I. Title

Security Alarm Systems

II. Policy Statement

In a collaborative effort between University Facilities, University Police, and the Office of Information Technology, a “Campus Security Group” has been established and has drafted this policy to ensure that security alarm systems are only installed in areas where they have been deemed to be appropriate. All other rooms requiring security measures shall be given an access control system or a standard University lock and key system.

III. Procedure

The below outlined policy is to be followed when determining where security alarms will be installed. The installation of the system and its maintenance, in addition to any and all costs, is the responsibility of the requesting department.

IV. Objective

It is this document’s objective to minimize the number of nuisance alarms received by the University Police Department and to remove unused security alarm systems, which prevent a false sense of security among building occupants. It is also the objective of this document to be the standard through which the installation and maintenance of security alarm systems is governed.

V. Scope

This procedure applies to all buildings, rooms, departments, and units of Montclair State University where a monitored security system may be needed or where one is currently installed.
VI. Definitions

- **Access Control System:** Is a proximity or card swipe system or other access system, installed in accordance with the University standard, as prescribed by the Director of Facilities Management Information Systems. The purpose of an access control system is to provide adequate building security for persons and property through the control and issuance of access cards, to assure appropriate access to work areas for staff, faculty and students in buildings on the Montclair State University campus, and to allow greater and specific access by public safety personnel and selected maintenance personnel to all campus areas for reasons of health, safety, and security.

- **Key Access:** Is a physical access control, consisting of the standardized University lock and key system.

- **Security Alarm System:** Refers to a device whose purpose is to monitor an area and notify a central monitoring agency in the event that a system trouble, activation, or panic alarm activation is broadcasted.

VII. Levels of Security

Depending on the degree of premise security needed, varying degrees of access shall be installed, ranging from physical key access to security alarm systems.

**A. Key Access**

- All University buildings and related spaces shall be equipped and secured with an approved, University standard key system. The installation of all lock and key systems shall be overseen by the University Lockshop.

- Personalized (e.g. non-University installed) locks are prohibited on the campus.

**B. Access Control**

- Access Control locks shall be provided for all classrooms, laboratories, computer rooms and offices, as specified by the original building program, and deemed appropriate by the Facilities Management Information Systems department.
• Installation of Access Control locks shall be overseen by the Facilities Management Information Systems department. Apart from University-directed and approved contractors, no other person shall install access control devices.

• Personalized (e.g. non-University installed) Access Control locks are prohibited on the campus.

C. Security Alarm System

• In addition to being secured by means of a key or access control system, certain areas may also be granted permission to install and maintain security alarm systems. Please refer to the following sections for further information.

VIII. Regulation of Security Alarm System Installation

No person shall install or contract security alarm system installations on University property without complying with the regulations set forth in this document.

IX. Areas Where Security Alarm Systems are Permitted

High Security Areas

• Security alarm systems may be located in areas where an individual (or individuals) are at risk due to the nature of their employment.

• These locations include, but are not limited to:
  - The President’s Office
  - The President’s House

Financial Transaction Areas

Security alarm systems may be located in areas where financial transactions of large sums of money occur. These systems are intended to secure not only the monetary transactions that are taking place there, but also to secure the safety of the employees who are handling the money. These locations include, but are not limited to:

- The University Bookstore
- The Bursar’s Office
High Sensitivity Areas

- Security systems may be located in areas where highly sensitive information is stored and/or reviewed.

- These locations may include, but are not limited to:
  
  - The Provost’s Office
  - The University Counsel’s Office
  - The Registrar’s Office
  - The Human Resource Office
  - The Student Life Office
  - The University Police Department’s Substation

Substantial Sites

- Security Systems may be located in areas where public access may create a security problem or safety problems. These are areas where University business is transacted or where non-University property is displayed, where there is a high volume of public or student traffic and where there is little or no University employee presence or supervision after regular business hours. These are also areas where unauthorized access can pose a significant threat to the safety of the campus community.

- At this time, these sites include, but are not limited to:
  
  - Residence Education and Services Office, Bohn Hall, floor four.
  - Auxiliary and Dining Service Office.
  - Segal Gallery
  - Kasser Theatre, art and music display cases.
  - The University Power Substation
  - The University Co-Generation Plant
  - University Mechanical Rooms and Spaces
X. Security Alarm System Criteria

In order for a security system to be installed, the following criteria must be met:

A. Approval must be granted by the divisional vice president in order to set-up an account, which is to be charged for the installation, service, and maintenance of the security system; it is recommended that a total of $1,500.00 be encumbered for monitoring and service fees subsequent to installation.

B. All alarm requests need to be approved by the Campus Security Group.

C. Procurement shall not approve any security alarm system invoice, other than those directed to contracts approved by the Campus Security Group.

D. All intrusion alarms must be monitored by an outside vendor that can provide service for the system.

E. The end user must meet the selection criteria listed in section VI, in order for an alarm system to be installed.

F. Disconnection of the security system, if it is no longer utilized or if the client’s work location changes, shall be the responsibility of, and paid for by, the end user.

XI. Maintenance

- Central station information shall be updated regularly by the Department that requested the installation of the alarm. This information is to be provided to the Campus Security Group.

- The requesting department shall be charged for all repairs and maintenance, as determined by the department of Facilities Management Information Systems

- All security alarm maintenance requests shall be entered and tracked in the facilities work order system.

- The requesting department shall incur all costs related to the installation and monthly fees directly billed from the Office of Networking and Telecommunications for the communications network operations of the alarm system (dialer, Ethernet, or fiber).

Systems that are not maintained shall be removed at the expense of the requesting department.
XII. Miscellaneous Anti-Theft Measures

To ensure that certain Information Technology audio visual and computer systems are secured, in addition to access control measures, locking cages or similar locking devices shall be provided for projectors and locks shall be provided for certain computers. All computers should have security software installed. The cost of the listed items will be the responsibility of requesting department. As most computer labs utilize some type of access control, security alarm systems have not been deemed appropriate for computer labs and shall not be installed. However, if these spaces do experience a theft or break in, Departments may petition the Campus Security Group for permission to add an additional alarm system.