OAKLAND UNIVERSITY
ADMINISTRATIVE POLICIES AND PROCEDURES

675 SAFETY AND SECURITY ALARM SYSTEMS

SUBJECT:	SAFETY AND SECURITY ALARM SYSTEMS
NUMBER:	675
AUTHORIZING BODY:	VICE PRESIDENT FOR FINANCE AND ADMINISTRATION
RESPONSIBLE OFFICE:	OFFICE OF THE CHIEF OF POLICE
DATE ISSUED:	MAY 1997
LAST UPDATE:	OCTOBER 2021

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 Alarm System needs and must obtain department head, dean and vice presidential approval. The requesting department must request a survey from the OUPD of the area to be alarmed 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 approves the quote and provides a fund number, installation will be coordinated by OUPD Information Technology personnel. Following installation, a Journal Voucher (JV) will be completed for the cost of the project.

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: