
	BRANDEIS UNIVERSITY POLICE DEPARTMENT Response to Held Open Doors on CCure Event Monitor	
Policy Number:	PAGE: 1 of 2	
Policy Type:	PUBLIC SAFETY GUIDE	
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Accreditation Standards (6th Edition) <ul style="list-style-type: none"> ● New ● Revised ● Amended 		

1. Purpose

1.1. This memoranda directive serves to outline the procedure for responding to Held Open Door alarms appearing on the CCure Event Monitor.

2. General Considerations

2.1. All exterior and interior doors appearing as a Held Open Door on the CCure Event Monitor should be secured in a timely fashion.

2.2. Classroom doors appearing as a Held Open Door on the CCure Event Monitor should be secured prior to building closure.

3. Applicability

3.1. This memoranda directive applies to departmental staff assigned to dispatch, patrol units, security officers, and Sergeants/Officers In-Charge.

4. Procedure

4.1. In the event that a Held Open Door alarm appears on the event monitor, the department member assigned to dispatch shall take appropriate steps to secure the Held Open Door. Such actions shall include but are not limited to the following;

- Dispatching a patrol unit
- Dispatching a security officer

- Notifying a staff member for the department or building associated with the Held Open Door alarm¹
 - Notifying DFM secure the door²
- 4.2. Any observations made by responding personnel relevant to the cause of the Held Open Door alarm and corrective action taken should be logged in ARMS and CCure.
- 4.2.1. If it is determined that the cause of the Held Open Door alarm is related to a CCure equipment malfunction (including but not limited to card readers, mag locks, strike plates, door contacts, or network related issues), the Sergeant or OIC should be notified to assess the need for an emergency work order.
- 4.2.2. If it is determined the cause of the Held Open Door alarm is related to a structural issue (including but not limited to the frame, door, latch, hinges, or swing arm), a work request shall be made with DFM.
- 4.3. Any decision made to disable the Held Open Door alarm in CCure shall be made by the Sergeant or OIC. A reason for this decision shall be listed in ARMS and CCure.
- 4.3.1. Held Open Door alarms should not be disabled for more than 24 hours at a time unless approved by Captain Reilly
- 4.4. During shift changeover, any Held Open Door alarms listed on the CCure Event Monitor shall be accompanied by a reason explaining why corrective action could not be taken.

¹ Those assigned to dispatch should consider hours of operation and if the request is appropriate.

² Those assigned to dispatch should consider hours of operation and if the request is appropriate.