University of Pittsburgh
Department of Public Safety & Emergency Management
Integrated Security Division

Policy: Installation Policy
Original Policy Date: 2-18-2019
Last Edited: 1-31-2019

1.0 Purpose:

To describe the collaborative roles of responsibilities of Integrated Security Division.

2.0 Scope:

The Installation Policy covers all physical security components within or around the Oakland campus and facilities of the University of Pittsburgh.

3.0 Policy:

It is the policy of The University of Pittsburgh to help preserve a safe and secure environment for students, faculty, staff, visitors, and the general community by establishing and maintaining standards for all physical security components while facilitating, where possible, an open access environment. Establishing standards includes the design, implementation, testing, installation, and maintenance of electronic security and access control.

The standards and procedures, as established by this policy, shall be implemented for all new construction and facility renovations. This includes the following systems: access control, intrusion detection, closed circuit television monitoring, barriers, and other security applications.

4.0 Integrated Security Department (ISD):

The Integrated Security Department (ISD) is the sole designated unit responsible for all physical security components on the Oakland campus. Staffed by highly skilled technicians, advanced programmers, and an experienced administrative staff, the department maintains a sophisticated infrastructure that ensures that proper safety and security applications are provided to the entire University community.

ISD works closely with the University of Pittsburgh Police Department (UPPD), Facilities Management (FM), University Housing, Panther Central and other University units as warranted. ISD reviews and assesses all security requests from the University community and recommends security solutions, security best practices, and security measures compliant with this policy.

5.0 Design, Implementation, and Installation:

ISD is responsible for assessing, designing, cost estimating, installing and maintaining the physical security components over an appropriate extent of time.

- Assessment - completed within seven days of notification
- Design – generally completed within seven days of an assessment (depending on scope of the project)
- Estimation of project cost – generally completed within seven days of design
- Installation – depending on funding approval, ordering, and shipment of the equipment, installation generally will commence within seven business days of receipt of necessary components

6.0 Installation:

ISD installs all security equipment and materials in accordance with the current recommendations of the manufacturer. The installation shall also be in accordance with:

- Installation criteria defined in these specifications and in the construction documents
- Approved submittals
- Applicable requirements of the referenced standards and laws

7.0 Request for Assessment

If a department is interested in a security assessment or has safety concerns, please visit ISD.pitt.edu and click on the 'Request Service' tab. From there an authorized representative can request a quote for a new solution or request service for existing systems.

8.0 Testing

ISD validates and tests security equipment prior to completing a work assignment. The technicians follow the procedures below to ensure the security equipment is programmed and functioning properly.

- There are two technicians during an initial installation to check the functionality of the equipment

- The technicians complete a *project completion form* (checklist) prior project completion.

- The technicians notify the University of Pittsburgh Police as necessary about the existence of a new system and conduct testing with the UPPD communications room.

9.0 For questions or additional details about this policy, please contact the ISD Director or the director's designee at 412-624-5008.