

## DFA Administrative Directive: #10-01

### Access Control, Security and CCTV Systems

#### 1.0 PURPOSE

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The purpose of this directive is to provide clear direction on the process for approving, procuring and installing access control, security – including panic alarms - and CCTV systems at university facilities.

#### 2.0 BACKGROUND

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In the past disparate systems have been installed at university facilities. This situation has created confusion over program operation, maintenance and response. The intent of this directive is to ensure that all access control, security and CCTV systems installed at facilities fully integrate with the campus standard for such systems in order that program administration may be more efficient and effective.

#### 3.0 OVERVIEW

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- A. Access control, security and CCTV systems shall follow a standard and design protocol to maintain consistency across campus. A work group has been established to facilitate this work and they include: the Chief of Police (Chair); VP, Finance and Administration; AVP, OPC; AVP, HR; AVP, Finance; AVP, Student Affairs; Manager, IT Infrastructure; Assistant Provost, Academic Affairs.
- B. Building Access and Security Systems Control Team.
  - a. The Team will identify opportunities to increase the use of networked electronic lock, security and CCTV systems on campus where appropriate. As a design guideline,, all major capital construction and campus funded building renovation projects require:
    - i. installation of the campus standard networked electronic lock system on all exterior entry doors; and
    - ii. a *Security Assessment*, to be conducted by the Team as part of the design process
  - b. All requests for access control, security or CCTV systems will be forwarded to the Team for assessment.
  - c. The Team is responsible for implementing process, procedures, equipment and operations that fully comply with the established standards and design guidelines. The Team includes representatives from Police (Project Manager); OPC; T & C; Finance; Risk Management, EH&S, and an appropriate building user(s).

#### 4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ADMINISTRATIVE DIRECTIVES, ETC.

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None

#### 5.0 PROCEDURES

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- A. All access control, security – including panic alarm - and CCTV systems at university facilities shall be approved, designed, installed and serviced by the Team.
- B. All requests received for access control, security or CCTV systems installations shall be forwarded to the Team Project Manager (PM). In response the PM will initiate a *Security Assessment*, to be conducted by the entire Team. During the *Assessment* a comprehensive evaluation of the physical site and work program(s) will be accomplished as a means of determining the type(s) of access control, security or CCTV systems necessary – if any – for the goals desired. If such systems are necessary the Team will prepare scope of work and cost estimate documents and submit them to the appropriate authority for approval.
- C. All new construction and major building renovations must undergo a Security Assessment by the Team during the design process. During an *Assessment* a comprehensive evaluation of the physical site and work program(s) will be accomplished as a means of determining the type(s) of access control, security or CCTV systems necessary – if any – for the goals desired. If access control, security and/or CCTV systems are required the Team will prepare scope of work and cost estimate documents and submit them to the appropriate authority for approval.

#### 6.0 DEFINITIONS

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**CCTV:** Closed Circuit Television

**Panic Alarms:** A silent alarm signal sent directly to the police department, triggered by the intentional pressing of a hidden button, which initiates the immediate response of police officers to the location of the button.

#### 7.0 CONTACTS

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John M. Reid, Chief of Police , Chair

Lt. Michael Morris, Team Project Manager

## REVISION TRACKING

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**Document Title:** Access Control, Security and CCTV Systems

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### Review / Approval History (Bi-Annual Review Required)

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12-10-2012	John M. Reid	Reviewed, Recommended
12-19-2012	Anna Pavin	Reviewed, Recommended
01-18-2013	Dan Wakelee	Reviewed, Recommended
01-18-2013	Dave Chakraborty	Reviewed, Recommended
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### Revision History

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