

RESPONSE TO INTRUSION ALARMS WORK INSTRUCTIONS

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2.1 Police Services

3.0 APPROVAL AUTHORITY:

Signature

Date

3.1 Supervisor Police

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 WORK INSTRUCTION:

5.1 Receive alarm activation from Alarm Monitoring service via cell phone.

5.2 Advise the Sacramento Police Department via portable radio of alarm response.

5.3 On arrival, immediately check affected alarm zone.

5.4 Check all doors and windows throughout the affected alarm zone.

5.5 Check all motion detectors. Make sure they are plugged in and the light indicator is working.

5.6 Check all alarm tape on the windows and make sure

tector.

5.8 Make any repairs or corrections necessary should any vandalism be observed.

5.9 Notify on-call Custodial Supervisor should District Maintenance Personnel be needed.

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(PSS-W002)

Sacramento City Unified School District

5.10 Ask the Alarm Monitoring service to notify the School's prnot