
	<u><b>SUBJECT</b></u>  <b>RESPONSE TO ALARMS</b>		<u><b>NUMBER</b></u>  <b>402/41</b>
	<b>EFFECTIVE DATE:</b>  <b>08-26-09</b>	<b>AMENDS:</b>  <b>07-11-08</b>	<b>RESCINDS:</b>
<b>DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical</b>		<b>REFERENCES:</b> <b>CALEA 81.2.13 / IACLEA 81.2.13</b> <b>TPCFA 7.26.1</b>	

**.10 INTRODUCTION**

- A. This procedure is written to provide guidelines in responding to hold-up and intrusion alarms on campuses.
- B. Hold-up and intrusion alarms have been installed in some money handling facilities or computer rooms on our campuses to alert this Department of "robbery in progress" or unauthorized intrusion at the facility activating the alarm.
- C. Alarms may be received in one of three (3) modes, Local audible, by telephone, or panel in the Alamo Colleges Police Department Emergency Communications Center.

**.20 RESPONSIBILITIES**

- A. The Dispatcher has the primary responsibility of monitoring the alarm board. Should an alarm activate, indicating a hold-up or intrusion in progress, the dispatcher will immediately advise all patrol units, of that campus and what facility activated the alarm by transmitting "Emergency hold- up in progress at ...(location), clear the net.", or "Emergency, intrusion alarm has sounded at ...(location), clear the net."
- B. The senior officer, upon hearing the transmission, will advise all users of the network to clear the net by announcing, "Emergency, holdup (burglary) in progress at – (location), clear the net."
- C. The supervisory officer on campus will coordinate all available patrols as to provide maximum coverage of exits of the building in which the alarm sounded.
- D. The dispatcher will keep officers in the field apprised of all transactions between the facility and the dispatcher.
- E. The primary concern of the officers is the protection of life and not the money involved. Officers will never take action that might place the life of employees, students, or bystanders.
- F. If an actual hold-up is in progress, officers will attempt to determine the number of perpetrators involved, weapons in use, crowds in the immediate vicinity and potential hazards to by standards.
- G. This information is relayed to the supervisory officer.

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H. Depending on the situation, it may be more feasible to allow the perpetrators to exit the activity, or building, before attempting an apprehension. This must be a judgment call on behalf of the supervisory officer. Every effort will be made to apprehend the felon(s) in a safe and prudent manner.

**.30 TEST RESTRICTIONS**

A. Activating the hold-up alarms for the sole purpose of testing, or training, is unauthorized except with the express approval of the Chief of Police.