

## Keyholders

Residents and businesses with alarm systems are required to provide the Skokie Police Department with a list of keyholders.

Keyholders should be trusted individuals. Keyholders should also have some knowledge concerning the alarm system operation. Once the keyholder is on the scene, it will be their responsibility to secure the premise. Securing the premise may include re-setting the alarm, calling a board-up service or remaining on the premises until the owner arrives.

It is especially important that your list of keyholders contain accurate and current information. This list should be immediately updated whenever a change occurs.

## Alarm Notification Card

Police officers may respond to an alarm and are unable to either locate the alarm holder on the premises or make contact with a keyholder. In these cases the premise is checked and, when found secure, the responding officer will complete and leave an Alarm Notification Card at the scene. The information on this card will notify you of the date and time that the police officer(s) responded. It will also indicate both the name of the officer(s) responding and the complaint number of the incident. If you have any questions concerning the circumstances of the alarm, you may call the Skokie Police Department at 847/982-5900 and refer to the complaint number provided.

For more information on Police Department programs and services please visit our website at: [www.skokie.org](http://www.skokie.org)



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The Skokie Police Department



## Village of Skokie

**Police Department**  
**7300 Niles Center Road**

Emergency: [Fire, Police, Medical] 911

Non Emergency: 847/982-5900

[www.skokie.org](http://www.skokie.org)

*A growing number of Skokie residents and businesses are installing alarm systems. The increase in alarms has produced a proportionate increase in the number of false alarms.*

*Approximately 76% of all false alarms, both commercial and residential, are caused by user error.*

*This information is provided to assist you in utilizing your alarm system to its fullest potential and to avoid alarm problems.*

## **Police Response**

All notifications of burglar alarms are received by the Skokie Police Department Communications Center. Each incident is treated as a bona fide alarm and is given priority.

If you or a family member accidentally activates your alarm, it is imperative that you **immediately** notify the police or the company providing you with alarm monitoring service. This immediate action will assist officers in conducting the safest response to your location.

An alarm call requires a rapid response. It is Skokie Police Department policy to send a minimum of two police officers to each alarm call. The time required of employees involved in a typical false alarm response is significant. More importantly, officers are taken away from other duties. This means that they may not be able to respond to other criminal or life threatening incidents.

## **Alarm Ordinance**

The Village of Skokie has an alarm ordinance designed to address problems associated with false alarms.

Any alarm is considered false unless:

- There is clear evidence of an actual or attempted intrusion.
- There is evidence of an electrical utility outage or condition affecting a general neighborhood.
- There is evidence of extreme weather conditions, including thunder, snow, ice or electrical storms.
- There are alarm occurrences during the 30-day period following the installation of an alarm system.

## **Registration**

The Village alarm ordinance requires each alarm owner to complete an Application for Alarm Permit and submit an initial fee of \$25, and an annual renewal fee of \$20 thereafter.

The primary purposes of alarm registration are to both keep the police department informed regarding the location of security alarm systems in the community, and to provide contact information.

Each year a renewal form will be mailed to you. Forms may also be obtained at the police department.

## **False Alarm Fee Schedule**

Within one calendar year:

*1st false alarm* - Fee waived;

*2nd false alarm* - Fee waived and a written warning letter issued;

*3rd - 5th false alarms* - \$50 each;

*6th false alarm* - \$100;

*7th false alarm* - \$100;

*8th false alarm* - \$200;

*9th false alarm* - \$200, and a letter explaining that the alarm permit may be revoked beginning with the twelfth false alarm. The Crime Prevention/Community Relations Unit will again offer assistance in curtailing false alarms;

*10th false alarm* - \$200, and a warning letter advising that your alarm permit may be revoked;

*11th false alarm* - \$200, a letter advising that your alarm permit may be revoked;

*12th and all those thereafter* - \$200 and ordinance violation citation.

The Skokie Police Department will continue to respond to alarms after the permit is revoked.

## **Notice and Hearing**

The Village Code permits the Village Manager or his designee to revoke, suspend or take action with respect to a permit in accordance with established procedures.

The Skokie Police Department issues false alarm invoices.