

**UPPER MERION TOWNSHIP POLICE DEPARTMENT**  
**POLICY AND PROCEDURE**

No. 450

Supersedes: 3-90-41.2.91.1

Effective: July 20, 2004

Page: All Section: All

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Date: March 25, 1985

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**ALARM ORDINANCE VIOLATIONS**

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I. **PURPOSE:** To establish guidelines for use by Upper Merion Township Police Department employees when enforcing Chapter 63 of the Code of Upper Merion Township. Chapter 63 is the Upper Merion Emergency Police and Fire Alarm Ordinance.

II. **POLICY:** The Upper Merion Township Police Department will respond to all alarm activations in accordance with the established ALARM RESPONSE Policy (#130). Upon determination of the cause of the alarm activation appropriate action will be taken in accordance with the objectives of this policy.

III. **DEFINITIONS:**

ALARM FILE: Information maintained in the Business File on the Police Computer System. Information available includes name, address, telephone number for alarmed locations, and contact numbers provided by the alarm subscriber to use in case of an emergency.

ALARM RESPONSE FILE: Information maintained in the Alarm Response Tab of the Business File, on the Police Computer System, that indicates frequency of at-fault activations and dispositions of previous at-fault alarm activations for each location. This information is needed to determine the appropriate enforcement action.

ALARM PERMIT: All alarmed locations must have a permit issued by the Upper Merion Township Police Department, unless the alarm installation was completed prior to November 1, 1976.

PERMIT FEE: The current fee as authorized by the alarm ordinance to be paid by the owner, subscriber, or person in control of an alarmed location.

IV. **PROCEDURE:**

1. The Records Division will determine if a permit is on file for each location that has an alarm activation requiring a police response. If a permit is not on file, appropriate notifications will be made via mail.
2. There will be no prosecution for the first three false alarm activations during the year beginning January 1<sup>st</sup>. On the fourth and subsequent false alarm activations, the Records Division shall mail an invoice to the alarm owner/subscriber with the fine indicated. The fine indicated will escalate each time there is false fire alarm activation. The fines for all other alarm activations are fixed and do not escalate. On January 1<sup>st</sup> of each new year all alarm subscriber records of activation will be reset to zero.
3. Dispatchers will record all necessary information on alarm activations in the Event Log on the Police Computer System. Dispatchers will note all notifications made in the Event Log. When we are contacted by an alarm company, the alarm company will be responsible to notify their subscriber.
4. The Records Division will be responsible to ascertain and indicate the proper fine on the invoice prior to mailing. The Records Division will notify investigating officers when nontraffic citations are to be issued for nonpayment of invoices.
5. If hearings are requested by offenders for citations issued as a result of nonpayment of invoices, testimony must be presented concerning the number of false or accidental activations and the resulting fine.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers  
All police dispatchers  
Township Manager  
File