BOISE STATE UNIVERSITY

University Policy 12150

Security Systems and Alarms

Effective Date

September 2015

Last Revision Date

October 2017

Responsible Party

Vice President for University Affairs and Chief of Staff, (208) 426-1417

Scope and Audience

This policy applies to all campus units.

1. Policy Purpose

To guide campus units in the purchase, installation, and operation of security systems and alarms.

2. Policy Statement

To ensure security systems and alarms, are functional and compatible with existing equipment and software, and that the Department of Public Safety is informed of the current location and standards of all security systems and alarms located on campus. This will help protect and secure the campus community.

3. Responsibilities and Procedures

3.1 Responsibilities

3.1.1 Integrated Security Technology Committee (ISTC) Responsibilities

The ISTC will meet annually to receive updates on and discuss current state of security systems.

3.1.2 Security Assessment Team Responsibilities

The Security Assessment Team will schedule meetings with campus units who have requested either a security system or a full security assessment. Included in the meeting will be the department head or delegate and a representative from Public Safety or the Security Assessment Team. At this meeting the security needs of the campus unit, type of alarm or alarm system to be installed, and associated costs will be discussed.

3.1.3 Department of Public Safety's Integrated Security Unit Responsibilities

The Department of Public Safety's Integrated Security Unit will:

a. Determine acceptable standards for security systems and alarms to include but not be limited to manufacturers, models, and software platforms.

b. Ensure security systems and alarm compatibility and connection to the central station monitoring equipment located in the Department of Public Safety's Communication Center.

c. Deploy a contractor to install new security systems or alarms.

d. Verify the installation and proper functioning of the security systems and alarm.

3.1.4 Campus Unit Responsibilities

A campus unit includes but is not limited to a college, department, program administrative office, research center, or other operating unit and is responsible to:

a. Provide the Integrated Security Unit with up-to-date locations for any security systems and alarms in its unit.

   (i.) This information is required as soon as changes are made. Failure to do so may result in dispatch sending security officers to a former location for a security system or alarm that has moved.

(ii.) Units providing services such as building remodels, moves, or closures, shall provide this information on behalf of the unit for which it is conducting the work.

b.   Request the installation of a new security system or alarm from the appropriate University dean, director or department head/chair who will make a request on behalf of the campus unit through the Integrated Security Technology Request Form.

3.2 Alarm Response

a.   The Department of Public Safety will respond to alarms in accordance with their standard operating procedures.

b.   The Department of Public Safety has the discretion to assess a fee for responding to repeat false alarms.

Revision History

October 2017