

# UC Davis Policy and Procedure Manual

## Chapter 360, Physical Facilities

### Section 35, Security Alarms

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Responsible Department: Police Department

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#### I. Purpose

The purpose of this policy is to establish the authority and to outline the procedures applicable to installing a security alarm system by any department, division, or unit at the Davis campus or the UC Davis Medical Center, Sacramento. This policy does not apply to fire alarms or environmental monitoring systems maintained by Facilities Management Electrical-Alarm or UCDHS Telecommunications.

#### II. Definitions

- A. Panic alarm--installed in locations identified as having the potential for life-threatening or serious situations that require immediate notification to the police and the reporting party determines it is not safe to use the 911 telephone system. Installation of this type of alarm is limited to areas where the use of the alarm is controlled by authorized personnel.
- B. Intrusion alarm--used to detect unauthorized entry into an area or building.
- C. Robbery alarm--used at cashiering stations or those areas where money, securities, and pharmaceuticals are handled. It should be activated only when a robbery or attempted robbery takes place.

#### III. Policy

- A. The Crime Prevention Unit of the UCD Police Department is responsible for assessing all requests for a security alarm system and for conducting a written, confidential security survey for each request. The survey will contain an overall recommendation regarding the request and a narrative description, without the technical specifications, of the proposed alarm system. This survey is valid for 90 days, at which time a new survey request should be made.
- B. Facilities Management Electrical-Alarm (for units located on the Davis campus) or UCDHS Telecommunications (for units located at UCDMC) will make recommendations regarding technical specifications of the system.
- C. All requests for new alarm systems require approval of the Chief of Police or a designee.
- D. The Police Department will maintain a confidential file of all security alarm requests, surveys, recommendations, and results.

#### IV. Procedures

##### A. Priorities

All requests for alarm service will be assigned a priority rating ranging from nonessential to critical by the Crime Prevention Unit. Where more than one request is being processed, the higher priority will be determined by the Crime Prevention Unit and will receive the first consideration.

##### B. Requests/security survey

1. All requests for security alarm systems shall be directed in writing on a Survey Request form to the Crime Prevention Unit of the UCD Police Department, via the Chief of Police.
2. The Crime Prevention Unit will review the request and provide an initial written security

survey of each area for which an alarm system is requested. The request may also be reviewed by Facilities Management Electrical-Alarm or UCDHS Telecommunications as necessary for special requirements. Such review will be scheduled by the Crime Prevention Unit. Details of the security survey and any ensuing specifications are classified as confidential.

3. Based upon the review and the survey, the Crime Prevention Unit makes a recommendation to the Chief of Police to approve or disapprove the request for the alarm system.
4. If the alarm request is approved, the requesting department must submit the following forms prior to alarm installation:
  - a. Place a work order to the Facilities Management Customer Support Center or UCDHS Telecommunications who will arrange an onsite inspection with the Crime Prevention Unit prior to any design/estimate work being performed.
  - b. Security Alarm Billing Information form.
5. If the alarm request is not approved, the requesting department or unit may request a meeting with the chief of police or their designee to discuss the decision.

C. Installation and testing

1. The requesting department will be responsible for all costs of hardware, installation, and transmission of the alarm signal from the alarm site to the Police Department's central alarm monitoring system.
2. Facilities Management Electrical-Alarm/UCDHS Telecommunications may install the system or will oversee the installation if done by an outside contractor. If an outside bonded contractor is installing and testing the alarm, the Police Department and Facilities Management Electrical-Alarm/UCDHS Telecommunications will be responsible for project review/approval.
3. The Security Alarm Contact Information form must be completed and on file with the UCD Police Department prior to testing.

D. Activation of system

1. The following information is required prior to activating the requested alarm:
  - a. CAD map with alarm points
  - b. Detailed zone information sheet
  - c. Security Alarm Billing Information form
  - d. Security Alarm Contact List
2. Alarm account users must be trained by Facilities Management Electrical-Alarm/UCDHS Telecommunications prior to initial activation of the system.
3. The department must submit the Alarm System Preventive Maintenance form through Facilities Management Electrical-Alarm/UCDHS Telecommunications prior to activation. Preventive maintenance is scheduled every six months, and the authorization must be updated annually.
4. A monthly monitoring fee and false alarm penalty fees will be assessed by the Police Department for each account. Each account holder will receive a copy of the alarm ordinance prior to alarm activation.

5. Subscribers are responsible for updating the Security Alarm Billing Information and the Security Alarm Contact Information as soon as a change is made.

E. Alarm response

The UCD Police Department will respond to all alarms activated or may, if necessary and appropriate, request another law enforcement agency to respond.

1. Those individuals identified as the responsible party for the alarmed area, and who are noted on the notification list supplied to the UC Davis Dispatch Center, will be contacted by phone only when there is an indication of an actual crime having had occurred or suspicious circumstances.
2. When officers, upon their arrival and initial investigation, find no evidence of a crime, the responsible party will be contacted via email.
3. If the responsible party contacts the UC Davis Dispatch Center and is able to supply the Dispatcher with the correct abort code, the police response will be cancelled. The number that should be used is (530)752-1230.

F. Modification and removal of service

1. Written approval must be obtained from the Crime Prevention Unit and Facilities Management Electrical-Alarm/UCDHS Telecommunications prior to any modifications to an existing alarm system. Approval is necessary to ensure continued compatibility with police alarm equipment.
2. The subscriber may discontinue alarm service after consulting with the Crime Prevention Unit. If the subscriber vacates the premises, the Crime Prevention Unit shall be notified, in writing, to discontinue the service. At UCDCMC, prior written approval by the Security Subcommittee is required before removal of service. Once disconnect is approved, a copy of the request is forwarded to UCDHS Telecommunications.
3. To transfer an alarm or to activate an inactive alarm, the subscriber shall follow the procedure for acquiring a new alarm.

**V. Further Information**

- A. Forms are available on the Crime Prevention Unit Web site at [http://police.ucdavis.edu/crime\\_prevention.htm](http://police.ucdavis.edu/crime_prevention.htm).
- B. For further information, contact the Crime Prevention Unit, UCD Police Department, (530)752-6589.
- C. Facilities Management work orders can be placed at (530)752-1655 or online at <http://facilities.ucdavis.edu>.
- D. UCDHS Telecommunications can be reached at (916)734-8700 or online at <http://intranet.ucdmc.ucdavis.edu/telecom/>.