

LOS ANGELES POLICE COMMISSION

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COMMISSION EXECUTIVE ASSISTANT

March 25, 2003

Mr. Ronald F. Deaton
Chief Legislative Analyst
City of Los Angeles
200 N. Spring Street, Room 255
Los Angeles, California 90012

Dear Ron:

This correspondence is in response to an inquiry from the Burglar Alarm Task Force (BATF) regarding the processing of alarm permits, and other issues. The following information is provided for your review.

1. How long does it take to get an alarm permit?

Under normal circumstances (i.e., no backlog) or during non-renewal periods, processing of the alarm permit application takes at least five working days from the date the application is received by the Office of Finance. The blue notice advising the applicant of the temporary permit number is mailed during the third week after the application is received. The Police Commission permit is mailed during the fourth week.

Applicants may call (213) 368-7147 one week after mailing the permit application, to ascertain the permit number assigned to them so that they may inform their respective alarm companies.

2. What is required to apply for an alarm permit?

\$31 in check, cash or money order and California Driver's License.

3. Under the Commission's Verified Response policy, which locations/situations are exempt from the verification protocol?

The Special Order states: "A burglary alarm activation at a firearms business or location monitored by the Department, Communications Division (e.g., City Council offices and temporary alarms monitored by Burglary Auto Theft Division) and all other City Departments shall be handled as a verified alarm activation."

Locations monitored by the LAPD include such facilities as Scientific Investigation Division, Personnel Department and City Clerk. These are only a few examples, as the disclosure of many of these locations could present a security issue for the Los Angeles Police Department.

4. What are the Office of Finance locations at which alarm permit applications are accepted?

PAYMENT LOCATIONS

Main Office: 201 N. Main Street Rm. 101 Telephone: (213)368-7000					
Open Mon.-Fri 8AM-5PM					
BRANCH OFFICES AND HOURS					
Van Nuys Civic Center	14401 Erwin St Mall		Tel (818)756-8531	Open Mon. - Fri	8 AM to 5 PM
West Los Angeles	1828 Sawtelle Blvd	Rm. 102	Tel (310) 575 - 8888	Open Mon - Fri	8 AM to 5 PM
Hollywood	6501 Fountain Ave.		Tel (213) 485 - 3935	Open Mon - Fri	8 AM to 5 PM
San Pedro	638 S. Beacon Street	Rm. 211	Tel (310) 732 - 4537	Open Mon.,Wed., Fri.	8 AM to 7:30 PM
Westchester Municipal Bldg	7166 W. Manchester Ave.	Rm. 9	Tel (213) 473 - 6750	Open Tues., Thurs	8:00AM to 12 Noon 1 PM to 4:30 PM
Watts Civic Center Building	10221 Compton Ave.	Rm. 202	Tel (213) 473 - 5109	Open Tues., Thurs	1 PM to 4:30 PM
One Stop Permitting Center	201 N. Figueroa St	3 rd Floor Counter 22	Tel (213) 977 - 6274	Open Mon, Tues, Thur, Fri	7:30 AM to 4:30 PM
				Wednesday	9AM to 4:30 PM

Should you have questions or require further information, please do not hesitate to contact me at (213) 485-3531 or Lieutenant Debra A. Kirk, Commanding Officer, Commission Investigation Division, at (213) 485-2102.

Very truly yours,
 BOARD OF POLICE COMMISSIONERS


 JOSEPH A. GUNN
 Executive Director