

**375 – Policy on Use of Alarm Response Investigation Report Form**

**Santa Ana Police Department**

**Departmental Order #375 – Policy on Use of Alarm Response Investigation Report Form**

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## Purpose

The purpose of this Order is to establish the use of the Alarm Activation Report.

## Background

Santa Ana Municipal Code Alarm Ordinance, Chapter 10, Article VI, Sections 10-270 through 10-285, was adopted by the City of Santa Ana on July 1, 1981, to assist the Police Department in controlling the number of false alarms to which we respond. To aid in the enforcement of this ordinance, it has become necessary to implement an Alarm Activation Report. This report serves as notice to the property owner/responsible person of the alarm activation and assists City staff in billing for excessive responses to false alarms.

## I. Procedure

- A. When a handling officer responds to an alarm call of any type (audible or silent), or hears the alarm him/herself, it is the handling officer's responsibility to request a CI number, complete the Alarm Activation Report as well as any and all necessary Crime / Information Reports associated with the alarm activation. The Alarm Activation Report shall be completed in the in the following manner:
1. Any response to an alarm call of any type (audible or silent) shall culminate in the completion of the Alarm Activation Report. If a Crime or Information Report must also be done, it will be necessary for the officer to complete those appropriate reports in conjunction with the Alarm Activation Report.
  2. If the handling officer checks the alarm location and determines the alarm is false, he/she shall request a CI number and complete the Alarm Activation Report, submitting the completed report to the station supervisor for processing
  3. It is the handling officer's responsibility to ensure that the green copy of the Alarm Activation Report is given to a responsible person at the location. If the responsible party is unavailable, the green copy will be placed where the handling officer deems most appropriate and where the responsible person will most notice/see it at his / her first opportunity.
- B. A report will be made on all alarm calls or observations whether or not a crime has been committed.
- C. The Station Supervisor shall review all Alarm Activation Reports and have one copy distributed to the Alarm Coordinator, with the original report being retained by Records.