



UC DAVIS POLICE DEPARTMENT SECURITY ALARM ORDINANCE

REFER TO U.C. DAVIS POLICY & PROCEDURE MANUAL SECTION 360-35
EFFECTIVE 12/5/05

I. PURPOSE

The purpose of this policy is to establish the authority and to outline the procedures applicable to installing a security alarm system by any department, division, or unit at the Davis campus or the UC Davis Medical Center, Sacramento. This policy does not apply to fire alarms or environmental monitoring systems maintained by Operations & Maintenance Electrical-Alarm or UCDHS Telecommunications.

II. DEFINITIONS OF ALARMS

- A. Panic alarm--installed in locations identified as having the potential for life-threatening or serious situations that require immediate notification to the police and the reporting party determines it is not safe to use the 911 telephone system. Installation of this type of alarm is limited to areas where the use of the alarm is controlled by authorized personnel.
- B. Intrusion alarm--used to detect unauthorized entry into an area or building.
- C. Robbery alarm--used at cashiering stations or those areas where money, securities, and pharmaceuticals are handled. It should be activated only when a robbery or attempted robbery takes place.

III. POLICY

- A. The Crime Prevention Unit of the UCD Police Department, is responsible for assessing all requests for a security alarm system and for conducting a written, confidential security survey for each request. The survey will contain an overall recommendation regarding the request and a narrative description, without the technical specifications, of the proposed alarm system. This survey is valid for 90 days, at which time a new survey request should be made.
- B. Operations & Maintenance Electrical-Alarm (for units located on the Davis campus) or UCDHS Telecommunications (for units located at UCDMC) will make recommendations regarding technical specifications of the system.
- C. All requests for new alarm systems require approval of the Chief of Police or a designee.

- D. The Police Department will maintain a confidential file of all security alarm requests, surveys, recommendations, and results.

IV. PROCEDURE

A. Priorities

All requests for alarm service will be assigned a priority rating ranging from nonessential to critical by the Crime Prevention Unit. Where more than one request is being processed, the higher priority will be determined by the Crime Prevention Unit and will receive the first consideration.

B. Requests/Security Survey

1. All requests for security alarm systems shall be directed in writing on a Survey Request form to the Crime Prevention Unit of the UCD Police Department, via the Chief of Police.
2. The Crime Prevention Unit will review the request and provide an initial written security survey of each area for which an alarm system is requested. The request may also be reviewed by Operations & Maintenance Electrical-Alarm or UCDHS Telecommunications as necessary for special requirements. Such review will be scheduled by the Crime Prevention Unit. Details of the security survey and any ensuing specifications are classified as confidential.
3. Based upon the review and the survey, the Crime Prevention Unit makes a recommendation to the Chief of Police to approve or disapprove the request for the alarm system. In all cases, a meeting will be held with the requesting unit or department to review the determination.
4. If the alarm request is approved, the requesting department must submit the following forms prior to alarm installation:
 - a). Work order to the Operations & Maintenance Customer Support Center or UCDHS Telecommunications. Operations & Maintenance Electrical-Alarm or UCDHS Telecommunications shall arrange with the Crime Prevention Unit for an on-site inspection prior to any design/estimate work being performed.
 - b). Security Alarm Billing Information form.

C. Installation and Testing

1. The requesting department will be responsible for all costs of hardware, installation, and transmission of the alarm signal from the alarm site to the Police Department's central alarm monitoring system.

2. Operations & Maintenance Electrical-Alarm/UCDHS Telecommunications may install the system or will oversee the installation if done by an outside contractor. If an outside bonded contractor is installing and testing the alarm, the Police Department and Operations & Maintenance Electrical-Alarm/UCDHS Telecommunications will be responsible for project review/approval.
3. The Security Alarm Emergency Information form must be completed and on file with the UCD Police Department prior to testing.

D. Activation of System

1. Alarm account users must be trained by Operations & Maintenance Electrical-Alarm/UCDHS Telecommunications prior to initial activation of the system.
2. A monthly monitoring fee and false alarm penalty fees will be assessed by the Police Department for each account. Each account holder will receive a copy of the alarm ordinance prior to alarm activation.
3. The department must submit the Alarm System Preventive Maintenance form through Operations & Maintenance Electrical-Alarm /UCDHS Telecommunications prior to activation. Preventive maintenance is scheduled every six months, and the authorization must be updated annually.
4. Subscribers are responsible for updating the Security Alarm Billing Information and the Security Alarm Emergency Information as soon as a change is made.

E. Alarm Response

The UCD Police Department will respond to all alarms activated or may, if necessary and appropriate, request another law enforcement agency to respond.

F. Modification and Removal of Service

1. Written approval must be obtained from the Crime Prevention Unit and Operations & Maintenance Electrical-Alarm/UCDHS Telecommunications prior to any modifications to an existing alarm system. Approval is necessary to ensure continued compatibility with police alarm equipment.
2. The subscriber may discontinue alarm service after consulting with the Crime Prevention Unit. If the subscriber vacates the premises, the Crime Prevention Unit shall be notified, in writing, to discontinue the service. At UCDCM, prior written approval by the Security Subcommittee is required before removal of service. Once disconnect is approved, a copy of the request is forwarded to UCDHS Telecommunications.
3. To transfer an alarm or to activate an inactive alarm, the subscriber shall follow the procedure for acquiring a new alarm.

V. FURTHER INFORMATION

Forms are available on the Crime Prevention Unit Web site. For further information, contact the Crime Prevention Unit, UCD Police Department, (530) 752-6589.

A. MONITORING FEE

A monthly monitoring fee in the amount of \$30.00 per account will be assessed.

B. ALARM RESPONSE

1. The University of California Davis Police Department will be responsible to respond to all alarms activated or, may if necessary and appropriate request another law enforcement agency to respond. The response to any alarm will be determined by the priority of the alarm.

2. The department (subscriber) shall provide:

a). Names and telephone numbers of five department members responsible to respond to the site of an alarm activation when notified.

b). A password (abort code) selected and provided to authorized persons to be used when reporting accidental activations to the police department dispatcher.

c). A current emergency notification list shall be updated in writing as changes occur.

If the alarm is activated, a contact person will be notified of the alarm by the on-duty Police Dispatcher.

C. ACCIDENTAL ALARMS

If an alarm is accidentally set off, the responsible party is to contact the Police Department immediately on the non-emergency Police phone number; CAMPUS: 530-752-1230; UMC: 916-734-2555. The caller shall provide his/her name, department he/she works for, and the abort code. It is the subscriber's responsibility to properly instruct and to ensure that all employees understand the alarm system operation and the seriousness of an accidental alarm. The Crime Prevention Unit will be available, upon request, to assist O&M-Alarms/PO&M in the instruction.

D. FALSE / DELIBERATE ALARMS

A false report of an emergency exists when an alarm is used for purposes other than the designated purpose. For example, use of a robbery alarm to summon Police to a customer dispute is a false report. Such misuse could result in termination of the alarm service, False alarm charges and result in disciplinary or

criminal action as provided in Sections 148.3 and 148.4 of the California Penal Code.

Deliberate/false alarms will be investigated by the Crime Prevention Unit and may result in alarm service termination.

E. ALARM SYSTEM TEST REPAIRS

The subscriber shall call the Police Dispatcher prior to any tests or repairs of their alarm system. Failure to do so will be considered an accidental activation and will be recorded as such.

F. DEFINITION OF FALSE ALARM ACTIVATION

1. For the purpose of this Security Alarm Ordinance, a false alarm activation includes the following:
 - a). Alarm activation caused by employee error in arming or disarming an alarm system, and the employee fails to contact the Police Dispatcher with the abort code.
 - b). Accidental alarm activations caused by an employee.
 - c). Alarm activations of unknown cause where the alarm resets and is not malfunctioning.
 - d). Alarm activations caused by improper security of the alarmed premise; e.g., doors left open, window left open which allows wind to blow a curtain which activates a motion detector or items hanging from ceiling which activates motion detectors when heat/air turn on.
2. For the purpose of this Security Alarm Ordinance, a false alarm activation excludes the following:
 - a). Alarm malfunctions where the alarm is clearly a result of equipment failure, and this determination is made by a University alarm electrician.
 - b). Alarm activations caused by entry of Police, Fire, or alarm technician.

G. ALLOWABLE FALSE ALARM ACTIVATIONS

1. Two false alarms per alarm account in a thirty day period.

H. FALSE ALARM ACTIVATION PENALTIES

Police response will be made to every call for service. Deliberate false alarms and negligent instruction leading to false alarms are responsibilities of the subscriber to correct.

The Police Department responds to over 2000 alarm activations per year. The vast majority of these are classified as false alarms not attributable to an alarm malfunction; most are the result of improper or careless use of the alarm system.

I. EXCESS FALSE ALARM ACTIVATION CHARGES

1. During a thirty day period:

- a). The first false alarm activation penalty (third alarm/mo.) will result in an assessment of \$50.00 to the subscriber.
- b). The second excess false alarm penalty (fourth alarm/mo.) will result in an assessment of \$100.00 to the subscriber.
- c). The third through the eighth false alarm penalties (fifth through tenth/mo.) will result in an assessment of \$200.00 per activation to the subscriber.

2. During a twelve month period:

- a). The first false alarm penalty will result in an assessment of \$50.00 to the user department.
- b). The second false alarm penalty will result in an assessment of \$100.00 to the user department.
- c). The third through eighth false alarm penalties will result in an assessment of \$200.00 per activation to the user department.

J. NOTIFICATION OF ALARM ACTIVATIONS

1. The Police Department will notify the subscribing department by Security Deficiency notice each time an alarm activation occurs.

K. BILLING NOTIFICATION

1. All assessments collected for false alarm activations will be credited to the police department. The subscriber department must pay any penalties assessed within one month of the date of notification. Failure to pay assessments within two months may result in the alarm system being placed on "No Response" status at the discretion of the Chief of Police.

L. TERMINATION OF ALARM SERVICE

1. Monthly monitoring fees are the responsibility of the subscriber until subscriber notifies the Crime Prevention Unit in writing, to disconnect the service.

2. "NO RESPONSE" Status

The ninth excess false alarm activation (eleventh in a thirty day period or the seventeenth in a twelve month period) may result in the alarm being placed on a "No Response" status at the discretion of the Chief of Police.

"No Response" status means that when an alarm is received, Police patrol units will not be dispatched to investigate the alarm. The alarm activation will be documented by a Police dispatcher and sent to the Crime Prevention Unit for follow up.

3. Alarm System/Repair/Outdated Equipment

Electronic components in an alarm system are generally considered to have a usable lifetime of about ten years, after which components tend to break down causing false alarm activations. Repair to alarm systems is the responsibility of the subscriber. The Chief of Police or his designee will make the determination to place the alarm on a "No Response" status until the alarm system is repaired. Once the system is repaired, Police service will be restored.

4. Written Notification

The Chief of Police will notify the user department by letter when alarm service is placed on "No Response" status due to excess false alarm activations.

5. Termination

Continued false activations which are not corrected by the subscribing department may result in termination of alarm service at the discretion of the Chief of Police.

M. APPEALS PROCEDURE

1. An appeal for subscribers being placed on "No Response" status or whose alarm service has been terminated shall be made in writing to the Chief of Police. The appeal shall provide specific information detailing the cause(s) for the false alarm(s), corrective action being taken, and anticipated time until the problem(s) will be corrected.

STANDARD ALARM NOTIFICATION FORMS

TO:

Our officers have responded to the following false alarms from your account no. _____ within the past thirty (30) days.

DATE/TIME: _____

Further false alarm activations will result in penalties being assessed. These penalties are detailed in the Security Alarm Ordinance.

In the event our records are incorrect, immediately contact the Crime Prevention Unit of the University Police Department between 8:00 a.m. and 4:00 p.m., Monday through Friday, at 752-6589.

Chief of Police

BY:

Crime Prevention Officer

TO:

Our officers have responded to the following false alarms from your account no:
_____ within the last twelve (12) months.

DATE/TIME: _____

Further false alarm activations will result in penalties being assessed. These penalties are detailed in the Security Alarm Ordinance.

In the event our records are incorrect, immediately contact the Crime Prevention Unit of the University Police Department between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday at 752-6589.

Chief of Police

BY:

Crime Prevention Officer

TO:

Our officers have responded to the following false alarms from your account no. _____ within the past thirty (30) days.

DATE/TIME: _____

_____ This is the THIRD false alarm in a thirty (30) day period and will result in a service assessment of \$50.00.

_____ This is the FOURTH false alarm in a thirty (30) day period and will result in a service assessment of \$100.00.

_____ This is the _____ false alarm in a thirty (30) day period and will result in a service assessment of \$200.00.

In the event our records are incorrect, immediately contact the Crime Prevention Unit of the campus Police Department between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, at 752-6589.

This letter constitutes a billing statement. You will receive interdepartmental re-charge from D-17 to provide payment. Failure to honor this assessment within thirty (30) days will result in an instruction to our Communications Center not to provide a response to future alarms from your premises until it is paid.

Chief of Police

BY:

Crime Prevention Officer

TO:

Our officers have responded to the following false alarms from your account no. _____ within the past year in excess of eight (8) false alarms activations:

DATE/TIME: _____

_____ This is the NINTH (9) false alarm in a one (1) year period and will result in a service assessment of \$50.00.

_____ This is the TENTH (10) false alarm in a one (1) year period and will result in a service assessment of \$100.00.

_____ This is the _____ false alarm in a one (1) year period and will result in a service assessment of \$200.00.

In the event our records are incorrect, immediately contact the Crime Prevention Unit of the campus Police Department between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, at 752-6589.

This letter constitutes a billing statement. You will receive interdepartmental re-charge form D-17 to provide payment. Failure to honor this assessment within thirty (30) days will result in an instruction to our Communication Center not to provide a response to future alarms from your premises until it is paid.

Chief of Police

BY:

Crime Prevention Officer

TO:

RE: ALARM ACCOUNT NO. _____

It has come to the attention of the Crime Prevention Unit of the campus Police Department that you have failed to remit the false alarm assessment fee that you were contacted about in a letter from us addressed to you on ___/___/___.

The Police Communications Center personnel have been instructed to place the above account number in a "NO RESPONSE" status and not to provide Police response to alarms from this account number until the outstanding billing has been paid.

Chief of Police

BY:

Crime Prevention Officer