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# RESPONSE TO INTRUSION ALARMS PROCEDURE (PSS-P002)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used for District Police Officers responding to intrusion alarms at District sites.

## 2.0 RESPONSIBILITY:

- 2.1 Police Services

## 3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor Police

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 Intrusion Alarm System – Alarming of all exterior doors, windows, and installation of motion detectors in classrooms and offices.
- 4.2 Alarm reports – Documentation of the intrusion alarm and observation of what was found by the officer at the site.

## 5.0 PROCEDURE:

- 5.1 Receive alarm activation from Alarm Company.
- 5.2 Respond to District site that is in alarm.
- 5.3 Check affected alarm zone, room, or office.
- 5.4 Make appropriate corrections/repairs.
- 5.5 Document observations on Alarm Report.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Sacramento Police Department Crime Report.
- 6.2 District Alarm Report.

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Alarm Report	File cabinet in Sergeant's Office	1 Year	Discard as desired	Secured file cabinet

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/28/05	A	Initial release

\*\*\* End of procedure \*\*\*