



Sheridan Police Department
Policies and Procedures
26.4
Chapter 26 – Facilities & Security
Section 4 – Police Department/City Hall Alarms

Date: January 1, 2013
Revised: 05/13/2022

Signature:

The Sheridan Police Department is equipped with fire alarms.

26.4.1 Fire Alarm System

The Police Department building is designed with two separate fire detection systems. They are:

- A. Pull Box System: Pull boxes are located in a number of hallways throughout the building. They can be used by personnel to activate an alarm in the event of a fire or other emergency situation.
- B. Sprinkler System: Sprinklers are mounted in the ceilings of the basement and the first floor of the Police Department. The sprinkler system will be activated on its own through the use of heat sensor devices, which are also mounted in the ceiling. There is no way to deactivate the sprinkler system in the police department, unless the fire department responds to the scene.

26.4.2 Alarm Response

- A. When a city hall or other city facility alarm is activated, the communications operator will obtain as much information about the nature of the alarm as is possible and dispatch an officer. If the alarm is for the police department, the communications operator shall notify the shift supervisor. If the communications operator suspects that there is a fire in the immediate area, the communications operator will leave the building with a portable radio and notify the supervisor and sheriff's department. If no signs of a fire are present in the immediate area of the communications center, the communications operator may remain until he or she receives further information from the supervisor who shall respond to the dispatch area and verify that it is safe for the communications operator to remain.
- B. After Sheridan police department business hours, the shift supervisor is responsible for resetting alarms that occur. After the shift supervisor arrives at the police department and checks the safety of the communications operator, the following steps will be taken to investigate the source of the alarm:
 - 1. Once located, deactivate the alarm.
 - 2. Additional directions to the alarm box are mounted inside the alarm box. They will be followed by supervisors when operating the alarm system.
 - 3. Investigate the source of the alarm for any evidence of an emergency. Master keys for police department doors are located in the patrol area key box. If unable to access the area, contact the designated supervisor for access.
 - 4. If any evidence of an emergency is found, the supervisor will contact the appropriate people or organizations with the information.

5. If no evidence of an emergency is found, the supervisor will complete a memo to the operations supervisor stating which alarm was activated and the circumstances surrounding it.
6. If an emergency is found, the supervisor will make an incident report of the information and notify the operations supervisor of the incident.

26.4.3 Panic Alarms

- A. Panic buttons have been installed in several locations throughout city hall and other city buildings.
- B. These buttons allow employees to summon emergency help when necessary.
- C. Panic alarms are monitored in the communications center.
- D. When a panic alarm is activated, communications personnel will dispatch officers to respond to the area from which the alarm originated.

26.4.4 Training and Familiarization

- A. Every year the administrative services member, or designee, shall provide patrol sergeants training to:
 1. Familiarize them with any alarms in the building.
 2. Train them on protocols when alarms go off to include resetting them.
 3. Training and familiarization with any other building or systems maintenance protocols they should be familiar with.