

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
September 4, 2013	CHULA VISTA	NORMAL OPERATIONS	F.28.C
SUBJECT: EMERGENCY ALARMS SYSTEM TEST			PAGE 1 of 2

Purpose:

To establish a uniform procedure for testing the courthouse emergency alarm system.

Policy:

Chula Vista Sheriff's Court Services is committed to provide a safe and secure working environment within the courthouse. In order to accomplish this goal, all security alarms will be tested quarterly to ensure they are functioning properly.

Procedure:

- I. The Division Lieutenant will appoint a supervisor to conduct the test. The supervisor conducting the test will perform a comprehensive and thorough inspection of the emergency alarm system.
 - a. The test of the court alarm system shall be conducted within the first two weeks of the month of January, April, July and October. Due to the disruptive nature of this test, this quarterly test shall be performed before the court opens for regular business.
 - b. A summary report of the test results shall be prepared and forwarded to the Administrative Sergeant. Any defective alarm or alarm buttons shall be documented on the summary and reported to the appropriate vendor repair technician. The date, time and name of the person who reports the defect to the repair technician shall also be noted on the summary report.
- II. CSB personnel will assist with the testing of the emergency alarm system by physically activating the alarm in each of the areas where alarm buttons are located. The location of each alarm is listed on the alarm test form. All alarm testing can be monitored on the Centurion processing unit located in the Security Communication Center (Dispatch). The deputies assigned to the testing shall perform the following duties.
 - a. In each room, [REDACTED]
[REDACTED]), the deputy will press each button at that location. This will include the [REDACTED] alarm

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buttons, and will also include the [REDACTED] alarm buttons. Within the [REDACTED] offices, each emergency button must also be individually tested.

- b. Testing will be conducted systematically on each of the three floors throughout the facility verifying the Centurion readout, email and radio broadcast message are correct.
- c. At the conclusion of the testing, the deputies and supervisor shall verify each alarm has been tested. A written record of the test will be kept on file in the Corporal's office for two years and purged after that time.