

# Security Systems

**Original Implementation:** July 20, 2010

**Last Revision:** April 14, 2015

Stephen F. Austin State University has a commitment to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing security system components and processes as much as possible.

## DEFINITIONS

### Access Controls

Access control systems enable the monitoring and control of access to facilities and resources. In the context of physical security these systems record the request for and subsequently allow or deny access to the requested area or resources. These systems may include but are not limited to: access card, numeric code, biometric identification or proximity device for access.

### Hold-up and Panic Alarms

These systems are devices that signal the Department of Public Safety (DPS) of an event in which the personal safety of a member of the university community is in jeopardy. No on-site audible or visual signal is present in such applications. Locations where such systems could be installed include but are not limited to locations an armed robbery could be a threat or where staff may be subject to personal jeopardy.

### Intrusion Detection Systems

These are systems commonly referred to as “burglar alarms” and generally consist of door contacts, motion detectors, and glass breakage sensors. When these devices are triggered they signal a control panel to activate both an on-site audible alarm as well as register an alarm at the DPS central monitoring station.

### Security Camera Systems

These systems are devices designed to transmit video and/or audio signals to a monitoring station or recording device. The use of security cameras is generally for purposes of monitoring property subject to theft and supervising sensitive access points or offices/areas subject to disruptive behavior. No department is permitted to install any type of security cameras with the exception of DPS. These systems must be configured to be continuously monitored or recorded. "Dummy"

security cameras are not permitted.

## Security Systems

The term “security systems” as used in this policy is defined as any singular system or any combination of the systems defined above.

### **APPROVAL AUTHORITY**

All security systems must be approved by the executive director of public safety/chief of police, or his/her designee and the appropriate vice president, or president’s designee, prior to purchase and installation. Necessary approvals must be provided to Procurement and Property Services prior to orders being placed.

In facility construction and/or renovation planning, all included security systems must be approved by the executive director of public safety/chief of police or his/her designee prior to approval of final plans.

### **PROCEDURE FOR REQUESTING NEW INSTALLATION**

Departments desiring to install a new security system should make a request using the Work Request form available on the DPS website. This form requires a detailed proposal, including a description of the site in question and the purpose of the system.

The departmental contact person listed on the request will be contacted by the executive director of public safety/chief of police, or his/her designee, for a consultation to determine the most effective system to accomplish the requesting department’s objectives.

Within ten (10) business days of receiving a security system installation request, the executive director of public safety/chief of police, or his/her designee shall approve, disapprove, or recommend modifications or alternatives to the request.

Upon final approval, the purchasing and installation cost of the new security system is the responsibility of the department making the request.

Departments faced with a unique situation pertaining to purchase and installation of security systems may request an exception to this section of the policy, in writing, from the executive director of public safety/chief of police, or his/her designee and the appropriate vice president or president’s designee.

## **SYSTEM MONITORING**

Upon installation of a security system, DPS will monitor the system for functionality at no cost to the installing department. Stand-alone security systems (those not monitored by DPS) are prohibited.

## **SYSTEM MAINTENANCE**

- **Requesting Maintenance**

When possible, the department covered by the system in need of repair should initiate the repair by using the Work Request form available on the DPS website. Repairs may also be initiated without a work order should DPS become aware of a nonfunctioning or malfunctioning system that is deemed critical.

- **Cost of Maintenance**

- For Security Camera Systems, Intrusion Detection Systems, and Hold-up and Panic Alarms

Any single repair expense of \$200 or less will be covered by DPS, while the portion of any single repair expense in excess of \$200 will be billed to the requesting/covered department.

- For Access Control Systems

Equipment, parts and materials, as well as any after hour labor charges will be billed to the requesting/covered department.

## **PROCEDURE FOR REMOVAL OR MODIFICATION OF A SYSTEM**

Security systems are installed for the protection of our students, employees and visitors. Therefore, security systems may not be removed, relocated, or modified without approval of the executive director of public safety/chief of police, or his/her designee . Removal or modification should be requested using the “Work Request Form” available on the DPS website.

## **PROTECTION OF RECORDINGS**

For the purposes of security and potential evidence gathering, it is important that any audio or video recorded from security systems be protected.

Any department that has video and/or audio surveillance equipment installed shall provide the Department of Public Safety with the appropriate authorization to view, download, capture, monitor, and control this equipment. This enables the DPS to maintain a chain of custody regarding evidence recovered from the recording device.

While the DPS will be responsible for the administration of all security system equipment, departmental directors and/or other authorized employees within each department with video and/or audio surveillance equipment installed may have authorization to view footage for non-security purposes.

The administration of the equipment will include, but is not limited to, focusing, pan-tilt-zoom (PTZ) controls, software updates, software configuration, download/capture capabilities, and DVR maintenance. Departments may be provided administrative control in coordination with the executive director of public safety/chief of police or his/her designee. An individual that accesses suspected criminal or suspicious activity should contact the Department of Public Safety immediately.

The Department of Public Safety will, on a regular basis, review any and all video and/or audio surveillance equipment to ensure proper recording, viewing capabilities, and determine the need for repair or replacement. When needed, the DPS will coordinate with the appropriate repair/replacement company to have the equipment brought back to proper working order.

## **RETENTION OF SECURITY CAMERA RECORDINGS**

Security camera recordings should be retained for a period of no less than 14 days. If existing systems do not provide for a storage period of that length, the maximum storage period possible should be utilized.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Affairs

**Contact For Revision:** Executive Director of Public Safety/Chief of Police

**Forms:** Work Request form available on the DPS website

**Board Committee Assignment:** Building and Grounds Committee