



City of Cambridge Police Department

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Robert C. Haas
Police Commissioner

Richard C. Rossi
City Manager

(Date)

(Name)

(Business)

(Street)

Cambridge, MA (Zip code)

Re: False Alarm Assessment Notification

Dear (Name):

Pursuant to Section 8.32.050 ("False alarms – Assessment schedule") of "The Municipal Code of the City of Cambridge" this letter is to inform you that the Cambridge Police Department has recorded at least two separate false alarms from your alarm system within this calendar year. The last two recorded false alarms occurred:

1. Date, time and location; and
2. Date, time and location.

Pursuant to Section 8.32.050 you are required to submit to the Cambridge Police Department within ten working days of the receipt of this letter a report describing the efforts you have taken to discover and eliminate the cause or causes of these false alarms.

Due to the number of false alarms already generated by your alarm system this calendar year, you currently have an outstanding balance of fines. In an effort to help you address the protracted issues with your alarm system, the Cambridge Police Department is formally forgiving this outstanding balance. However, please be advised that if your alarm system transmits another false alarm, pursuant to Section 8.32.050, you will be subject to the following assessment schedule:

1. Twenty dollars for the third false alarm in a calendar year;
2. Fifty dollars for the fourth false alarm in a calendar year;
3. One hundred dollars each for all subsequent false alarms.

You are also hereby advised that in the future, if you fail to pay two or more consecutive fines within sixty days from the date of assessment, pursuant to Section 8.32.070, you may be subject to an additional fifty dollar fine for noncompliance. You are also further advised that pursuant to Section 8.32.040, you are required to submit to the Cambridge Police Department the name and telephone number of at least two other persons who can be reached at any time, day or night, and who are authorized to respond to an emergency signal transmitted by an alarm system, and who can open the premises in which the alarm system is located. Pursuant to Section 8.32.070, you may also be subject to an additional fifty dollar fine for noncompliance with this provision. For your convenience, an "Emergency Contact Information Worksheet" is attached. Please complete the form and return it promptly.

Please do not hesitate to contact me if you have any questions or concerns about this notice.

Sincerely,
(Name)

ADDRESS ALL COMMUNICATIONS TO
125 SIXTH STREET, CAMBRIDGE, MASSACHUSETTS 02142