

## CCS Administrative Procedure

### 6.00.01-G Security Alarm Systems Approval and Procurement

---

#### Implementing Board Policy [6.00.01](#)

Contact: Chief Administration Officer, Strategy and Administration Services, 434-5037

#### 1.0 Purpose

Community Colleges of Spokane, recognizing the importance of providing and maintaining quality facilities and infrastructure that enhances the delivery of education and support services to our community, will provide for and operate its facilities in an effective and efficient manner. This includes establishing and implementing standards that ensure consistency, operational efficiency, maintainability, and maximum utilization of those working and learning environments. These standards represent best use of state resources and are aligned with Community Colleges of Spokane's mission, values and goals.

#### 2.0 Limitations and Requirements

Among the concerns in implementing this procedure is utilizing systems that advance safety of faculty, staff, students and visitors, security of property, crime deterrence of crime, loss prevention, and general risk management. Security alarms, if appropriately administered, are consistent with this procedure.

- 2.1 The Chief Administration Officer (CAO) is responsible for administering this procedure in consultation with the District Director of Facilities and Director of Security
- 2.2 All district owned and managed facilities are subject to this procedure without exception
- 2.3 This procedure does not diminish or eliminate the standard of care owed by a consultant to CCS or relieve, in any manner whatsoever, a consultant from any professional responsibility, duty, or due diligence required toward the work.

#### 3.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 3.1 Chief Administration Officer: the administrator with assigned authority over the Offices of Facilities and Security.
- 3.2 District Director of Facilities: the administrator responsible for the Facilities Department.
- 3.3 Director of Security: the administrators responsible for the Office of Campus Safety at each respective college campus and related sites.
- 3.4 Facility: a district owned or controlled property, building or component of that property/building.
- 3.5 Security Alarm: a system designed to detect and/or provide an alert to the unauthorized entry or intrusion of a building or other secured area.
- 3.6 Design Standards: administered by the District Director of Facilities, these standards serve as performance-based specifications and preferences to be referenced by design professionals, construction managers, planners, design committees and others participating in capital construction and/or renovation planning. Current standards are included in Administration Procedure [6.00.01-D](#) and are subject to change as standards/practices or code necessitates, without prior notice or posting declarations.

#### **4.0 Process for Requesting Installation of a New Security Alarm**

Requests for installation of a security alarm system into a facility that currently does not have a system will include the following:

- 4.1 Request for placement and installation of a security alarm system shall be made using the Building Improvement Request (BIR) process. The BIR must contain the approval of the unit's appointing authority. If the system exceeds CCS staff capability and/or required procurement regulation the project will be referred to the appropriate capital process. Agreement to fund on-going maintenance, repair, replacement and other associated costs of the system is implied in the request.
- 4.2 Requests will be considered by the District Director of Facilities, in consultation with appropriate facilities, IT and security staff.
  - 4.2.1 IT staff, consistent with current design standards and in consultation with security, will specify the system features and components.

#### **5.0 Process for Requesting Replacement of a Current Security Alarm**

Where an alarm system was installed as part of the original building's state appropriated construction costs, the cost of maintenance, repair and replacement (excluding upgrades) is funded through state allocated maintenance and operation funding.

- 5.1 Where an alarm system was added subsequent to original state appropriated construction through program or college-funding or minor program funding, maintenance, repair, upgrades and/or replacement of that system is funded by that program/college.

#### **6.0 Produced Information**

Information produced from security alarm systems, including but not limited to user management reports and access control information, shall be managed by the district security office.

#### **7.0 False Alarm Responsibilities**

Where a false alarm was caused by a system error or malfunction, response-related expenses shall be the responsibility of the security office. Where a false alarm is caused by an employee not properly disarming the alarm system upon entering an alarm-controlled access point, response-related expenses shall be the responsibility of that offending employee's department. Training in disarming alarm systems is available through the security office. Repeated offenses may be cause for disciplinary action.