



UNIVERSITY of
DENVER

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POLICY MANUAL
ALARM AND SECURITY SYSTEMS

Responsible Department: Division of 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
11/5/2021

I. INTRODUCTION

The Alarm and Security Systems Policy governs the design, implementation, control, and responsibilities for the systems and technology related to Alarm Systems 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 Alarm Systems and Video Security Systems to be designed and installed by, or authorized/approved by, the Division of Campus Safety (Campus Safety) due to the:
- regulatory and statutory 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 Systems and Video Security 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 consistent quality of systems across University Premises.
- C. Campus Safety is responsible for managing and maintaining Alarm Systems and Video Security Systems on University Premises (*with the exception of the emergency alarm systems on VoIP phones maintained by Information Technology as noted in paragraph III.C below*).

- D. Campus Safety is the only unit authorized to monitor Alarm Systems 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 University's Video Security Systems may use Face Identification technologies as necessary for the implementation of video analytic applications, including but not limited to occupancy counting, and other similar tools which may be developed and implemented that aid in the securing of facilities and safety of personnel. However, the University's Video Security Systems do not incorporate Face Recognition systems or processes and do not capture, store or transmit any personally identifiable information.

III. PROCESS OVERVIEW

- A. Campus Safety maintains a consultative process by which University units can coordinate with Campus Safety to establish or enhance physical security or Alarm Systems.
- B. Campus Safety will manage and maintain all Video Security Systems and Alarm Systems, except as otherwise provided for in paragraph III.C below.
- C. University Information Technology is responsible for maintenance issues on all emergency alarms on existing VoIP phones in key locations on University Premises.
- 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 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 capable of identifying or verifying a person by comparing and analyzing

patterns, shapes, and proportions of their facial features and contours.

D. "University Premises" includes, but is not limited to, all indoor and outdoor common and educational areas, all University owned, leased, or operated facilities, University owned or operated housing, campus sidewalks, campus parking lots, recreational areas, outdoor stadiums, and University owned or leased vehicles (regardless of location). University Premises does not include municipal property that goes through or is adjacent to campus, such as sidewalks or alleys.

E. "Video Security System" is a system made up of strategically placed, IP-based security cameras connected to a network that allows live viewing or recording of video images through a software application.

F. 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