



Oakland University

Administrative Policies and Procedures

SUBJECT: SAFETY AND SECURITY ALARM SYSTEMS

NUMBER: 675

AUTHORIZING BODY: VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

RESPONSIBLE OFFICE: OFFICE OF THE CHIEF OF POLICE

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RATIONALE: To enhance protection of University assets and facilities, the University maintains a computer based alarm monitoring system located centrally in the Oakland University Police Department (OUPD). Connection to the system will provide direct reporting to the OUPD wherein the appropriate response will be initiated. The purpose of this policy is to provide clear guidelines for departments wishing to alarm any facility and/or upgrade an existing system.

POLICY: New Alarm Systems and/or upgrades of existing systems must be compatible with technology and systems currently in use. To ensure system compatibility, departments must coordinate and receive authorization from the OUPD prior to purchase. Non-compatible systems and systems not authorized by the OUPD will not be monitored.

SCOPE AND APPLICABILITY: This policy applies to all university departments wishing to alarm any campus facility and/or upgrade an existing alarm system.

DEFINITIONS:

Alarm Systems: Electronic systems designed to detect, when activated, unauthorized access to University assets or facilities.

PROCEDURES:

The requesting department is responsible for identifying their needs and must secure department head, dean and vice presidential approval. The requesting department must request a survey of the area to be alarmed from the OUPD to determine the security needs and alarm configuration. Requesting departments are also responsible for funding the purchase and installation of the

system or upgrade, as well as ongoing maintenance.

The OUPD will determine the security needs and specify system compatible components to meet the needs of the requesting department. The OUPD will obtain price quotes from an approved alarm installer and inform the requesting department of the alarm system to be installed, the required specifications and the cost.

Once the requesting department receives the alarm equipment specifications, they will initiate a purchase requisition and forward the requisition to the OUPD. After the OUPD receives the purchase requisition, it will be reviewed and, if approved, forwarded to the Purchasing Department for processing. Purchasing will then review and approve the requisition and process the appropriate paperwork. If there are problems with the purchase requisition, it will be returned to the requesting department for additional information.

After the purchase requisition has been approved, Purchasing will notify the alarm vendor. The OUPD will coordinate the installation of the alarm system and monitor the installation to ensure completeness and customer satisfaction.

Alarm system repairs or modifications must be coordinated and approved through the OUPD to assure timely repairs and continuity of service.

RELATED POLICIES AND FORMS:

[OU AP&P #674 Surveillance and Monitoring Technology](#)

APPENDIX:



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