I. Policy:

It is the policy of the University to provide coordinated and cohesive security systems for the protection of life and property. Due to the highly technical and constantly evolving nature of access control, alarm and video surveillance systems, the inherent value of these systems being deployed in a consistent manner, the extreme variations in quality of equipment design and installation in the commercial market, the central monitoring of alarm systems by the Division of Law Enforcement and Safety, and the need for interoperability and a consistent quality across campus, the University requires all access control systems, burglar alarms and video surveillance systems to be designed and installed by or authorized/approved by the Division of Law Enforcement and Safety. Additionally, the Division of Law Enforcement and Safety is the only entity authorized to monitor those alarms installed in University facilities unless specifically authorized by the Chief of Police.

II. Procedure

A. If a department or office desires an access control, security alarm or video surveillance system they are to contact the Division of Law Enforcement and Safety and request a security survey and an estimate for the work requested.

B. Upon receipt of the estimate, the requesting department is to provide a point of contact and an account and fund number if they would like to have the system(s) installed.
C. If the requesting department is not satisfied with the quote or desires other options not immediately available, the Division of Law Enforcement and Safety shall provide the department with a list of system requirements (minimum standards).

D. If the department receives quotes from other vendors and wishes to proceed with this system, the department shall provide the quote and vendor contact information to the Division of Law Enforcement and Safety for review and approval.

E. Upon receipt of the vendor’s quote and contact information, the Division of Law Enforcement and Safety shall review system features, compatibility, and quality.

1. If the vendor’s quoted system is acceptable and consistent with the established quality and interoperability, the Division of Law Enforcement and Safety shall provide the requesting department with written authorization to proceed.

2. If the vendors quoted system is not consistent with the established quality and interoperability, the Division of Law Enforcement and Safety shall provide the requesting department with a written explanation of system deficiencies.

3. If an outside vendor’s burglar alarm system is installed, the requesting department will be charged a monthly monitoring fee by the Division of Law Enforcement and Safety.

III. Reason for revision:

Policy updated to reflect current technology used on campus.