

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 44
Series 2016-2017

April 27, 2017

Chief Operating Officer

Burglar Alarms

TO: All Staff

FROM: Anissa Brown Dennis
Acting Chief Operating Officer

Please find attached a form provided by the Howard County Police Department. Please complete this form and submit it to the Office of the Chief Operations Officer, by **August 25, 2017**. Retain a copy of it for your records. In the event of an alarm, security technicians from the maintenance department will continue to be the first point of contact. If security technicians are unavailable, staff will be contacted as designated by your submittal.

The Office of the Chief Operating Officer will supply the list of names to Howard County Police Communications. If you have any changes in personnel or information during the year, **you must submit them immediately to:**

1. Howard County Police Communications
3430 Court House Drive
Ellicott City, MD 21043
2. Chief Operating Officer
3. Manager Building Services

We need your help with our effort to prevent false alarms. Please be reminded to make every effort to make sure staff are properly trained on the operation of the burglar alarm system. Also, please be aware that false alarms also can result from doors and windows being left open and from hanging mobiles.

If you have any questions, please contact the Office of the Chief Operating Officer at 410-313-1550.

Attachment

ABD/TS/vw