGENCY NUMBER -- Any telephone number designated by the Chief of Police as a telephone number through which members of the public may report an emergency or request public assistance.

§ 59-2. Dialing devices; permits; limitations; compliance.

- A. All dialing devices operated by automatic means shall transmit messages only to such numbers as may be designated for that purpose by the Police and/or Fire Department of the town.
- B. After six (6) months following the effective date of this chapter, no person shall use, operate or install any device which will, upon activation by automatic means, initiate the dialing, calling or other connection with the Police and/or Fire Department of the town, either at its regularly constituted telephone number or any other number which may be designated by said Police or Fire Department as a police/fire emergency number, without a permit issued by the Board of Selectmen.
- C. No person shall use, operate or install any dialing device that will, upon activation, automatically dial, call or connect with the telephone number designated by the Chief of Police and/or Fire Chief for the purpose of receiving such alarm messages more than twice for any one (1) incident.
- D. Any system installed on or after the effective date of this chapter must comply with this chapter. Preexisting installations must comply within six (6) months of the effective date of this chapter.

§ 59-3. Delay on transmission of signal; exceptions; compliance.

- A. Upon the activation of a burglary (break-in) alarm, there shall be a mandatory delay of at least fifteen (15) seconds before the transmission of a signal to the Police Department to enable the user to abort the signal in the event that it was triggered inadvertently.
- B. This delay shall not be applicable to a robbery (holdup), fire or medical emergency alarm.

- C. Any system installed on or after the effective date of this chapter must comply with this section. Preexisting installations must comply within six (6) months of the effective date of this chapter.

§ 59-4. Timing device required.

The user of every alarm system emitting an audible, visual or other response as of the effective date of this chapter, in the case of existing systems, shall install or cause to be installed an automatic timing device which shall deactivate such alarm so that it will be activated for no more than fifteen (15) minutes.

§ 59-5. Filing requirements.

- A. The user of every alarm system maintained in the town, except those installed in motor vehicles, shall within ten (10) days of the installation thereof or within sixty (60) days of the enactment of this chapter, file the following information with the Police Department of the town:
- (1) The type of alarm system.
 - (2) The street address and the nearest cross street of the building which houses the alarm.
 - (3) In the case of a commercial premises, the name, address and telephone number of an authorized representative and/or an alternate who will be able to respond when called by police to deactivate the alarm system, if necessary.
 - (4) In the case of a private residence, the name, address and telephone number of a person who is not a resident of the private residence in question and who will be able to deactivate the alarm system. An external shutoff to the alarm system shall be available to the Police Department to deactivate the alarm.
- B. Such filing requirements are not applicable to all alarm systems, whether the same are or are not directly connected to the Police and/or Fire Department or are merely audible alarms. Such filing must be made within the time period specified above even though there shall have been previous notification of the existence of such alarm systems to the Police and/or Fire Department or other department of the town.

§ 59-6. Permit required; fee; revocation.

- A. The Board of Selectmen is hereby authorized to grant a revocable permit to any owner, lessee or occupant of property located in the town to operate, maintain, install or modify a police or fire alarm device, and no such device shall be operated unless such permit shall have first been issued.
- B. The Board of Selectmen shall charge a fee of twenty-five dollars (\$25.) for the issuance of such permits, which are to be renewed annually. Permits will expire on December 31 of each year. [Amended 5-9-1983 ATM, Art. 22; 5-14-1990 ATM, Art. 28]
- C. Revocation.
- (1) A permit issued pursuant to this chapter may be revoked at any time or from time to time by the Board of Selectmen upon the giving of ten (10) days' notice, in writing, by registered or certified mail, to the permittee, sent to the address shown on the permit.
 - (2) The violation of this chapter shall constitute grounds for the revocation of the permit.

§ 59-7. False alarms. [Amended 5-9-1983 ATM, Art. 22; 5-14-1990 ATM, Art. 28]

After the issuance of a permit, a fee will be charged for response to the building/residence in which an alarm malfunction or alarm activation is caused by the occupant or persons having control of the building/residence. A fee of twenty dollars (\$20.) will be charged for the first response, thirty dollars (\$30.) for the second response and forty dollars (\$40.) for the third response when responding to a burglar alarm. A fee of twenty dollars (\$20.) will be charged for the first response, forty dollars (\$40.) for a second response and sixty dollars (\$60.) for a third response by the Fire Department to an alarm malfunction or accidental activation. The Police Chief and/or Fire Chief or senior officer to an alarm response will determine whether the alarm was a malfunction by the alarm system or accidental activation. After the third response within a twelve-month period, the permit shall be revoked by the Board of Selectmen until the alarm system has been recertified by a reputable installer of alarms.

§ 59-8. Disconnection.

In the event that an alarm system emitting an audible, visual or other similar response shall fail to be deactivated within the time limitation specified in § 59-4 above, the town shall have the right to take such action as may be necessary in order to disconnect any such alarm.

§ 59-9. Violations and penalties.

Any person operating an alarm system without a permit from the Board of Selectmen violates the provisions of this chapter and shall be subject to a fine of fifty dollars (\$50.) for each offense.