POLICIES OF COLORADO STATE UNIVERSITY
UNIVERSITY POLICY

Policy Title: Security Alarm Systems
Policy ID # 6-6030-003

Effective Date: October 7, 2010

Policy Owner: Vice President for University Operations

Contact(s):
Contact:
CSU Police Department
Web: http://police.colostate.edu
Phone: 970-491-6425

Also Contact:
Facilities Management-Dispatch
Web: https://www.fm.colostate.edu/
Email: fac_pg_shared_dispatch@mail.colostate.edu
Phone: (970) 491-0077

PURPOSE OF THIS POLICY

Colorado State University installs and maintains industry standard security intrusion, hold-up and panic alarm systems that report to the CSU centrally monitored dispatch center at the CSU Police Department—central alarm systems that monitor panic alarms, hold-up alarms and intrusion alarms. To assure that this system is operated efficiently and cost-effectively, and that it is maintained in good working order, responsibilities for oversight and maintenance is shared among a number of departments and individuals. With respect to security systems, the Security Technology Committee (STC) reviews and approves requests for new installations and changes to existing security systems, including panic, holdup, and intrusion alarms. This policy does not apply to fire alarms, maintenance alarms or other types of alarms that are not related to security systems.

APPLICATION OF THIS POLICY

This policy applies to all campus units that have, or that will have, security alarm systems installed at a location under their control.
EXCEPTIONS FROM THIS POLICY

None.

DEFINITIONS USED IN THIS POLICY

**On-line and in service:** A security alarm system that becomes capable of transmitting (Reporting) alarm communication signals through central station equipment via established network and automation pathways; AND is placed in service with Colorado State University Police Department for dispatching of police officers to the site.

**On-line and in service:**

**Report:** The transmitting of panic and intrusion alarm signals as well as other trouble and maintenance signals through central station equipment via established network and automation pathways.

**On-line and in service:** A security alarm system that becomes capable of transmitting (Reporting) alarm communication signals through central station equipment via established network and automation pathways, AND is placed in service with CSUPD for dispatching of police officers to the site.

**Request for Security Alarm System:** Form required to be submitted for review of a security system and approval of a security system by the Security Technology Committee.

**Responsible Department:** the home department or unit of the Responsible Party.

**Responsible Party:** A CSU University employee within the academic, administrative or other unit or department where a security alarm system is installed, who has primary responsibility for administering access to an alarmed location and acts as liaison to the Facilities Management installation and maintenance team. STC.

**Security Technology Committee (STC):** A committee to review electronic security measures and make recommendations to the Vice Presidents regarding changes, upgrades, and issues concerning the systems, devices and procedures related to such measures. Co-chairs shall be the Chief of CSU Police Department Chief of Police or their delegate, and the Director of Environmental Health Services, or their delegate. If a Co-chair
is unable to join the committee, then the Vice President for Information Technology and the Assistant Vice President for Safety and Risk Services shall designate a new co-chair. In pursuit of a more equitable balance of power, co-chairs shall be unanimously voted to continue there two year appointment by all voting committee members every two years before their next term begins, and

**Security Technology Committee Members:** Committee members will include one member (the ‘Members’) each appointed by the Director of ACNSDoIT, the Associate Vice President for Facilities Management, the Vice President for Student Affairs, the Director of Risk Management and Insurance, College Information Technology Administrators Council (CITAC), the Director of Parking Services and the President of Associated Students of Colorado State University (ASCSU). Each member will select a backup member to attend in their absence. The Members of the Committee shall be appointed for a term of two years, except for the Member appointed by the President of ASCSU, who shall serve for a term of one year. Members may be reappointed without limitation, and such reappointments are to occur automatically unless another Member is appointed by the appointing authority. A committee appointed by the Vice President for Information Technology (VPIT) and Vice President for University Operations (VPUO) to review electronic security measures and make recommendations to the Vice Presidents regarding changes, upgrades, and issues concerning the systems, devices and procedures related to such measures. The STC Chair is appointed by and reports to the Chief of Police.

The committee is comprised of representatives from Environmental Health Services (EHS), Facilities Management (FM), Colorado State University Police Department (CSUPD), Risk Management and Insurance (RMI), Student Affairs, Parking and Transportation Services, Associated Students of Colorado State University (ASCSU), College Information Technology Administrators Council (CITAC), and Academic Computing and Networking Services (ACNS).

**User:** Any person who is granted access to a security alarm system by use of an alarm passcode or key.

**POLICY STATEMENT**

CSU values the safety and security of the university community and takes steps to assure that its security alarm systems are properly installed, maintained, and monitored.
All new security alarm systems and modifications to existing systems must be reviewed and approved by the Security Technology Committee (STC), which reports to both the Assistant Vice President for VP of Safety and Risk Services, President’s Chief of Staff, and the Vice President for University Operations. No security alarm system will be approved or allowed to report to the CSU Police Department (CSUPD) until all requested information is received.

**POLICY PROVISIONS**

**Initiating a Request for Security Alarm System Installation or Upgrade**

1. Departments desiring installation or modification of any security alarm system are required to initiate a request through the Facilities Management Dispatcher. Facilities Management (FM) will contact all affected departments as needed, including such as (but not limited to): Environmental Health Services (EHS), Colorado State University Police Department (CSUPD), Risk Management and Insurance (RMI) and Academic Computing and Networking Services (ACNS), Division of Information Technology (DoIT). An investigation into the need for the proposed system or modification may be performed. A meeting with the Responsible Party and others may be required to determine whether a security alarm system is appropriate or other mitigation strategies should be used instead of, or in addition to, the proposed system. A Request for Security Alarm System form will need to be submitted to Facilities Management for review by the STC, or by the STC appointed alarm system liaison (typically with CSUPD). No alarm system will be placed in service with CSUPD until the request has been approved by the STC.

2. The STC or its appointed alarm system liaison will review the following:
   - Requests for installation or modification of any security system;
   - Response protocols for security systems; and
   - Existing security systems to determine necessity for any changes.

3. Investigations for the need of any new security alarm system or upgrade of an existing security alarm system will be conducted for the STC by the CSUPD and other Committee members as required, and will be evaluated based on a risk assessment of the level of security that is needed and other mitigation strategies or procedures that may be available to address the expected level of risk.
4. Only security alarm systems that pertain directly to security will be connected to Report to the CSU centrally monitored dispatch center at the CSU Police Department, the central CSU University systems that are monitored at the CSUPD Communications Center.

5. The Responsible Party is responsible for proposing how CSUPD should respond to these alarms originating from their area of responsibility. Proposals for response protocols must be cleared with a representative of the CSUPD prior to activation for the best service and respect for officer safety. The CSUPD alarm system liaison will be available for assistance if requested by the Responsible Party at the time of the installation completion and user training prior to the system being placed ‘On-Line and In-Service’. The CSUPD will have a unique passcode for these systems, independent from the passcodes issued to users.

6. It is the responsibility of the department to have personnel available to respond to the site in the event of an alarm condition. CSUPD has the prerogative as the dispatching agency to request a departmental Responsible Party to respond to an alarm condition for the purposes of re-securing and arming the system or discerning the cause of the alarm. If no Responsible Party is available and is deemed a necessity by CSUPD, a Facilities Management Alarm Technician may be called to service and rearm the system with a CSUPD officer. At the discretion of Facilities Management, this service may be subject to an overtime service charge or fee for service.

7. Initial training will be provided by personnel who installed the alarm system. Additional training may be provided by the appropriate member(s) of the STC or their designees.

8. Minor changes such as routine maintenance, moving panic buttons to a new location in the same office or space will not require resubmission of the Request for Security Alarm System form. No major changes or modifications may be made to a security alarm system without resubmission of the Request for Security Alarm System Alarm Request Form for oversight by the STC or STC appointed alarm system liaison.

9. Security alarm systems required by code or University regulation will be installed as soon as practicable under the direction of FM.

10. The Responsible Department will be responsible for any misuse of a security alarm system.
Costs

1. Annual charges will be assessed to the Responsible Department to cover the costs of maintenance, testing, readiness and response.

2. Additional charges may be billed to the Responsible Department for misuse, damage or false alarms. This will be decided by the STC.

3. Removal of the system will be required in the event of continued misuse, damage or false alarms. The decision to remove a system will be determined if the responsible department chooses to have their security system disabled or removed, an alarm disconnect form will need to be submitted to the STC alarm system liaison for review by the STC.

3.4. The STC may make a recommendation to remove a system at the expense of the department.

4.5. If an alarm is being deactivated, removal costs may be subject to a fee for service and will be billed to the respective department.

5.6. Departments are to keep the Responsible Party designation and contact information accurate and up-to-date at the Colorado State University Police Department (CSUPD) Communications Center. This information is required to be provided each year no later than September 1. Changes are required to be sent to the CSUPD Communications Center promptly. --Facilities Management alarm installation and service staff as well as the STC alarm system liaison are available for assistance to the Responsible Party or CSUPD in this data management process.

COMPLIANCE WITH THIS POLICY

Compliance with this policy is required. For assistance with interpretation or application of this policy, contact the Chair or Co-Chairs of the STC, the CSU Police Department, or Facilities Management Dispatch.

REFERENCES

Are there any references to be included here?

FORMS AND TOOLS

Request for Security Alarm System form

POLICIES OF COLORADO STATE UNIVERSITY

Security Alarm Systems
Responsible Party Update form

Alarm Disconnect form Microsoft Word - Request for Alarm System Disconnect.doc
(colostate.edu) www.fm.colostate.edu/files/forms/AlarmDisconnect.pdf

APPROVALS

Approved by Amy Parsons, October 7, 2010

Revision approved by Lynn Johnson, Vice President for University Operations, on March 25, 2018

Revision approved by Brendan Hanlon, Vice President for University Operations, on
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