

Continuous Physical Monitoring — Evidence Checklist

The ordinance defines continuous physical monitoring as monitoring by a **licensed security company** that is on the property a **minimum of four times every 24 hours**. This checklist is the practical translation: exactly what evidence supports that standard, what does not, and how to keep the record so it can be handed to the program administrator without rework.

Part A — The two things that must both be true

Test	What proves it
1. Licensed provider The monitoring is performed by a licensed security company.	Current California Private Patrol Operator (PPO) licence number on the contract, invoices and reports; BSIS guard-card status for assigned officers; certificate of insurance naming the property.
2. Four on-site visits per 24 hours Physical presence at the property, four times, every 24-hour cycle.	Time-stamped arrival and departure records for four distinct visits per calendar day, at the property address, with the visits spread across the cycle rather than clustered in one hour.

Fail either test and the monitoring evidence does not support the definition, no matter how much documentation exists.

Part B — Evidence that counts vs. evidence that does not

Evidence	Counts?	Why
GPS-stamped checkpoint scan at a fixed on-site checkpoint, four per 24 hours	COUNTS	Ties a licensed officer to the property address at a specific time — the only record that independently proves presence and count.
Time-stamped photographs of each secured opening on each pass	COUNTS	Corroborates the visit and simultaneously documents the secured-structure requirement.
Daily activity report naming the officer, the property and each pass time	COUNTS	The narrative record the administrator reads; must reconcile to the scan times.
Signed patrol contract stating four passes per 24 hours, with PPO number	COUNTS	Establishes the licensed provider and the scope. Necessary, but not sufficient on its own.
Incident reports and logged trespass warnings	COUNTS	Shows the monitoring is active — unauthorized occupation addressed, not merely observed.
Monthly compliance summary PDF reconciling every pass for the period	COUNTS	The submittable artifact. Turns raw logs into a filing.
Camera or remote video feed, AI analytics, alarm monitoring alone	DOES NOT	No physical presence. Remote systems may satisfy the separate alarm exemption, but they are not continuous physical monitoring.
Leasing agent, broker or owner drive-by; maintenance or landscaping visits	DOES NOT	Not a licensed security company. Presence by an unlicensed party does not count toward the four.
Unlicensed or off-the-books “security” without a PPO	DOES NOT	Fails the licensed-provider test and creates independent exposure under California licensing law.
Passes logged by hand with no time stamp, or written after the shift	DOES NOT	Not verifiable. A count that cannot be audited is treated as unproven.

Evidence	Counts?	Why
Four passes clustered inside one hour, or three passes on some days	DOES NOT	The standard is four times every 24 hours; gaps and clustering defeat the intent and show up plainly in the log.
Padlocks, boarding, fencing or a For Lease sign	DOES NOT	Those address the secured-opening requirement. They are not monitoring.

Part C — Per-pass evidence checklist (repeat × 4 daily)

☐	Officer identity and BSIS card status recorded for the pass	Name or badge ID on the report
☐	GPS checkpoint scan captured on arrival at the property	Time, date, coordinates
☐	Every exterior opening checked — doors, windows, roll-ups, loading doors, roof hatch, utility rooms	Photograph each
☐	Fence line, gates and perimeter walked	Note breaches or new cut points
☐	New damage, forced entry or new opening flagged the same night	Photo + written note
☐	Unauthorized occupation addressed; trespass warning issued and logged	Log the warning, not just the sighting
☐	Law enforcement contacted where a crime occurred	Record the report or event number
☐	Blight conditions noted — graffiti, dumping, flyers, overgrowth, standing water	Photo for abatement
☐	Departure recorded, closing the pass	Time out

Part D — File-level checklist (assemble once, maintain monthly)

☐	Program registration confirmation and the date the 60-day vacancy clock started	Per suite
☐	Named local contact with mobile, email and after-hours coverage	In writing
☐	Patrol contract naming the property and stating four passes per 24 hours	PPO #, effective date
☐	Copy of the provider's PPO licence and certificate of insurance	Current, not expired
☐	Complete pass log for every day of the vacancy — no missing dates	Gaps invite questions
☐	Photograph set organized by date and opening	Retrievable, not a shared album
☐	Incident and trespass-warning reports for the period	Chronological
☐	Monthly compliance PDF reconciling contracted passes to logged passes	The submittable artifact
☐	Alarm, fire alarm or fire sprinkler documentation if you are claiming that route instead	Certificates and test records
☐	Site-condition and abatement record for the reoccupancy inspection	Dates work was completed

Part E — Red flags that get a monitoring file rejected

- Pass times that repeat to the exact minute every day — auto-generated logs read as auto-generated.
- Report totals that do not reconcile to the checkpoint scans.

- Photographs with no timestamp, or the same photograph reused across dates.
 - A vendor who cannot produce a current PPO number on request.
 - Coverage that starts after the registration filing, leaving the first weeks of vacancy undocumented.
 - Reports addressed to nobody — no owner, broker or property manager on distribution.
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Want the log produced for you?

Summit Force is a licensed California Private Patrol Operator, **PPO #122730**, regulated by BSIS under the Department of Consumer Affairs. We run four documented on-site checks per 24-hour cycle in Citrus Heights, GPS-stamped at fixed checkpoints, with a daily activity report before morning and a monthly compliance PDF formatted for submission. Citrus Heights sits on routes we already run, so patrol can start the same night. Call **1-800-823-5337**.

Provided for general information by Summit Force Security Group, Private Security. Not legal advice. Requirements track the City of Citrus Heights' published municipal code and program documents (Chapter 52, adopted February 2026) and are applied by the city; confirm current obligations with the program administrator or your counsel.