



Policy Title:	Security Systems on Campus
Policy Number:	UNIV-463
Revision Date:	July 2017
Policies Superseded:	1801; FINA-701
Policy Management Area(s):	Department of Public Safety

## **SUMMARY:**

This policy outlines the process for procuring alarm or security cameras for buildings/ areas on campus.

## **POLICY:**

### **I. ALARM SYSTEMS ON CAMPUS**

Any University official may file a request to their appropriate department head, supervisor or Dean, to secure burglar, panic or fire alarm systems for the purpose of protecting life and/or University owned property and/or equipment. With approval, a work order through the Facilities Management Department's online system must be completed. This will then coordinate the assessment, design, specifications, procurement and installation, of the requested alarm system. The budget officer of the requesting Department/Unit is responsible for the budgeting and costs of such systems.

### **II. SURVEILLANCE CAMERAS ON CAMPUS**

Normally, new construction of buildings will include security cameras in the project. Once the need for additional security cameras is identified and approved by the department head or Dean a detailed written, or via email, request should be forwarded to the Department of Public Safety Systems Support Technician. Once this request has been made the Systems Support Technician will assess the information and the location and formulate the best plan for application. Once this plan is completed a quote will be provided to the requesting Department/Unit. After approval from the requesting Department/Unit's budget officer the procurement and installation will begin in accordance with the Service Technician's schedule.