



UNIVERSITY of
DENVER

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POLICY MANUAL
ALARM AND SECURITY SYSTEMS

Responsible Department: Campus Safety
Recommended By: SVC Business and Financial
Affairs, Associate Vice Chancellor of Facilities
Management and Planning, and Director of Campus
Safety
Approved By: Chancellor

Policy Number
SAFE 7.10.020

Effective Date
8/ /2021

I. INTRODUCTION

The Alarm and Security Systems Policy governs the design, implementation, control, and responsibilities for the systems and technology related to alarms and video security systems for the University.

II. POLICY OVERVIEW

- A. It is the policy of the University to provide coordinated and cohesive security systems for the protection of life and property.
- B. The University requires all alarms and video camera surveillance systems to be designed and installed by, or authorized/approved by, Campus Safety due to the:
- regulatory, statutory, and constitutional considerations related to privacy, access, building and fire codes, and other issues related to safety and security;
 - highly technical and constantly evolving nature of alarm and video camera surveillance systems;
 - inherent value of these systems being deployed in a consistent manner;
 - variations in quality of equipment design and installation in the commercial market;
 - central monitoring of alarm systems by Campus Safety; and
 - need for interoperability and a consistent quality across campus.
- C. The Division of Campus Safety (DCS) is responsible for managing and maintaining alarm equipment and systems on the University-owned property.
- D. The Division of Campus Safety is the only entity authorized to monitor those alarms installed in University facilities, respond to alarms, coordinate the testing of new and pre- existing alarms, maintain account information and history, and

the maintenance and operation of the alarm receiver, unless specifically authorized by the Senior Vice Chancellor of Business and Financial Affairs.

- E. The video camera surveillance systems installed and maintained by Campus Safety do not incorporate face recognition systems or processes; and do not capture, store or transmit any personally identifiable information.
- F. Face identification technologies may be utilized as necessary for the implementation of video analytic applications including but not limited to occupancy counting, face covering compliance, and other similar tools which may be developed and implemented that aid in the securing of facilities and safety of personnel.

III. **PROCESS OVERVIEW**

- A. The Division of Campus Safety maintains a consultative process by which University departments can coordinate with Campus Safety to establish or enhance physical security or life safety alarm systems.
- B. Campus Safety will manage and maintain all video surveillance and alarm systems.
- C. The University of Denver Information Technology is responsible for maintenance issues on all emergency alarms on existing (VoIP phones) in key locations on campus.
- D. The Office of Facilities Planning and Management is responsible for all campus construction and renovation projects. Security systems are a part of buildings and need to be incorporated into building design. At the beginning of any new construction or facility renovation project, the requesting University department is required to consult with Division of Campus Safety and the Office of Facilities Planning and Management to determine how security and safety issues will be addressed through infrastructure improvements, security design, and/or department reviews and approvals which will be required to meet their needs.

IV. **DEFINITIONS**

- A. **“Alarm System”** is the integration of detection sensors with control and notification components which report to and are monitored by a central station system.
- B. **“Face Identification”** is the analysis of images to isolate faces within the field of view.
- C. **“Face Recognition”** is the coupling of images of faces with biometric data of capable of identifying or verifying a person by comparing and analyzing patterns, shapes and proportions of their facial features and contours.

D. “Video Security System (CCTV)” is a system made up of strategically placed security cameras. It is a system that is made up of IP based security cameras that can be viewed live or recorded video images through a software application that is installed on a PC. The video images are recorded to a network video recorder via the network. These cameras can either be interior or exterior based cameras to deter and/or capture criminal activity as well as protect property.

E. Resources:

1. Policy SAFE 7.10.030 - *Security Cameras Policy*
2. Facilities Management and Planning [Lock and Key Control](#) Policy
3. Campus Safety - [Electronic Security Systems and Technology](#)

Revision Effective Date	Purpose