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## **Purpose**

This policy recognizes that Bemidji Police Officers are dispatched to facility / intruder, medical, and hold-up / panic alarms at residences and businesses. This policy set forth guidelines on response to these types of calls for service.

## **Policy**

It is the policy of the Bemidji Police Department to respond to all facility / intruder, medical, and hold-up / panic alarms in a timely manner that ensures safety of the officer and citizens. All alarms will be considered in progress until an investigation is complete.

## **Procedure**

### **I. Facility / Intruder Alarms**

- a. All available officers will respond to facility / intruder alarms.
- b. Utilizing available information, responding officers should coordinate a perimeter prior to arrival.
- c. Once a perimeter is established, officers should coordinate the approach and investigation.
- d. If the alarm is determined to be false, coordination should be made with the facility key holder for response.
- e. If the key holder is not able to be contacted or does not show up within fifteen (15) minutes, the officer will note this in the report and secure the facility to the best of his/her ability prior to clearing the call.
- f. Officers will complete reports and forward them to the department admin assistant as required.

### **II. Fire alarms**

- a. All available officers will respond to fire alarms.
- b. Upon arrival Officers will park their squad car in a location that allows responding fire personnel and vehicles clear access to the fire scene.
- c. Officer will determine if an actual fire emergency exists and report those findings to the dispatch center and other emergency responders.
- d. If a fire emergency exists, officers should determine the best course of action to preserve life.
- e. Officers should not enter an oxygen deficient environment.
- f. If the opportunity exists, an officer should immediately begin photographing the fire from multiple angles.
- g. Officers should defer to the fire department for extinguishing of the fire.
- h. Officers should assist at the scene with traffic control and investigation.

### **III. Medical Alarms**

- a. All available officers will respond to medical alarms occurring at places other than managed care facilities.
- b. If the alarm is generated at a managed care facility officers will ensure that facility staff are aware of the alarm and will respond if specifically requested.
- c. Upon arrival officers should follow the guidelines established in the medical aid and response policy.

### **IV. Hold-up / Panic Alarms**

- a. All available officers will respond to hold-up / panic alarms.
- b. Utilizing available information, responding officers should coordinate a perimeter prior to arrival.
- c. Arriving officers should notify dispatch of license numbers and descriptions of suspicious vehicles leaving the scene.
- d. Once a perimeter is established, the supervisor or OIC should request that dispatch place a phone call to the bank or facility.
- e. The dispatcher will ask the person in charge to walk outside to insure that the person is not being forced to talk to the dispatcher. If everything appears to be all right with the person, an officer should make contact to collect information.
- f. Once information is collected the officer can then go into the facility to verify this information. If everything is clear the officer will exit the facility and notify all other units they may clear the scene.
- g. If the alarm is determined to be false, the officer will note this in the report and forward them to the department admin assistant as required.
- h. **If an actual hold-up or robbery has taken place**, secure the building as a crime scene. The witnesses are to be separated, until interviewed in a location away from the area occupied by the suspects.
- i. As soon as the information is available, advise the dispatcher of the description of the fleeing vehicle, direction of travel, number of suspect(s), what type of weapons displayed, what items were taken.
- j. An investigation, which includes collaboration with the FBI and other law enforcement agencies, should include fingerprinting and collection of video recordings from inside the business and surrounding businesses.
- k. Officers not involved in the perimeter or investigative team should search the surrounding area for the suspect, vehicle or other evidence.

### **Reference or Revision Date(s):**

A. REFERENCE

B. REVISION DATE(S):