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## REPORT WRITING

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### FALSE ALARMS

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**Purpose:** The purpose of this policy is to establish procedures for the enforcement of City Code 38-36 through 38-38.

**Summary of Changes:**

**Definitions:**

**Police Response:** The response by the police department to a call for service

**General:** City Code 38-36 to 38-38 governs police and fire response to alarms, and provides for fines for excessive false alarms

**Procedure**

- 1 Communications personnel will enter each alarm call received into the computer system using the proper dispatch code for the type of alarm (robbery or burglary). Upon clearing the officer from the call, communications will use the appropriate disposition code: FA RP for a false alarm with a report, CM for an alarm call canceled prior to an officer's arrival.
  - 1.1 The primary officer responding to the scene of the alarm will complete a *False Alarm Report* upon each response. It will be necessary for officers to notify communications that the call was a false alarm so it can be properly entered into the dispatch system.
  - 1.2 The false alarm report will be completed in duplicate. The copy is to be given to the person that comes to the scene of the false alarm. If no one comes to the scene, the copy will be left in a location where it will be most likely to be found by the owner, resident, or occupant.
  - 1.3 The original false alarm report will be turned in as any other report. The Support Services Division will forward the reports to be processed by the clerk designated by the Support Services Division Commander.
  - 1.4 The Support Services Division will have the responsibility of keeping records on all false alarms, notifications to violators, and sending of departmental invoices when false alarms reach four per calendar month.
  - 1.5 The city clerk will have the responsibility of collecting the fines assessed under city code 38-38.
  - 1.6 The Support Services Division Commander will review any appeals of fines under city code 38-38.
- 2 Exemptions: Alarms resulting from the following conditions are not considered false alarms:
  - 2.1 Criminal or unauthorized activity. (Use an Incident Report instead)
  - 2.2 Telephone line malfunction verified in writing to the city by at least a first-line telephone company supervisor: Complete a false alarm report indicating what the suspected problem was. The Support Services Division will request verification of the interruption.
  - 2.3 Electrical service interruption, verified in writing to the city by the local power company: Complete a false alarm report indicating what the suspected problem was. The Support Services Division will request verification of the interruption.
  - 2.4 Proper communication to the police department that a burglary alarm is erroneous before a unit arrives on scene. Burglary alarms: Cancel the response, do not complete a false alarm report. Response to robbery alarms will not be canceled.
  - 2.5 An alarm caused on the reasonable, but mistaken belief that a burglary, robbery or other criminal offense, fire emergency or medical emergency is in progress: Complete an Incident Report as required. If in doubt, complete a false alarm report and the Support Services Division will make a final determination.
  - 2.6 Alarms installed in vehicles or installed by the telephone company to protect telephone equipment or systems are specifically exempted. Complete an Incident Report as required, do not complete a false alarm report.
  - 2.7 Alarms caused by severe weather conditions, or other acts of nature. Do not complete a false alarm report.
  - 2.8 If there are no apparent reasons to exempt an alarm activation from being charged, the narrative section of the false alarm report does not need to be completed.

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Chief of Police