



Texas Christian University Policy

Policy Number: 2.080

Subject: Alarm Systems Control

Effective Date: May 24, 2005

Revised:

I. Purpose

In the interest of campus security, this policy establishes procedures for the purchase and installation of all alarm systems at Texas Christian University. Alarm systems shall include security cameras, panic alarms and intrusion devices.

II. Procedures

1. Any request for an alarm system should follow the traditional path of the Physical Plant's PPD45. The requester will prepare a PPD45 cost estimate form and submit it to the requesting department head for approval.
2. Upon receipt of the PPD45, the Physical Plant will work with TCU Police to determine the appropriate devices and budget requirements.
3. The proposed installation, if approved by the appropriate Vice Chancellor, is to be paid out of funds designated by the Vice Chancellor.
4. The requesting or authorizing unit is to pay for the cost of maintenance for the first year.
5. After the first year, the Physical Plant will assume maintenance responsibilities and budget support.
6. The Physical Plant will coordinate with TCU Police on bidding for the system.
7. The Physical Plant will coordinate with TCU Police and authorizing unit to schedule installation of the system.
8. TCU Police and Physical Plant will establish the appropriate schedule for testing of alarm systems. Any requests for repair will be forwarded to the Physical Plant for coordination and timely repair.