



Angelo State University
Operating Policy and Procedure

OP 62.02: Alarm Policy and Procedures

DATE: April 18, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to develop a standard and consistent guideline regulating the purchase, installation, and operation of alarm systems on campus to be used by university departments or any non-university entity under contract with the university.

REVIEW: This OP will be reviewed every April of even-numbered years by the chief of university police with recommended revisions forwarded through the vice president of finance and administration to the president by May 15 of the same year.

POLICY/PROCEDURE

1. Policy

a. Security Alarm Installation

Departments and non-university entities located on campus may desire to install security alarm systems where assets and/or sensitive property are of sufficient value to warrant protection. A request form for the installation or expansion of an alarm system, to be monitored and responded to by the university police personnel, must be submitted and approved by the chief of university police.

b. Security Alarm Compatibility

Any security alarm system installed shall be compatible with and connected to the standard monitoring equipment used by the university, unless otherwise approved by the chief of police or designee. The University Police Department maintains a list of approved alarm system vendors. The purchase or installation of security alarm equipment, other than through an approved vendor, is prohibited. Such a policy provides for uniformity of security systems across campus.

c. Multiple-Floor Alarm

When the protected area involves multi-floors or more than 1,000 square feet, the alarm system must be capable of indicating which floor or area was breached.

d. Security Alarm Monitoring/Fee

Each alarm system owner wishing to have its security system directly monitored by university police personnel will be charged a fee of \$25.00 a month per area or zone. If the initial monitoring service starts after the first of the month, the monthly fee will be prorated accordingly. The monthly service fee includes monthly opening and closing reports and other activity reports upon request.

e. Response Process

The University Police Department will develop a response process for each installed alarm system. The procedure will be prepared and in-place, before the final connection is made on the alarm.

f. Periodic Security Alarm Inspection

It shall be the responsibility of each owner possessing a security alarm to inspect the alarm periodically and to notify immediately the University Police Department and the approved vendor of any malfunctions or needed equipment repairs. It shall be the responsibility of the individual owner to pay for any maintenance and repairs. Departments will make payments directly to the approved alarm vendor through the standard university purchasing procedures, and non-university entities will process their own payment.

g. Frequent False Alarms

Frequent false alarms are defined as more than three false alarms per month, including equipment malfunction and employee errors. After notification in writing by the chief of university police, an alarm system causing frequent false alarms shall be repaired or disconnected immediately. Failure to take immediate corrective action regarding false alarms may result in a fee assessed by the University Police Department in an amount not to exceed \$50.00 per each false alarm.

h. Security Alarm Activity List

The University Police Department shall be responsible for updating and maintaining a current list of active alarms on campus.

i. Hold-up or Panic Buttons

The use of "hold-up" or "panic" button is discouraged. A justified written request for the installation of hold-up/panic button must be submitted to the chief of university police for approval. When approved, the university police personnel must be able to distinguish between a "standard" security alarm violation and "hold-up" activation.

2. Procedures

a. University Departments

1) Install or Expand an Existing Alarm System

A university department wishing to install or expand an existing alarm system must submit the *Security Alarm Request/Termination Form* (Attachment A) for approval to the appropriate dean or vice president. After acquiring the required signatures, the university department will forward the form to the chief of university police for approval.

2) Security Alarm Request Review

The chief of university police or designee shall review the request and return the form to the department chair upon approval or disapproval. If approved, an estimate of the cost to install and maintain a security alarm system shall be obtained by the department from an approved vendor. The approved vendor shall coordinate with Facilities Management prior to the installing the security system. A copy of the Security Alarm Request/Termination Form must be attached to the purchase requisition when submitted to the Purchasing Office for processing.

3) On-site Inspection after Security Alarm Installation

After the installation of the security alarm is completed, university police will conduct an on-site inspection to determine if the alarm installed is working properly as designed. This inspection will include a test of the system to ensure prompt notification is sent to the University Police Department's Communications Center in the event of an alarm.

4) Termination of a Security Alarm System

The university department must immediately notify the chief of university police prior to terminating any security alarm by submitting a *Security Alarm Request/Termination Form* (Attachment A). Upon being notified of the request to terminate the security alarm, the University Police Department shall notify the OneCard Office and, if required, Information Technology to remove alarm connections. The University Police Department will remove the information from its active security alarm file.

b. Non-university Entity

1) Security Alarm Installation

A non-university entity under contract with the university, desiring to install a security alarm system in its location in a university facility, must submit a *Security Alarm Request/Termination form* (Attachment A) to the University Police Department and abide by the following procedures.

[Minor revision: April 18, 2012]

- a) The alarm system contract shall be with a university-approved vendor to ensure that compatibility and uniformity are maintained with other existing security systems on campus; especially, if university police personnel are expected to respond to the alarm activations.
- b) The alarm system shall be designed, installed, and maintained by the vendor or, if stated through any contractual agreement, by the university. The approved vendor shall coordinate with Facilities Management prior to the installation of the alarm system.

2) On-site Inspection after Security Alarm Installation

After the installation of the security alarm is completed, university police will conduct an on-site inspection to determine if the alarm installed is working properly as designed. This inspection will include a test of the system to ensure prompt notification is sent to the University Police Department's Communications Center in the event of an alarm.

3) Security Alarm Operating Process

The non-university entity shall develop a security alarm operating process in coordination with the University Police Department. The operating process may include plans for routine, as well as unscheduled openings and closings of secured areas, identification of personnel authorized to bypass the alarms, and identification of personnel and alternates responsible for responding to alarm signals.

4) Termination of Security Alarm System

The non-university entity must immediately notify the chief of university police prior to terminating any security alarm by submitting a *Security Alarm Request/Termination Form* (Attachment A). Upon being notified of the request to terminate the security alarm, the University Police Department shall notify the OneCard Office and, if required, Information Technology to remove alarm connections. The University Police Department will remove the information from its active security alarm file.

3. Non-compliance with Security Alarm Operating Policy and Procedures

Failure to comply with operating procedures, as set forth herein, or in an operations manual or failure to comply with the stipulations of this policy may result in the system being disconnected or discontinued from operation.

Attachment A: [Security Alarm Request/Termination Form](#)