

## SECURITY SYSTEMS/ALARMS

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### SUMMARY

This procedure explains what alarm systems and devices are available, and the procedure for requesting these services.

### PROCEDURE

1. Contact Security Management Section (Security Operations Center), Facilities and Utilities Management Division, Internal Services Department (ISD), for security alarm installations and repairs.
2. Security Management Section may recommend, as appropriate: flood lights, window bars, intercoms, mirrors, panic buttons, security cameras, combinations of access control, locks, and burglar alarms.
3. Security Management Section will direct the approved Security Alarm vendor to provide the requesting department contact person with an estimated cost to purchase and install security devices.
4. If department decides to proceed, Security Management Section will forward a Security Management proposal for department's authorization. A proposal signed by an authorized person is required.

#### Exception

If department is in an ISD-managed building, contact the building manager and follow his/her instructions.

### **CONTACT(S):**

#### **Department/Division**

Internal Services Department/Facilities and Utilities Management, Security Management Section, Security Operations Center: 305-375-4500.