



URGENT INFORMATION WITH MANDATORY RESPONSE

The Indianapolis City Council has passed new policies that impose larger fines for false alarms. In effect, we are implementing new policies for dispatching on security accounts. The new policies will take effect immediately. We need to have this form, with your preference noted, signed and returned to us ASAP.

The policy we will follow is; if you have an unauthorized opening, with or without an alarm, we will try to call the business. If there is no answer and we have received an open or cancel signal, we **WILL NOT DISPATCH**. We will try to call the call list and advise someone as a courtesy.

We ask that every business teach employees the proper use of the alarm system and teach them how to send a duress code in case of a forced opening. If you do not know this code or procedure call us or look up your panel type and instructions on our website under manuals.

Please mark your preference on the bottom of this form and return it to us in the enclosed envelope. **WE MUST RECEIVE THIS FORM FOR YOUR FILE.**

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Yes, I want to follow the policy as stated above and I understand that I am responsible for checking on the welfare of my employees and I am responsible for training them properly in the use of the duress code in case of a forced re-entry.

NO, I wish to have any unauthorized openings that can not be verified dispatched on and I am aware that I am responsible for paying any and all false alarm fines or fees that may be imposed by the city.

Business Name _____

Address _____

Date _____ Signature _____

Name (Printed) _____ Title _____