STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT

POLICIES & PROCEDURES

ARTICLE: E-2A

SECTION: Prevention Division

DATE: 1/31/23

SUPERSEDES: 9/19/08

TITLE: False Alarm Procedure

This procedure is designed to be the functional partner of the "False Alarm Policy".

This procedure gives guidelines to company officers for the administration of the "policy"

**Notification**

Fire companies responding to “Fire Alarms” which prove to be falsely transmitted shall document such response in our FireRMS.

Fire alarms resulting from physical accidents or acts of nature (forklifts breaking a sprinkler, or

freezing weather rupturing a pipe, etc.) should be given consideration. It will be the

company officer’s discretion whether to issue a warning or count the alarm as a false alarm.

It will remain the occupant’s responsibility to ensure their alarm company is working within local guidelines to make accurate notifications. As long as it can be demonstrated the business attempted to make the alarm company aware (prior contact) and work within those guidelines, some leniency may be given.

**Tracking**

A record of false alarms will be tracked by the tracking officer and data pulled from FireRMS reports. Per the policy, false alarms will be tracked by calendar year. A file will be developed wherein notification

documentation will be placed by street address.

As each false alarm occurs at a business, the company officer shall make contact with a representative of the business, if one is on-site. Advise the representative of our False Alarm Program and direct them to our website for more information regarding this program. If the officer is unable to make contact with a representative, please document that in the FireRMS narrative as well. The tracking officer will gather specific information from the narrative of the FireRMS report, so it is imperative to the success of this program that we document well. ***For tracking efficiency please use the FireRMS code “711- Municipal alarm system, malicious false alarm” to document these occurrences.***

At the end of each month the tracking officer will run a report and review all false alarms within FireRMS for the previous month. Notifications will be sent to the business (USPS, email or landline) advising them of our policy. When the fourth false alarm occurrence takes place, the tracking officer will send a False Alarm Fee Notice, which contains all the dates for that address/business to the Finance Division for billing. If additional false alarms occur beyond the fourth, the tracking officer will again send a False Alarm Fee Notice to the Finance Division for billing.

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Every effort will be made to keep all false alarm counts as accurate as possible. In the

event of a conflict, the benefit will be given in favor of the business.

**Fee Collection**

Fee's billed to business's with continuous multiple false alarms will be processed by the

Finance Division and sent via mail to the business with a thirty (30) day collection

period. Collected fees will be processed by the Finance Division.

Refusal to pay the fee will result in a second billing notice with an additional fifteen (15)

day collection period. Continued refusal to pay will result in a third notice and a warning

the fee will be pursued through legal action. Finance Division staff will pursue the fee

through the legal process as needed.

The False Alarm Program will be posted on the SCFPD website for easy accessibility by

all interested parties.

Written By: Rick Bussell, Fire Marshal

Approved By: Tim Tietjen, Fire Chief Date: 1/31/23

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