



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

1-05-06

EFFECTIVE DATE

1-05-06

NO.

06-1

SUBJECT

Alarm Notification

AMENDS

REFERENCE

Kansas City, MO Ordinance, 971601
P.I. – Call Prioritization
P.I. – Patrol Procedures

RESCINDS

Procedural Instruction 00-1

I. PURPOSE

To establish procedures for the implementation of City Ordinance No. 971601, dealing with the regulation of security alarms within the city limits of Kansas City, Missouri.

II. ADMINISTRATIVE GUIDELINES

- A. Section 50-333 of the Security Alarms Ordinance, specifically states **no** alarm user shall operate, or cause to be operated, an alarm system at its alarm site without a valid permit issued by the Alarm Administrator.
- B. If an alarm site has no alarm permit, or has a suspended, revoked, or expired permit, the alarm user will not be authorized to have a police response, with the following exceptions:
 - *1. Officers will be dispatched on all alarms in any of the city's critical infrastructures.
 - 2. Officers will be dispatched on all Panic and Hold Up alarms.
 - 3. Officers will be dispatched if the alarm company notifies the dispatcher that a party is inside without the proper code.

III. PROCEDURE

- A. When the Communications Unit receives notification of an alarm activation at a specific address and determines that a police response is authorized, officer(s) will be dispatched to the alarm call.
 - 1. Upon the officer's arrival at the location of the alarm activation, the primary officer will notify the dispatcher that they are at the scene (10-23).

2. The premises will be checked in accordance with guidelines in the current written directive entitled, "Patrol Procedures." After the premises have been checked and it is determined that:
 - a. An offense or attempted offense has occurred, the primary officer will:
 - (1) Notify the dispatcher of the change in call classification, obtain a case report number, and take the appropriate report.
 - (2) Attempt to notify a responsible party to respond.
 - (3) Prepare a Request for Report Reproduction, Form 19 P.D., and leave it for the owner/victim.
 - b. An open door or window is discovered and an offense or attempted offense is not identified, the primary officer will:
 - (1) Notify the dispatcher of the open door or window.
 - (2) Attempt to notify a responsible party to secure the premises. If a responsible party is not available, secure the residence/business as best as possible and notify the dispatcher.
 - (3) Attach an Alarm Notification, Form 151 P.D., in plain view at the primary entrance of the premises. The Alarm Notification, Form 151 P.D., will not be left in U.S. mailboxes.
 - (4) Document that there was an open window or door, location of window or door, and who the responsible party is, if they responded to the residence/business, on the Daily Activity Log, Form 112 P.D.
 - c. An offense or attempted offense has not occurred, the primary officer will:
 - (1) Attach an Alarm Notification, Form 151 P.D., in plain view at the primary entrance of the premises. The Alarm Notification, Form 151 P.D., will not be left in U.S. mailboxes.

- (2) Notify the dispatcher no offense or attempted offense has occurred.
 - (3) Note on the activity sheet "false alarm" and note any specific circumstances on the activity sheet that influenced the decision, the person's name as listed on the alarm permit, who was contacted (if not the permit owner), and weather condition. This reference may be necessary for testimony before the Alarm Review Board if the permit holder appeals the false alarm determination. The primary officer may be required to testify before the Alarm Review Board if the permit holder contests the fee assessment.
 - d. The alarm is false due to severe weather, the primary officer will:
 - (1) Notify the dispatcher of the disposition and the nature/location of any damage. The call will be reclassified based upon the current Communications Unit procedure.
 - (2) Note on the activity sheet: "false alarm - weather related," and the nature/location of any damage.
 3. If an alarm company cancels an alarm, the call taker will verify the cancellation and cancel the officer(s) if they are not at the scene (10-23) of the alarm site.
- B. When the Communications Unit receives notification of an alarm activation with **no specific address**, i.e., third party reporting audible outside alarm in the area, an officer(s) will be dispatched on the call.
1. The officer(s) will attempt to identify the exact address of the alarm activation and will provide that information to the dispatcher.
 2. The officer(s) will then handle the call as outlined in Section III, A.
- C. When an alarm activation is discovered by an officer or the officer receives information from a citizen regarding an alarm activation, the officer will:
1. Prior to handling the alarm call, notify the dispatcher in accordance with the current written directive entitled, "Patrol Procedures."

- 2. Handle the call as outlined in Section III, A.
- D. Motor vehicle alarms are exempt from this ordinance.
- *E. Officers will advise citizens to call the Alarm Administrator at 889-1493 if they have any questions pertaining to permits, fees, or appeals.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____
2005.

Angela Wasson-Hunt
President

DISTRIBUTION: Law Enforcement Personnel
All Civilian Personnel
Department Element Manuals
Post on all bulletin boards for two weeks.