

OFFICE OF OPERATIONS

NOTICE
11.2

December 13, 2013

TO: All Sworn Personnel

FROM: Director, Office of Operations

SUBJECT: FALSE ALARM NOTIFICATION, FORM 2.90.0 - REMINDER

The Board of Police Commissioners has received numerous calls and correspondence from alarm users requesting a waiver of the false alarm fee based on a claim that no officer responded. The alarm users believe no officer responded to their activation based on their claim that no documentation to notify them of the false alarm was left behind. Officers are reminded to leave a Notice of False Alarm, Form 2.90, to notify alarm users of a police response to a false alarm at their business or residence, refer to Special Order No. 3, *False Alarm Notification, Form 2.90.0 - Revised*, dated April 11, 1997, for clarification.

It is further requested that officers refrain from informing alarm users that they will not be charged for a false alarm incident. If an officer clears a call FAL, FALSY, FALSN, the Alarm Section will process a bill for the alarm incident. As of November 8, 2004, the City eliminated "free" false alarms.

Should you have any questions, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.


EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

DISTRIBUTION "A"

Attachment

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

APRIL 11, 1997

SUBJECT: FALSE ALARM NOTIFICATION, FORM 2.90.0 - REVISED

PURPOSE: This Order revises and retitles the False Alarm Notification, Form 2.90.0, to Alarm Notification. The form is used to facilitate the notification to citizens of their permit status and to assist in the enforcement of the Los Angeles Municipal Code (LAMC) Section 103.206(b) **Alarm Systems**. This Order also revises the use and completion of the Form.

PROCEDURE:

- I. FALSE ALARM NOTIFICATION, FORM 2.90.0 - REVISED.** The False Alarm Notification, Form 2.90.0, is retitled, Alarm Notification.
 - A. Use of Form.** This form is used to notify owners or subscribers of a police response to a false alarm at their business or residence; or to a violation of LAMC Section 103.206(b), no valid Board of Police Commissioners' (BOPC) permit number on file with the City of Los Angeles.
 - B. Completion - Open Business or Occupied Residence.** When an officer has responded to a false alarm at an open business or occupied residence, the officer shall verify that a valid BOPC permit number is on file. **The officer shall place a check in the box on the reverse side of the form when the location does not have a permit.** The completed Alarm Notification card shall be issued to the subscriber/owner or other responsible person at the location. Officers shall record on the Daily Field Activities report (DFAR), Form 15.52, the name of the person to whom the completed Alarm Notification card was issued.

Note: Officers can obtain the BOPC permit number via the Mobile Digital Terminal (MDT), listed in the Incident's Comments. Officers not required to maintain a DFAR shall record the name of the person to whom the completed Form 2.90.0 was issued in the Radio Call Incident Comments by using their Mobile Digital Terminal (MDT) or through the Radio Telephone Operator (RTO).

Closed Business or Unoccupied Residence. When an officer has responded to a false alarm at a closed business or unoccupied residence, the officer shall verify that a valid BOPC permit number is on file, and leave the Alarm Notification at the premises. The notification shall be left in such a manner that it is conspicuous to the subscriber/owner, but concealed from passersby. The officer shall record on the DFAR that a completed Alarm Notification was left at the scene.

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Note: Officers not required to maintain a DFAR shall record the issuance of the Form 2.90.0 in the Radio Call Incident Comments by using the MDT or through the RTO.

C. Distribution. The distribution of the Alarm Notification has not changed.

FORM AVAILABILITY: The revised Alarm Notification, Form 2.90.0, will be available for ordering from Supply Division within 90 to 120 days. Existing stock should be used until the revised Form is available for ordering.

AMENDMENTS: This Order amends Sections 4/203.60 and 5/2.90.0 of the Department Manual.

AUDIT RESPONSIBILITY: Bureau commanding officers shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.


WILLIE E. WILLIAMS
Chief of Police

DISTRIBUTION "A"

NOTICE of FALSE ALARM



Your alarm company requested a Los Angeles Police Department response to a false alarm at:

_____ Unit No. _____ Date _____ Time a.m. p.m.
Address

_____ Serial No. *Check here if there is no alarm permit on record.*
Reporting Officer

As of November 8, 2004, the City of Los Angeles eliminated "free" false alarms.

In a few days, you will receive a bill for this false alarm. The false alarm bill will provide additional information regarding this false alarm.

False Alarm Fees

The amount of the bill will depend on your permit status and the number of prior false alarms in a 365-day period. False alarm fees are reviewed yearly to ensure that the City of Los Angeles recovers the actual cost in responding to each false alarm. The Los Angeles City Council establishes and approves the false alarm fees. False alarm fees increase by \$50 for each additional false alarm for a permitted alarm system user and by \$100 for each additional false alarm for an unpermitted alarm system user. False alarm fees are subject to change. Please visit www.lapdonline.org/alarms or contact the Alarm Section at (213) 996-1200 for the updated false alarm fee schedule.

Police Alarm Permit Requirement

No person shall install, connect, activate, operate, or use an Alarm System without a valid Alarm System permit having been issued for that purpose (LAMC Section 103.206 (b)). Further, Los Angeles Municipal Code (LAMC) Section 103.206.1 requires alarm companies to ensure, prior to installing an alarm system, that a valid permit exists or, if not, to obtain one on the customer's behalf. There are three ways to apply for an alarm permit:

1. *Online:* www.finance.lacity.org
2. *By mail:* Request an alarm permit application at (213) 744-9725.
3. *In person:* At an Office of Finance at City Hall, Hollywood, San Pedro, Van Nuys, West Los Angeles, Westchester, Watts, or Figueroa Plaza. For address and office hours, call the City Operator at 311.

Alarm School for Permitted Alarm Users Only

If you have a valid alarm permit and have not completed Alarm School in a 365-day period, you may have the lowest false alarm fee removed by completing Alarm School (by mail or online). If you meet these requirements, once you receive your bill for this false alarm, you may call the Alarm Section to register at (213) 996-1200. Telephone hours are 8:00 a.m. – 5:00 p.m., Monday thru Friday only (except holidays).