



Security System Policy

Policy# 12-0822-1 Security System Policy Total Pages=1

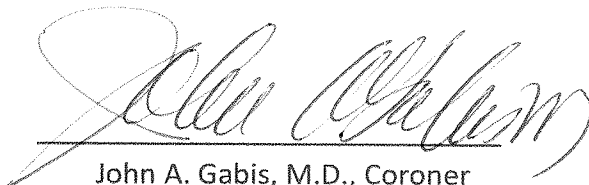
Purpose: To establish guidelines for the use of the security system in the office.

Justification: Due to the fact that we store case records, evidence and personal property in the office, it is vital that we have a working, monitored security system in place and functioning at all times.

Policy:

1. This policy applies to all staff members.
2. The security system is to be armed at all times that the office is unoccupied.
3. All alarm activations are to be treated as a potential intrusion and law enforcement is to be notified.
4. When alerted of alarm activation, a staff member will respond along with local law enforcement. Use extreme caution; consider allowing law enforcement to clear the scene prior to making entry.
5. All reports of trouble with the alarm system will be reported to the alarm company immediately to allow immediate correction of the issue.

This policy has been approved and is effect until further notice:


John A. Gabis, M.D., Coroner


Date