



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The purpose of this policy is to provide a methodology for documenting false alarm incidents and submitting the information for follow-up by the Fire, Building & Safety Division, in accordance to City Ordinance No. 1724.

## POLICY

NFIRS categorizes false alarms as: (1) Malicious, mischievous false alarm; (2) Bomb scare; (3) System or detector malfunction. Improper performance of fire alarm system. Not a result of a proper system response to environmental stimuli such as smoke or high heat conditions; (4) Unintentional system/detector operation – no fire. Included is tripping an interior device accidentally; (5) False alarm and false call, other.

The Fire Marshal or his/her designee shall receive and follow-up with false alarm incidents submitted to the Fire, Building & Safety Division through the Administrative Assistant.

The Administrative Assistant shall submit an end-of-shift false alarm memo to the Fire, Building & Safety Division. This memo shall be submitted via email and include the Incident Number, Location of Alarm. The memo shall also document any pertinent information that can assist or provide conclusive evidence for the Fire, Building & Safety Division in the follow-up process.

NFIRS narrative should be complete prior to submitting memo for the purpose of false alarm incident reference.

The Fire, Building & Safety Division shall review, investigate and act upon false alarm incidents at their discretion and in accordance to City Ordinance No. 1724.

A false alarm incident that warrants a defective system notice shall be submitted, by the Fire, Building & Safety Division, to the property owner and copied to the Administrative Assistant of the Fire Department for documentation purposes.

A false alarm incident that necessitates a penalty as a result of successive defective system notices shall be mailed or delivered to the property owner by the Administrative Assistant of the Fire Department, for documentation and civil penalty in accordance to City Ordinance No. 1724.

An exception to the penalty may be warranted if the Fire Marshal deems a “good faith” effort on the part of the property owner. “Good faith” can be defined as a progressive effort by service professionals to immediately resolve the issue, weather, installation of a new alarm system, maliciousness on the part of occupants, difficulty troubleshooting or a situation in which the property owner is trying to actively correct the impairment without placing the system out of service.

Approved

Fire Chief

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