



City of Racine Police Department
Policy and Procedure

Number: 1906

Subject: Response to Alarms – Financial Institutions		
Date Issued: 08-19-83	Date Revised: 12-07-17	Revision Number: 4

POLICY

To maximize safety for our officers responding to financial institution alarms, and the safety of victims of financial institution robberies, this uniform method of response shall be followed when responding to alarms, during normal business hours, from all financial institutions located within the City of Racine.

DEFINITIONS

Financial Institutions – includes all banks, savings and loan institutions, credit unions and check cashing establishments.

PROCEDURE

MEMBER

1. When dispatched to an alarm call affecting a financial institution proceed to the location efficiently and safely, keeping a low profile.
2. Upon arrival at the location, coordinate your squad position with other responding units to effectively monitor outside activity at the institution.
3. Advise Dispatch when you have arrived and your position.
4. When a suitable perimeter is established, advise Dispatch to initiate contact with the financial institution and when and where the person should meet officers.
5. While observing all exits, watch for an institution representative matching the information provided by Dispatch.
6. Once the financial institution representative has been identified and you have been apprised by them of the situation inside the institution, advise Dispatch of the following if this is a false alarm or malfunction:
 - a. That you have met with security personnel and are investigating.
 - b. The results of your investigation.
 - 1) Name of security personnel.
 - 2) Status of alarm i.e. accidentally set off, malfunction, etc.
 - c. Advise Dispatch via telephone if alarm systems will be turned off for any duration and extra attention will be required.
7. If you are not approached by a financial institution representative, and have not been advised differently, take the necessary actions to safeguard life and property, and affect apprehensions, in the event a robbery is in progress.

NOTE

All financial institution alarms are to be answered in the manner directed by this procedure even if information is received that the alarm is false.

RELATED PROCEDURES

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