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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 PROCED