

9.03

CRAIG POLICE DEPARTMENT Office of Chief of Police General Order

Date Issued: May 15, 1997

Revision Date: April 1, 2009

Subject: Alarm Response

Reference:

TO: ALL OFFICERS

I. POLICY

It shall be the policy of the Department to respond to all business, residential, and fire alarms within the City. Responding officers will use extreme caution when dispatched to such alarms. District Officers will be the Primary Officer on all alarms within their respective districts and will direct the approach of all back-up officers to the scene. The District Officer will be the Officer-In-Charge until relieved by a supervisor.

II. PROCEDURES

A. Fire Alarms

1. Officers shall respond and will be responsible for containment of the fire scene until the Fire Department arrives. The Fire Chief will be the Incident Commander. Officers will be responsible for control of traffic and crowds.
2. Prior to the arrival of the fire equipment, officers shall render any first-aid that may be needed. They shall not enter a burning structure to evacuate occupants unless it is clearly safe to do so.
3. After the fire is extinguished, an officer will provide security to guard against theft, trespassing, etc., if needed, for a reasonable amount of time until the owner can respond and secure the premises.
4. All fires will be jointly investigated by the primary officer and member(s) of the Fire Department, working together in a coordinated effort.
5. In the event of any suspicious origin or death, resulting from or related to the fire, the primary officer, or supervisor, will notify Detectives and the scene will be turned over to them. Detectives will investigate the fire with the assistance of the Fire Department Arson Investigator, if available.

- B. Robbery-in-Progress or Robbery-Just-Occurred Alarm: Any alarm, which is designed to indicate that a robbery is in progress or that a robbery just occurred.
1. Upon receipt of a robbery alarm, communications shall dispatch the district officer. A secondary officer shall respond as back-up, with a minimum of two officers being dispatched to all robbery alarms. Responding officers will use a silent approach when responding to a robbery alarm.
 2. The officers shall contain the scene and ascertain the possibility of suspects' in/around the area. Any civilians will be removed from the immediate area and traffic stopped if necessary. When the scene has been contained the primary officer will be responsible for verifying the authenticity of the alarm.
 3. Officers will attempt to see inside of the building through windows, doors, etc., if possible, and then only from their area of concealment.
 4. If it is known that the suspect is still at the scene, every precaution should be taken to protect life and reduce the likelihood of creating a hostage situation.
 5. Officers will enter the establishment to confront the suspect(s) only when absolutely necessary.
 6. Officers will attempt to contact, or apprehend the suspect(s) outside of the building to prevent precipitating a possible hostage situation, or violence within.
 7. If a hostage situation arises, all Command Staff shall be notified immediately and the area secured. [General Order 9.01](#), Barricaded Suspects & Hostage Negotiations, will then be in effect.
- C. Burglary-in-progress or intrusion alarm means any alarm, which is designed to indicate a burglary is in progress or intrusion into the premises. *Intrusion* shall mean any entry into the premises which is unauthorized during which time a business or firm is closed to the public or an intrusion into a residence by an unauthorized person.
1. Upon receipt of a burglary/intrusion alarm, the district officer shall be dispatched, along with a back-up officer.
 2. Once the scene has been contained, officers will check the exterior of the building for possible entry locations, and;
 - a. If it appears that forcible entry has been gained, the point of entry will be secured as well as all other possible areas of entry/exit and,

- b. Additional personnel will be requested prior to entry into the structure,
 - c. When the exterior of the structure has been secured, the primary officer should identify himself as "Police", along with voice commands for the intruder to appear at a specific location,
 - d. If no response has come from inside the structure after a reasonable time, only then will entry be made for the purpose of apprehending the intruder, or securing the interior.
- 3. If the building is found to be secured and no signs of entry, a Responsible Party for the building will be notified by dispatch to respond to a directed location. A minimum of two officers will check the interior of the building to secure it prior to the R. P. being allowed inside.
 - 4. Every burglary/intrusion/robbery alarm will be treated as if the alarm is authentic. Officers should continue to respond even if notified of an error.

D. Dispatchers Responsibility – Bank & Business Alarms
(During business hours)

- 1. When Dispatch receives a bank alarm, the district officer will be advised there is an alarm and will be given the location of the alarm.
- 2. A secondary, or back-up officer, will be dispatched to respond to the alarm location. This will be the adjacent district officer, or first available officer.
- 3. Dispatch may declare "emergency radio traffic only" if requested by the primary officer. If the declaration is made, Dispatch will only communicate with the primary officer.
- 4. Dispatch will attempt to telephone contact the bank at the direction of the primary officer, or supervisor. If the bank initiates telephone contact with dispatch to advise of an error, the primary officer will be notified immediately.

E. False Alarms. Any signal emanating from an alarm, as defined in subsection B of this section, to which the police or fire department respond to investigate, shall be unlawful if the alarm results from:

- 1. False activation, including activating an alarm for a purpose for which the alarm was not designed;
- 2. Alarm malfunction, except mechanical or electrical failure over which the subscriber or owner had no control to prevent;

3. Activation of an alarm by subscriber, owner, or agent due to negligence or over-sensitive settings; or
4. Activation of the alarm system for testing purposes when the police or fire department had not been given prior notice or did not approve the testing.

F. Fee; false alarms (Ord. 8.16.020)

1. The subscriber shall pay to the city a fee for false alarms as set forth in this section. It shall be prima facie evidence of false alarm if the police or fire department respond and discover that the alarm was false based on its investigation.
2. False Alarm Fee Schedule.
 - a. The fourth false alarm in one (1) year, thirty dollars (\$30.00);
 - b. The fifth false alarm in one (1) year, fifty dollars (\$50.00);
 - c. The sixth false alarm in one (1) year and every one thereafter during that year, seventy-five (\$75.00); and the police department will no longer respond to the alarms on an emergency basis.

Year shall mean a calendar year (365 days) beginning January 1 of each year.

Approved by:



Walter K. Vanatta
Chief of Police