



Tulsa Police Department

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Policy # 135

Effective Date 08/15/2003

Policy Name Intrusion Alarms

Approved Date 08/15/2003

Approved by *Wendell Franklin, Chief of Police*

Previous Date 02/01/2000

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will provide quality emergency response to intrusion alarm calls. *The City of Tulsa Intrusion Alarm Certification Ordinance* decriminalizes false alarms and makes alarm certification voluntary.

Intrusion alarm users choose the level of police response desired by voluntarily choosing to certify or not certify their alarms. Only certified intrusion alarm systems will receive first response from the Tulsa Police Department. Non-certified alarm systems will receive a secondary response.

This ordinance does not apply to police responses to vehicle alarms, duress or holdup alarms, manually activated or robbery alarms, or alarms used by the United States of America, the state of Oklahoma, or any governmental subdivision of the state of Oklahoma.

SUMMARY: Procedures for responding to intrusion alarms.

APPLIES TO: All police personnel

DEFINITIONS:

ALARM INDUSTRY BUSINESS – any entity having obtained a license pursuant to the provisions of the *Alarm Industry Act* of the State of Oklahoma who sells, leases, maintains, services, repairs, alters, replaces, moves, installs, or monitors any intrusion alarm system.

FALSE ALARM DISPATCH – an intrusion alarm dispatch request when the responding officer finds no evidence of criminal activity after having completed an investigation of the location. An intrusion alarm dispatch request that is canceled by the alarm user or the alarm industry business prior to the time an officer reaches the location shall not be considered a false alarm dispatch.

FIRST RESPONSE – the police receive an intrusion alarm dispatch request and elect to provide intrusion alarm response.

FIRST RESPONSE CERTIFICATE – a certificate issued to an alarm user who has met all requirements of the *Intrusion Alarm Certification Ordinance*. Issuance shall not create any property right in the renewal, reinstatement, or continued unsuspended or unrevoked status of a certificate.

INTRUSION ALARM RESPONSE – an actual police response to the location of an intrusion alarm system resulting from an intrusion alarm dispatch request.

INTRUSION ALARM SITE – a single premise or location served by a single intrusion alarm system.

INTRUSION ALARM SYSTEM – any single assembly of equipment, mechanical or electrical, arranged to signal the occurrence of an entry or attempted entry into the area protected by the system. A single intrusion alarm system shall be contained at one physical address and able to be activated independently of any other system.

INTRUSION ALARM USER – the person or persons, over the age of eighteen (18), owning or leasing the real property where an intrusion alarm system is located.

MONITORING – the process by which an alarm industry business receives signals from intrusion alarm systems and relays an intrusion alarm dispatch request to the City of Tulsa for the purpose of summoning police responses to the alarm site.

SECONDARY RESPONSE – the police receive an intrusion alarm dispatch request but elect not to provide intrusion alarm response until after the alarm industry business has provided its own response to the alarm site and has determined evidence of actual or attempted criminal activity.

PROCEDURES:

1. Upon receiving an intrusion alarm dispatch request from an alarm industry business, the complaint taker will determine if the location has a valid *First Response Certificate*.
2. If the location does not have a valid *First Response Certificate*, the complaint taker will advise the alarm industry business that the police will be the secondary response for the dispatch request.
3. If the location does have a valid *First Response Certificate*, the dispatcher will assign officers to the intrusion alarm site.
4. When officers are assigned to respond to an intrusion alarm site, officers will:
 - a. Respond as soon as practical.
 - b. Advise the dispatcher that they are 10-97 upon arrival.
 - c. Investigate to determine if the alarm was caused by criminal activity or a false trip.
 - 1) If the alarm was tripped because of apparent criminal activity:
 - a) Attempt to notify the property owner or agent of the owner.
 - b) File an *Incident Report* and any other related reports.
 - c) Secure the site as well as practical if the owner/agent cannot be located.
 - 2) If the alarm was a false trip, complete an *Intrusion Alarm Door Hanger* and leave in a conspicuous place for the property owner.
 5. When deemed necessary by an officer responding to an intrusion alarm, the officer may request that the dispatcher contact the alarm industry business to have them send an employee/agent to the intrusion alarm site.
 - a. When the alarm industry business has notified the employee/agent to respond to the intrusion alarm site, the employee/agent has 60 minutes to respond.
 - b. If after 60 minutes from notification the employee/agent fails to respond to the intrusion alarm site he/she may be cited for failure to respond under 27 T.R.O. 2606 (B), *Prompt Response of Agents or Employees*.
 6. If responding officers are cancelled from the intrusion alarm response by the dispatcher prior to their arrival, the call will not be counted as a false alarm to the intrusion alarm user.

REGULATIONS:

1. Officers responding to an intrusion alarm site will leave an *Intrusion Alarm Door Hanger* at the location to indicate that the police responded to an intrusion alarm at that location.
2. Each response to a location of an intrusion alarm shall be considered a separate alarm response.
3. Officers responding to the location of an intrusion alarm shall use the appropriate 10-code when arriving and clearing from the call.

REFERENCES:

Supplement 6 - *Index of Supplements to Tulsa Revised Ordinances* (7/1/1999 thru 2/31/1999)
Ordinance 19721. Amends Title 21, Chapter 19a - *Intrusion Alarm Certification Ordinance*
27 T.R.O 26, *False Alarms*