



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.16	
Subject: Adult Detention Center Operations	Topic: Security Management System Alarms	
Accreditation:		
	Revised: 09/22/2016	Reaffirmed:
Enacted: 04/16/2008	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for personnel on how to respond to the various alarms that are monitored and/or controlled by the Security Management System.

II. POLICY

It shall be the policy of the Corrections Division to promote the safety and security of the staff, inmates, and visitors within the Adult Detention Center through the use of alarm systems that are monitored and/or controlled by the Security Management System and responded to by security staff. All alarms shall be considered a high priority and shall require the immediate acknowledgement and response of Central Control personnel.

At no time, other than testing, shall any of these alarms be activated unless there is a valid emergency. Tampering with any alarm or security management equipment by a staff member or inmate will result in disciplinary action. This General Order will be used in conjunction with post orders and supplemental staff training.

III. ALARM TYPES:

Air Trouble Alarm: A notification of a disruption of air supply or service to the pneumatic locking system.

Door Alarm: A notification that a door has been left unsecured or breached.

P.A.S.: Personal Alarm System is an ultrasonic receiver system.

P.A.T.: Personal Alarm Transmitter is a compact, rugged pager-type ultrasonic transmitter designed to be worn with a belt holster.

Panic Button: A red push button mounted in the wall or under various workstations which will transmit an alarm signal to Central Control.

P.L.C.: Programmable Logic Controller alarm is a notification that a communication failure is taking place between the electronic security equipment and the security management system.

Rack Tamper: A notification that an electronic security equipment cabinet has been accessed or left unsecured.

High Temp: A notification that the temperature in the Electronic Security Closet is above the normal range, and could potentially cause damage to equipment.

Security Management System: Computer system designed and programmed to perform various tasks involving the electronic security system used by the Adult Detention Center.

III. PROCEDURE

A. Alarm Response

1. The alarm systems are monitored and controlled by the Security Management System located in Central Control.
2. When an alarm is activated, Central Control receives the alarm. Central Control personnel will evaluate the situation to determine the level of response needed, and will monitor the area via the Security Management System.
3. If the situation warrants the response of deputies to the area they will be dispatched by Central Control personnel and a supervisor will be notified.
4. The responding deputies will update Central Control personnel on the status of the situation. All necessary documentation will be made on the Central Control duty post activity log.
5. The responding supervisor will contact Central Control when the alarm is clear and reset.
6. If alarm activation is the result of equipment failure, the shift supervisor will follow the procedures for emergency maintenance as outlined in General Order #507.4, Facility Maintenance.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.