

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

DATE	DISSEMINATION	CATEGORY	NUMBER
February 15, 2019	VISTA	NORMAL OPERATIONS	F.28.V
SUBJECT: SECURITY ALARM TESTING AND LOGGING			PAGE 1 of 1

Purpose:

To establish a procedure for conducting a test of the court alarm system for the Vista Court Service Bureau courthouse.

Policy:

A test of the court alarm system should be conducted at least twice a year. The test shall be performed before regular business hours or on dark court days. A summary report of the test results shall be prepared and forwarded to the lieutenant via chain of command. Any defective buttons 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. The dispatcher is responsible for the following duties:
 - a. Monitor the readout for each alarm button as it comes out on the email and ensure the radio broadcast message is correct.
 - b. Complete the alarm test summary sheet, notify the court alarm technicians of any defective alarm buttons, and submit the completed test summary sheet to the immediate supervisor for review.
- II. CSB staff will be assigned to the alarm test and perform the following duties.
 - a. Each alarm button will be tested.
 - b. At the conclusion of the testing, they should verify with dispatch that all alarm buttons have been tested.