



## Police Department

City of Baton Rouge

704 Mayflower Street  
Post Office Box 2406  
Baton Rouge, Louisiana  
70821

*Dear Alarm User:*

*All users of alarm systems within the City of Baton Rouge and EBR Parish are required by Title 9, chapter 423 of the City-Parish Code to pay a one-time fee of twenty-five dollars (\$25.00) to offset the cost of regulating false alarms. Although this fee is a one-time fee, it is however, non-transferable. Should you move to another location, you must reregister and pay the registration fee again.*

*The ordinance provides each user of an alarm system five (5) false alarms each fiscal year without penalty; (our fiscal year runs from June 1<sup>st</sup> through May 31<sup>st</sup> of the following year.) The alarm user will be assessed a ten dollar (\$10.00) fine for false alarms six (6) through ten (10) and a twenty-five (\$25.00) fine for each false alarm thereafter.*

*In order to track these alarms throughout the City of Baton Rouge and EBR Parish, a computerized billing system has been installed in the Baton Rouge Police Department and the East Baton Rouge Parish Sheriff's Office. The ordinance prohibits operating an alarm system without a permit. Violators of this chapter shall be fined, upon conviction, not less than one hundred dollars (\$100.00), nor more than two hundred and fifty dollars (\$250.00) for each calendar day of violation.*

*Enclosed you will find an Alarm User Permit Application. Please complete the applicable sections of the application and return it along with the twenty-five (25.00) fee as soon as possible to insure compliance with the law. I appreciate your cooperation.*

*Sincerely,*

  
Chief of Police

CL/cf

*Enclosure: Alarm system registration application*