

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**AUXILIARY AND TECHNICAL SERVICES**

**April 23, 2015**

**Policy Number 8.12**

**ALARM TRACKING**

**POLICY**

Departmental personnel shall respond to all alarm activations as soon as possible but shall not needlessly expend police resources in response to false alarms.

**PROCEDURE**

**I. DEFINITIONS**

- A. Alarm system: Any single device or assembly of equipment to signal the occurrence of an emergency to which the police department is expected to respond, except alarms installed in motor vehicles or fire alarms.
- B. Activation: The emission of an audible or silent alarm or signal generated by an alarm system, including the transmission of a message by means of an automatic telephone dialer.
- C. False alarm: Any alarm activation communicated to an emergency service that is not in response to an actual or threatened emergency, except if it was 1) the result of a power outage exceeding four hours, 2) the result of a natural disaster, or 3) cancelled by the user before the police were dispatched or arrived.
- D. Alarm user: Any person owning or leasing an alarm system or upon whose premises an alarm system is maintained for protective purposes.
- E. Permittee: The holder of a permit for an alarm system.

II. ALARM ACTIVATION REPORTING

Reporting of private security alarm activations to the police is normally done via a monitoring agency for silent activations or by a third party for audible activations.

Police officers alerted to the activation of an alarm shall report the location and observations to the Communications Division. The Communications Division shall attempt to contact the owner or authorized representative to respond to the alarm scene.

III. PATROL RESPONSE

- A. At least two officers should respond to any alarm activation.
- B. The responding officers shall inspect the area and determine whether an actual or threatened emergency existed at the time of the system's activation. They should not enter a building that has an activated alarm, except in case of an emergency or exigent circumstances and with sufficient backup and supervisory approval. They shall:
  - 1. Report observations (e.g., descriptions of vehicles in the vicinity) and/or suspicious conditions (e.g., open doors or windows) to the Communications Division; and
  - 2. Attempt to secure the area.
- C. Criminal reports shall be submitted if the investigation reveals the possible commission of an offense.
- D. If the alarm is determined to be false, the assigned officer shall make a miscellaneous police report with the heading "Alarm Call."

IV. ALARM TRACKING AND BILLING UNIT

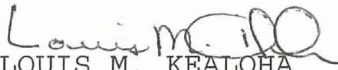
The Records and Identification Division shall be responsible for the management and coordination of the Alarm Tracking and Billing Unit.

- A. At the time of the response, the Chief of Police or his designee(s) has the right to inspect any alarm system to which departmental personnel have responded to determine if the system is being used in conformity with the law.
- B. A permittee may submit a written request for a review of a false alarm determination within ten days of the date on which the determination was mailed or delivered. It must include the permittee's name and mailing address, the address of the premises at which the alarm system is installed, the date and time of the contested alarm, the permit number for the alarm system, and the basis for the belief that the alarm was not false.
  - 1. At the written request of a permittee, the coordinator shall review the responding officer's determination.
  - 2. The coordinator shall mail a written response of the review to the permittee within 21 days of receipt of the request.
- C. A violation punishable by a fine of not more than \$100 shall be imposed if the alarm user has failed to obtain a permit (Chapter 41, Article 42, Revised Ordinances of Honolulu).

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- D. If after having been cited for a violation and the alarm user fails to obtain a permit within 30 days, each subsequent activation will be deemed a false alarm violation. The alarm user shall be cited with a fine of \$250 for each violation plus a service charge of \$50 until a permit is obtained.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
June 2, 2003