Administrative Procedure

Number:	414
Effective:	12/21/2012
Supersedes:	N/A
Page:	1 of 5

Subject: SECURITY ALARMS

1.0. PURPOSE:

The purpose of this procedure is to coordinate and control the installation, monitoring, response, and maintenance of security alarms.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University.

2.2. If auxiliary organizations select to install physical security systems, they must operate and maintain electronic alarms in line with this procedure and provide emergency access to designated personnel, including responding and monitoring University Police employees.

3.0. REFERENCES:

3.1. Guidelines currently in operation at campuses in the California State University (CSU) system and nationwide.

4.0. POLICY:

4.1. The University promotes the security of campus personnel and appropriate access to University property. A functional and working building alarm control system enhances the security of the campus. Each building, room, or area security system must meet minimum guidelines and provide adequate controls to protect property and personnel.

4.2. Alarm protection at the University and monitored by the University Police Department is increasing in demand and becoming more complex. The computerized monitoring and record keeping now provide more efficient service and are presented to ensure continued levels of protection and to maintain quality control.

4.3. The guidelines are applicable to current and future University sites under the operational jurisdiction of the University, and apply to alarm systems installed in new construction, or as part of any major or minor capital improvement project.

4.4. Alarm protection on the University campus is divided into five (5) categories: emergency, intrusion, holdup, special service, and temporary. This policy does not apply to stand-alone fire alarm systems maintained by Facilities Services and/or Fire and Life Safety personnel. It does apply to fire sensors interfaced to systems described herein.

Approved: _____ **Date:** _____

4.4.1. EMERGENCY – The emergency alarm is installed in locations that may have life-threatening, medical or other situations that require immediate police response. Installation of this type of alarm is limited to areas where the use of the alarm is controlled by authorized personnel.

4.4.2. HOLDUP/ROBBERY – This alarm is reserved for use by cashiering points or those areas where money is handled. It is to be activated only when a holdup (or attempted holdup) takes place.

4.4.3. INTRUSION – This alarm is used to detect entry into an area during specified hours by unauthorized persons. This protection may be used in conjunction with the holdup alarm to provide twenty-four (24) hour coverage of critical areas.

4.4.4. PANIC BUTTON – Is installed and used in critical office areas where a possible threat of violence may occur toward an individual University employee.

4.4.5. SERVICE – This alarm is used where condition or environmental monitoring is required.

4.4.6. TEMPORARY – This alarm will be used at the discretion of the University Police Department. A temporary alarm is portable and can be used for immediate short term protection in any of the above categories. In certain cases, it may be necessary for the campus maintenance contractor to install a temporary alarm. Where such charges are incurred, they will be charged to the user department.

5.0. DEFINITIONS:

5.1. Alarm Account Authorization List – A certified list of the people who have been given alarm codes for authorized entry to an alarmed and monitored building, room, or area.

5.2. Alarm User – The responsible party for the facility or area in which a security system is installed.

5.3. False Alarm – The activation of an alarm system under circumstances where no emergency exists at the alarm site and when activation results in a response by law enforcement personnel. This definition includes signals activated intentionally in non-emergency situations and signals for which the actual cause is unknown.

5.4. Intrusion Detection – Alarms designed to send notification to University Police and/or provide audible local notification when an area has been accessed by an unauthorized person(s). These are considered to be property and building alarms and can include, but are not limited to, motion detectors, door contact switches, glass break detection and panic buttons.

5.5. Security Systems Alarm – An assembly of equipment or devices that is designed, arranged or used for the detection of a hazardous condition or an unauthorized entry or attempted entry into a building, structure or facility, or for alerting persons of a hazardous condition or the commission of an unlawful act within a building, structure or facility. The system emits a sound or transmits a signal or message when activated, at which point, a law enforcement agency is expected to respond. For purposes of this policy, an alarm system shall not include:

- an alarm installed on a motor vehicle;
- any device or system designed to detect or give notice of malfunction or problem with building automation systems such as temperature controls; or
- any device or system designed solely to detect or give notice of fire or smoke or alert of a medical emergency to the fire department or EMS.

6.0. RESPONSIBILITIES:

6.1. The President or designee will:

6.1.1. Review any security alarm system that varies from the norm established by this procedure for approval or denial.

6.1.2. Monitor the requests for alarm systems to ensure costs, benefits, and risk factors are considered appropriately.

6.2. Administrative Authorizing Officers will:

6.2.1. Be responsible for the full implementation of the responsibilities provided in this procedure within their respective areas.

6.2.2. Assign access privileges for alarmed areas under their area of responsibility. Revoke access privileges for personnel who are terminated, transferred to another department, or when it is determined their access is not to be continued.

6.2.3. Approve the building alarm systems request, if appropriate, for all buildings, rooms, and areas before installation and monitor use.

6.2.4. Assist University Police and University officials to identify potential security issues and the design of adequate security measures.

6.2.5. Report malfunctioning mechanical and electronic access control devices to University Police as soon as feasible to ensure continual security.

6.2.6. Control and limit access, whenever possible, to hazardous materials storage areas.

6.3. The University Police Chief or designee will:

6.3.1. Review and approve as appropriate requests for security alarm systems after an examination of the conditions requiring the monitoring.

6.3.2. Ensure monitoring of the alarm systems reporting to University Police Dispatch are operational on a continual basis through regular testing and the recording of all alarms in the database system.

6.3.3. Provide recommendations on security plans and locations of new alarm systems.

6.3.4. Assist and collaborate on the development and implementation of a security plan for the campus community encompassing electronic monitoring and perimeter security requirements.

6.3.5. Provide emergency assistance for after-hours access-related and activation issues through the response by the University Police to audible and electronic trouble alarms.

6.3.6. Conduct and/or assist in investigations of unauthorized access attempts to access facilities.

6.3.7. Document abuse and misuse of security alarm systems and equipment, and if applicable, request restitution through the appropriate criminal and/or administrative court systems from the responsible parties for the necessary repairs plus an administrative fee.

7.0. PROCEDURES:

7.1. Installation and Operation of Security Systems

7.1.1. University Police oversees installation and maintains security systems throughout the University through an outside vendor and service company approved by Procurement and Contracts. Security devices, control panels, and all associated wiring, cabling, telephone, network connections, and associated costs are the responsibility of the department in which they are installed. Exceptions would be negotiated on a case-by-case basis between the department and University Police. For newly constructed or renovated facilities, University Police must be included in all planning meetings and have input in the design and eventual monitoring for all projects on the University that include security devices as a part of the design and eventual monitoring.

7.1.2. Prior to adding security to any location, departments must request a site inspection by a University Police employee to determine minimum approved security requirements for the area. Departments are required to receive approval from University Police prior to installation of any security systems that will not report to University Police Dispatch for monitoring. Such installations will only be authorized where there are no life safety considerations and where the primary function of security is to only provide an audible alert/deterrent to theft. The department will draft a Memorandum of Understanding (MOU) for that type of security and provide the MOU to University Police. In instances where there is disagreement as to what constitutes minimum requirements, the University Police Chief and University Police personnel will make the final determination.

7.1.3. All costs for purchase and installation of security system alarm devices shall be borne by the appropriate project budget or the department or unit making the request, with the understanding that meeting the minimum standards is required.

7.1.4. Once installation is complete, University Police and the installing contractor will conduct a final check to verify that the system has been installed as proposed, that it meets all safety and security requirements, and conforms to all Alarm System Installation Standards. University Police will also verify that the department has completed and returned an Alarm Account Authorization List. The department's alarm system will not be placed online until the receipt of this listing. Other required items can include, but are not limited to:

- maps labeled with room numbers in alarmed area(s); and
- floor plans of alarmed area(s).

7.1.5. All new alarm installations on campus must have accompanying user training provided by University Police personnel and, if required, by the vendor that installed the device(s). Periodic training will be provided on an as needed basis.

7.1.6. University Police's Crime Prevention Unit will provide detailed and current information on false alarm policies and estimated fees for installation of monitoring systems. All cost estimates are subject to change based on actual bids from the outside vendor installing the system.

7.1.7. Users will be responsible for providing new, and, as needed, updated Personal Identification Codes (PIC) to University Police for persons authorized to arm and disarm the security systems. This information will be submitted using the tool or method developed for this purpose by University Police. A code for University Police personnel shall be programmed into the system for emergency response.

7.1.8. University Police will determine which University security systems will report to University Police Dispatch for monitoring and dispatching response personnel. University Police will monitor all such systems 24/7/365 for system functionality and will proactively work with departments to reduce the incidence of false alarms across campus.

7.1.9. Handling false alarms: No person shall cause the activation of a false alarm. Activation of a false alarm, intentionally or unintentionally, knowingly or unknowingly, shall constitute a violation of this procedure.

7.1.9.1. A University Police response is deemed to have occurred when an officer arrives on scene.

7.1.9.2. Each false alarm causing a separate response by University Police shall be counted individually, regardless of the amount of time between alarms.

7.1.9.3. Police records documenting the occurrence of a false alarm are prima facie evidence that an alarm system is in use. The date and time of the false alarm shall be used for the purpose of determining the number of false alarms during an academic fiscal year.

7.1.9.4. The alarm user shall not be held accountable for a false alarm caused by the following:

- natural or man-made disaster;
- electrical surge or an act of nature that caused physical damage to the alarm system;
- equipment malfunction, validated by outside vendor; or
- a false alarm caused by University Police, or its agents.

8.0. APPENDICES:

N/A