

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: E-2A
SECTION: Prevention Division
DATE: 9/19/08
SUPERSEDES: New
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

False alarm notification forms will be supplied to all engine companies. These preprinted forms will be in duplicate. Starting with the first false alarm of the calendar year, a copy of the form will be given to business personnel or posted in a conspicuous place as near to the normal business entrance as possible. The other copy will be forwarded to the tracking officer. These forms will have contact information. The form will be completed by the company officer.

Fire alarms resulting from 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 officers discretion whether to issue a warning or count the alarm as a false alarm. The company officer should take into consideration the business’s prior record of alarms. Consideration should also be given to the business if the alarm company is behind the reason for the activation. It will still remain the occupants responsibility to ensure their alarm company is working within local guidelines. As long as it can be demonstrated the business attempted to make the alarm company aware and work within those guidelines, some leniency may be given.

Tracking

A record of false alarms will be tracked by the tracking officer. Per the policy, false alarms will be tracked by calendar year. A file will be developed wherein notification forms will be placed alphabetically by street name. As each false alarm occurs at a business, the company officer will enter the address on the notification form along with the date of occurrence. The yellow copy will be left with the business and the original copy will be forwarded to the tracking officer. Each subsequent “alarm” will generate another notification form. When the fourth notification form for a business is created, the tracking officer will send a copy of all the forms 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 copy of all notification forms to the Finance Division for billing.

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: Chief Stephen Mayotte

Approved by: _____

Date: November 10, 2008