

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 1, 2003	SAN DIEGO	NORMAL OPERATIONS	F.28.S
SUBJECT: SECURITY ALARM TESTING AND LOGGING			PAGE 1 of 2

Purpose:

To establish a procedure for conducting a quarterly test of the court alarm system for the San Diego Court Service Bureau main courthouse and Hall of Justice.

Policy:

A test of the court alarm system shall be conducted on the first workday in 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. A summary report of the test results shall be prepared and forwarded to the area lieutenant via chain of command. Any defective panels shall be documented on the summary and reported to the appropriate repair technicians. The date, time and name of the person who reports the defect to the repair facility shall also be noted on the summary report.

Procedure:

- I. One deputy will be assigned to the court control office where the court alarm computer is located. This control deputy is responsible for the following duties:
  - a. Download the alarm test data from the alarm test disk into the court alarm computer.
  - b. Monitor the readout for each alarm button as it comes out on the computer screen.
  - c. Restore the normal operating data at the end of the test.
  - d. Complete the alarm test summary sheet, notify the Security System Technology (SST) court alarm technicians of any defective alarm buttons, and submit the completed test summary sheet to the immediate supervisor for review.
  
- II. A minimum of two additional deputies will be assigned to assist the control deputy with the alarm test. The division supervisor will determine the number of additional deputies. This determination will be based on building size and configuration. The additional deputies shall perform the following duties.

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- a. Press each alarm button in each courtroom and office. Before moving the to next courtroom or office, the deputy shall contact the control deputy by radio to verify that a read out was received for each button. (Note: Prior to pressing any of the buttons on the alarm panel, the deputy will call the control office on the radio to advise where the test is beginning. After the last button at each station has been pressed, the deputy will notify the control deputy the test for that station has been completed. This will help the control deputy to accurately record the test results.)



- b. While the alarm buttons in the initial courtroom are being tested, the second deputy will stand by at the next location to be tested until the first deputy completes the testing of all the alarm buttons in the initial courtroom. After the first deputy notifies the control deputy that testing of the initial location has been completed, the second deputy will follow the same procedure to test the alarm buttons at their location. While the second deputy is testing the alarm buttons at the second site, the first deputy will move to the next site to be tested and will stand by until the testing at the second site has been completed. Testing will continue in this manner until all alarm buttons in the facility have been tested. If more than two deputies are assigned to assist the control deputy, any additional deputies will also follow these same testing procedures.