I. **INTRODUCTION** (Purpose and Intent)

This Policy is intended to provide guidelines for the installation and operation of security alarm systems on the University of South Florida (USF) Tampa Campus, and to insure uniformity and maintenance compatibility throughout the USF Tampa Campus.

II. **STATEMENT OF POLICY**

A. All security alarm systems shall be installed by the USF Physical Plant Division and will use only standardized hardware approved by the Physical Plant Division. Existing systems that are currently tied into USF University Police and which are not up to standards shall be brought up to standards at the expense of the department which has the substandard system. Unauthorized security alarm systems are prohibited, and shall be removed or upgraded at the expense of the owner or department.

B. Each department with an installed security alarm system must be connected and monitored by the University Police and will be assessed a monthly fee for each system controller. The fee will cover central station operating costs.

C. The requesting department is financially responsible for funding all aspects of security alarm systems. This will include all equipment, materials and labor to install and maintain the equipment. The monthly fee does not cover the costs incurred by the user's
equipment failure, theft, damage, or department requested modifications or expansion. The cost of those items not covered by the monthly fee will be the responsibility of the department and will be billed accordingly.

**D. Regional Campuses and Separately Accredited Institutions.** Each regional campus and separately accredited institution Campus Executive Officer, Regional Chancellor or designee is responsible for implementing a campus policy on the installation and operation of security alarm systems.

*Current Responsible Office: Administrative Services*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*