

DEPARTMENT GENERAL ORDER 07-44

OFFICE of the CHIEF OF POLICE
RESCINDS: General Order 02-06
SOP 402.05.00

DATE: February 8, 2007

FALSE ALARM REPORTS

I. PURPOSE.

To establish administrative procedures in regard to false alarm reports.

II. DEFINITIONS.

Alarm System - Any mechanical or electrical device which is designed to be activated manually or automatically upon detection of an unauthorized entry, intrusion, or other emergency in or on any building, structure, facility, or premise through the emission of a sound, or transmission of a signal or message.

False Alarm - An activation of an alarm intentionally, by negligence, mistake, unintentional act, or malfunction to which the Clayton Police or Fire Departments are directed to respond when no unauthorized entry, intrusion or emergency exists.

III. COMMUNICATIONS PROCEDURES.

ECDC communications personnel shall log all incoming alarm-related calls for service and dispatch sworn officers to the scene as required.

Upon determining that an assignment is a false alarm call, officers will provide ECDC personnel with pertinent information regarding the alarm via radio. Dispatchers will then enter the appropriate information into the CAD system. The Administrative Division will subsequently access this data and create a print out of the appropriate information.

A false alarm letter will then be prepared and mailed to the resident or business advising them of the false alarm. Such letters will be issued for the first two violations of the code of ordinances. Should a third or subsequent violation then occur within a twelve (12) month period, the administrative division shall then submit a "False Alarm Tracking Report" to the City of Clayton Municipal Court. The court will review the information and issue a fine or set a mandatory court appearance.

The Administrative Division will maintain computerized false alarm files for one year in accordance with the current records retention schedule.

IV. FALSE ALARM EXCEPTIONS.

The following shall not be considered false alarms:

1. Alarms caused by an attempted illegal or unauthorized entry supported by visible or demonstrated evidence.
2. Alarms caused by acts over which the user has no control such as windstorm, lightning, or other similar phenomena.
3. Alarms intentionally caused by a person acting under the reasonable belief that a need exists to summon police or fire assistance.
4. Alarms occurring on a repeated basis without apparent cause, but where in the judgement of the Chief of Police or his designated representative, that a reasonable effort is being made by the alarm owner, agent, or other concerned person to correct the malfunction.
5. Alarms cancelled by ECDC upon receipt of the proper code number by the monitoring alarm company prior to the arrival of emergency response units.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 81.2.13