**Texas State Security Alarm Systems UPPS No. 05.04.04**

**Issue No. 7**

**Effective Date: 05/24/2022**

**Next Review Date: 05/01/2024 (E2Y)**

**Sr. Reviewer: Associate Vice President for Facilities**

**POLICY STATEMENT**

*Texas State University is committed to properly managing all security alarm systems to enhance the safety and security of the university community, while maintaining compliance with all applicable laws and policies.*

**01. SCOPE**

01.01 This policy establishes procedures for the procurement, installation, monitoring, and maintenance of security alarm systems. In addition, it enforces those procedures equitably and provides a centralized point of management.

01.02 Texas State University discourages hold-up or panic button type alarm systems. These may be incorporated with presidential approval.

**02. DEFINITIONS**

The following definitions apply to security alarm systems approved for installation at Texas State.

02.01 Hold-Up and Panic Alarms – systems that an individual must intentionally activate that signal any third-party of an event that jeopardizes a university community member’s personal safety.

02.02 Security Alarm Systems – systems commonly referred to as burglar alarms and generally consist of door contacts, motion sensors, and glass breakage sensors that, when violated in some manner, signal a control panel to activate an on-site audible signal and sends notice to the third-party central monitoring station.

02.03 Security Systems Contractor – the company contracted by the university to provide installing, monitoring, reporting, testing, maintaining, and repairing services on all approved security alarm systems.

**03. APPROVAL AUTHORITY**

03.01 The director of the University Police Department (UPD), or designee, the Emergency Management coordinator, the appropriate vice president, and the provost and vice president for Academic Affairs (VPAA) must approve security alarm systems prior to purchase and installation. Purchasers must submit the written approval to the office of Procurement and Strategic Sourcing with the purchase order request.

03.02 The director of UPD, or designee, the appropriate vice president, and the provost and VPAA must approve all [Request for Security Devices forms](https://sa.txstate.edu/pps/upps050404RequestForSecurityDevices.pdf) designed for personal safety purposes prior to purchase and installation. In new structure planning, the director of UPD, or designee, the Emergency Management coordinator, the appropriate vice president, and the provost and VPAA shall approve security alarm systems prior to final construction plan approval. Written approval from the director of UPD, or designee, the Emergency Management coordinator, the appropriate vice president, and the provost and VPAA shall be provided with the purchase order request.

**04. PROCEDURES FOR REQUESTING NEW INSTALLATION**

04.01 Request of System

1. Departments desiring a security alarm system should complete a [Request for Security Devices form](https://sa.txstate.edu/pps/upps050404RequestForSecurityDevices.pdf).

b. The university’s security systems contractor will identify the proposed hardware and location of all security alarm devices, floor plans identifying the installation site, and the proposed location of each security alarm device.

c. The department submitting the form should obtain approval from the department chair, director and dean, or associate or assistant vice president before routing to the appropriate vice president and the provost and VPAA for final approval.

04.02 The security systems contractor will determine the most effective system to accomplish their objectives.

04.03 Security Alarm Communications Specifications

1. The director of Network Operations must approve the hardware’s technical specifications for security alarm systems prior to purchase and installation. If a static IP address is required, there may be a monthly fee charged for this service.

b. The university prohibits stand-alone security alarm systems (those not reporting to a third-party monitoring company).

04.04 In accordance with [UPPS No. 05.02.02](https://policies.txstate.edu/university-policies/05-02-02.html) Texas State Purchasing Policy; [UPPS No. 05.02.06](https://policies.txstate.edu/university-policies/05-02-06.html), Acquisition of Information Technology Products and Services; and [UPPS No. 04.01.05](https://policies.txstate.edu/university-policies/04-01-05.html), Network Use Policy; the procurement and implementation of alarm systems shall be in compliance with state and university policy and procedures, standards, and best practices.

04.05 Appeals

A decision made by the director of UPD, or designee, may be appealed to the Office of the Vice President for Finance and Support Services (VPFSS). The decision of the VPFSS shall be considered final.

**05. FEES**

05.01 Monitoring Fees

1. All security alarm systems monitored by the security systems contractor require a monthly monitoring fee.
2. There will be a monthly fee paid to UPD for alarm response used to support the personnel costs associated with the security alarm systems.

c. The [Request for Security Devices form](https://sa.txstate.edu/pps/upps050404RequestForSecurityDevices.pdf) indicates to the approvers all associated monthly fees to be considered prior to approval by the respective vice president.

d. After installation of a monitored alarm system, the department will provide UPD with account information for the payment of monthly fees.

**06. REVIEW AND VALIDATION PROCEDURES**

06.01 Periodic Review of Security Alarm Systems

1. End users are required to re-validate the need for their security system within a two-year period. If the continued use of the existing system is approved and appropriate fees are paid, it will continue to be monitored, maintained, and tested. Otherwise, the system will be deactivated and removed from the inventory of active systems. End users are responsible for funding the recurring maintenance, repair, testing, and upgrade costs.
2. End users wanting to re-validate their security alarm system should request a review by the security systems contractor.
3. The security systems contractor should evaluate the security alarm system devices and equipment to determine if the system technology is in good repair and meets current system requirements. For security alarm systems that are not current with campus standards, the security systems contractor should prepare a report outlining the required upgrades or repairs and forward its recommendations to the end-user for action with a copy to the manager of Operations and Energy.
4. Access Services and UPD will, on a two-year cycle, evaluate if the security alarm system is appropriate for the intended security goals at the location. Access Services and UPD will forward a recommendation to the appropriate vice president and the provost and VPAA.

e. Security alarm systems that are not current with campus standards will be required to be updated and repaired before the system can be returned to service.

06.02 False Alarms

1. If there are five false alarms within a 60-day period due to user error or equipment failure, the security systems contractor will be asked to work with the affected department users, at the department’s expense to improve system use. If design and configuration is the reason for false alarms, the department must request a redesign and reconfiguration of the system from the security systems contractor at the department’s expense.

b. If, after redesign and reconfiguration, there are an additional five false alarms within the next 120 days, Texas State will consider the system counterproductive and request that the security systems contractor deactivate it. Department heads will be promptly notified prior to any deactivations.

1. A decision made by the director of UPD, or designee, may be appealed to the Office of the VPFSS. The decision of the VPFSS shall be considered final.

06.03 Alarm System Deactivation

a. If an end user moves out of a space serviced by a security alarm system, the security alarm system must be deactivated by the security system contractor. A new occupant of a space wishing to use a previously deactivated alarm system may request re-activation by using the same approval procedure outlined in Section 04.

1. End users no longer wishing to use a security alarm system may send a written request for deactivation to the director of UPD, or designee. The director of UPD, or designee, will review the request and send a recommendation to the appropriate vice president and the provost and VPAA. If the request is approved, the director of UPD, or designee, will send written notice to the security system contractor to deactivate the system.

**07. RELATED DOCUMENTS**

07.01 Video surveillance – For camera or video systems please refer to [UPPS No. 05.04.05](https://policies.txstate.edu/university-policies/05-04-05.html), Video Documentation and Surveillance Systems.

**08. REVIEWERS OF THIS UPPS**

08.01 Reviewers of this UPPS include the following:

Position Date

Associate Vice President for May 1 E2Y

Facilities

Director, University Police May 1 E2Y

Department

Assistant Director, Operations May 1 E2Y

and Energy

Supervisor, Ingress Management May 1 E2Y

Services

Emergency Manager, Environmental May 1 E2Y

Health, Safety, Risk, and

Emergency Management

Director, Environmental Health, May 1 E2Y

Safety, Risk, and Emergency

Management

Director, Network Operations May 1 E2Y

**09. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Vice President for Facilities; senior reviewer of this UPPS

Vice President for Finance and Support Service

President