



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <b>MARCH 1, 2002</b>	REVISED DATE:	NO. PAGES: <b>1 of 4</b>	NUMBER: <b>3.2.04</b>
SUBJECT: <b>SILENT HOLDUP ALARMS</b>			
ASSOCIATED MANUAL: <b>COMMUNICATION CONTROL SECTION, DETECTIVE BUREAU, CRIME SCENE AND RECORD UNIT</b>		RELATED ORDERS: <b>3.2.09, 3.4.11</b>	
CHIEF OF POLICE: <i>Edward F. Lohn, Chief</i>			

**PURPOSE:** To establish guidelines for the investigation of silent holdup alarms at financial institutions.

**POLICY:** The Division of Police shall respond to and investigate silent holdup alarms at financial institutions. Police response to this type of an alarm is inherently dangerous therefore responding officers shall strive to maximize the safety of fellow officers as well and the public.

**PROCEDURES:**

**I. Responsibilities of zone car personnel**

A. When a silent holdup alarm assignment is received, responding police officers shall:

1. Assume the alarm is legitimate until **confirmed** otherwise.
2. Approach the location cautiously, each vehicle from a different direction when practical and watchful for a fleeing suspect, vehicle, or other suspicious activity.
  - a) Do not announce impending arrival by the use of emergency lights or sirens in the vicinity from which the alarm originates.
  - b) Upon arrival, broadcast your location and other pertinent information to assist backup officers to respond appropriately.
  - c) Do not cross in front of the building on foot or in a police vehicle.

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- d) Park police vehicles a reasonable distance from the scene, and use them for cover.
- B. Alarms alleged as false: When the Communication Control Section (CCS) alleges that an alarm is false, the officers assigned to investigate the alarm shall:
- 1. Proceed as follows to enter the building cautiously and verify the alarm status.
    - a) A minimum of two uniformed police officers shall meet the designated institution or agency employee outside the building entrance.
    - b) The police officers and employee shall cautiously enter the building to verify the status of the alarm.
    - c) A minimum of two uniformed police officers shall maintain building surveillance while the alarm status is verified.
  - 2. Officers shall immediately notify CCS of the alarm status.
- C. Successful robbery/suspect fled scene
- 1. When an actual robbery has occurred and the suspect(s) have fled the scene, the officers assigned to investigate the alarm shall cautiously approach the building while the backup officers maintain surveillance.
  - 2. The sector supervisor shall assign a minimum of two uniformed police officers to enter the building, deploy other personnel responding to the assignment, and notify CCS of the deployment.
  - 3. Officers shall broadcast a description of the suspect(s) and other relevant information via CCS, protect the crime scene, and detain witnesses.

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D. Robbery in progress

1. When an actual robbery is in progress, responding police officers **shall not** attempt to enter the building.
2. The sector supervisor shall position police personnel to cover the perimeter of the building and request the SWAT Unit.
3. After a briefing by the sector supervisor, a SWAT Unit supervisor shall assume command of the inner perimeter.
4. District personnel shall complete required reports except those that affect SWAT Unit personnel.

E. Alarm status unknown

1. Officers shall treat the alarm as a robbery in progress. Officers **shall not** attempt to enter the building.
2. Officers shall position themselves to cover building exits.
  - a) The sector supervisor shall determine if additional personnel are needed to secure the immediate area.
  - b) After being briefed, a SWAT Unit supervisor shall assume command and coordinate activities with the sector supervisor.

**II.** Responsibilities of district supervisory personnel

- A. A platoon supervisor shall respond to and take command of the scene of a “robbery in progress” assignment when a potential or actual hostage situation exists.
- B. Lieutenants and Sergeants in charge of a sector shall:
  1. Immediately respond to silent bank holdup alarms received, direct the activities of subordinates at the scene and notify CCS of significant developments.
  2. Determine if additional patrol personnel are needed and request the SWAT Unit and Crisis Negotiation Team.

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3. Brief a SWAT Unit supervisor of the situation before relinquishing command of the inner perimeter.
  4. Cause investigating and backup officers to report back on the air at the earliest opportunity.
- C. The sector supervisor **may** release to the media, information that may enhance the chances of apprehension of a suspect and/or the recovery of evidence.