

LINCOLN POLICE DEPARTMENT

ALARMS

Date Issued: 02-14-2009

Review: 02-14-2011

Policy (81.2.13)

- To respond to all bank robbery alarms in the belief that there is an actual crime in progress
- To respond to all other alarms in the belief that a problem exists

Purpose

The purpose of this directive is to cover the following:

- Bank Robbery Alarms
- Bank Burglary Alarms
- Private alarms
- Responses

Bank Robbery Alarms

During normal business hours to be treated as Robbery in Progress.

Codes do not work in crisis situations and are not to be utilized.

All precautions should be taken to ensure robbers are not trapped in the bank, but give them an opportunity to get outside. Hostage or barricade situations are referred to in that General Order.

| Position | Should ... |
|-----------------|--|
| Bank Employees* | Give robber the money Allow him to leave then - lock the door - sound the alarm - call 911 keep everyone inside |

| | |
|-----------------|---|
| Dispatcher | <p>Dispatch a cruiser Secondary cruiser also to respond (if available) Supervisor to respond Contact bank by telephone to confirm</p> <p>Robbery - give lookout to cruisers - broadcast lookout through county - advise Woodstock Police Dept. - contact State Police - injury – notify ambulance</p> <p>False Alarm - have bank manger meet officers outside - get description of their clothing - advise officers this information</p> |
| Officer - First | <p>Respond to an area to observe bank</p> <p>Robbery - dispatcher will provide lookout if subject spotted attempt apprehension if not take charge of scene give a detailed lookout</p> <p>False Alarm - meet bank representative confirm false alarm inspect inside of Bank USE CAUTION advise dispatch</p> |
| Officer- second | <p>Respond to a secondary position to observe bank</p> <p>Robbery – Dispatcher will provide lookout cruise area around bank for subject assist officer at crime scene if needed</p> <p>False Alarm - back up first officer - do not enter the bank</p> |
| Supervisor | <p>Respond to area – coordinate the response</p> <p>Robbery – Take control of crime scene unless apprehension is made</p> <p>False Alarm – brief summary report on alarm problems and responses by dept & dispatcher for improvement</p> |

*** Based on standard policy provided us**

Burglary Alarms

Caution and safety should be exercised in any response

| | |
|--------------------------|---|
| Dispatcher | Notify unit & second unit to respond Request Woodstock unit if needed Check alarm company regarding problem Notify officer if person is on the scene |
| Officers | Respond to area Observe the building from a safe distance If safe, check the security of building If burglary in progress, apprehend |
| Administrative Assistant | Check False alarm reports monthly Arrange for billing |
| Chief | Oversee and attempt to correct problems regarding excessive alarms with the owner |

Reports

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|---|--|
| Incident Debriefing Form 7.4.1 | Supervisor Or Senior Officer Summary of incident & how to improve Robbery only |
| Alarm Billing | Administrative Assistant Billing for false alarm responses (quarterly) |
| Annual Report | Administrative Assistance Summary of Alarm locations & number of responses By January 20th |