

**TITLE: ANSWERING BANK ALARMS**

2.

**CODIFIED: 48.1**

3.

**EFFECTIVE: 07/23/04**

**RESCINDS/AMENDS: P 10**

4.

**PAGES: 2**

**PURPOSE**

To establish guidelines and procedures for responding to bank alarms.

5.

**DISCUSSION**

Operations are more efficient and safety is enhanced when dispatchers, officers and bank employees communicate effectively about the status of a bank alarm.

6.

**POLICY**

It is the policy of the Santa Fe Police Department to establish a formal policy for answering bank alarms. This policy is established for the safety of the officers and the citizens.

7.

8.

**PROCEDURE**

**DUTIES**

**B. Police Officers**

**48.1.01** Duties of members of the department when dispatched, responding to, and/or handling bank alarms are as follows:

1.

**A. Dispatchers:**

2.

- 1. When a bank hold-up alarm is activated, the radio dispatcher will dispatch the area officer and a back-up unit to respond. Dispatcher will also notify the Special Investigations Section and a Patrol Commander.

3.

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9.

C. Banks

1.

2. Personnel working in the banking industry will be trained in proper telephone procedures

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Drafted (awm) 01/03

APPROVED:   
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