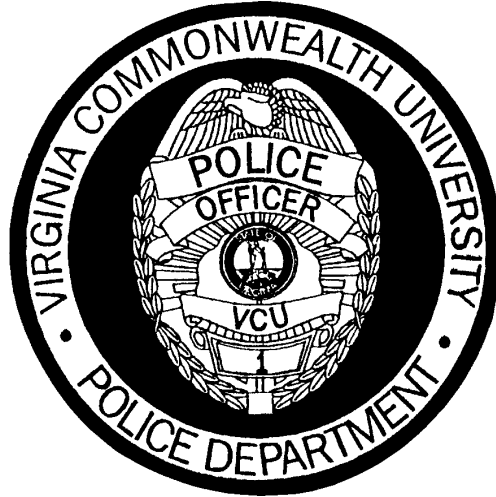


# VCU POLICE DEPARTMENT



## ACCESS CONTROL ATTACHMENTS

## ATTACHMENT A - ACCESS CONTROL DEFINITIONS

### Definitions

*“Security System”* means an assembly of equipment and devices installed in or for commercial or residential premises and arranged to signal the presence of a hazard requiring urgent attention to which police are expected to respond. Such security systems may be installed, maintained, altered, or serviced by an alarm business in commercial or residential premises. In this agreement, the term “security system” shall refer to all systems which are designed to attract the attention and response of the VCU Police department, including alarm bells, horns, strobe lights and other signaling devices which are audible or visible, or which signal into a monitoring station.

*“Alarm User”* means any person who uses a security system within the VCU Campus.

*“Automatic Dialer Alarm”* refers to an alarm system which automatically sends over regular telephone lines, by direct connection or otherwise, a pre-recorded voice message or coded signal indicating the existence of an emergency situation that the alarm system is designed to detect.

*“Virginia Commonwealth University” (VCU)* will consist of Virginia Commonwealth University, Medical College of Virginia, and Medical College of Virginia Hospitals. “Campus” will be used for any and all property owned, rented, leased, occupied, or otherwise controlled by VCU.

*“Chief of Police”* means the Chief of the VCU Police Department or his designee.

*“Dedicated Phone Line”* means a telephone ring-down line that originates from a security system to the monitoring station.

*“False Alarm”* means any security alarm signal communicated to the Police Department which is not in response to actual or threatened criminal activity requiring immediate police response. False alarms include negligently or accidentally activated signal; signals which are the result of faulty, malfunctioning or improperly installed or maintained equipment; signals which are purposely activated to summon the police in non-emergency situations. False alarms shall not include signals activated by unusually severe weather conditions or other causes which are identified and determined by the Chief of Police to be beyond the control of the alarm user.

*“Private Monitoring System”* means a security system sounding and/or recording alarm and supervisory signals at a control station off VCU property.

*“Proprietary Monitoring”* means a security system sounding and/or recording alarm and supervisory signals only at a control center located within the Campus, but not at the VCU Police Emergency Communications Center.

*“VCU Monitoring Center”* means a security system sounding and/or recording alarm and supervisory signals at a control center located within the VCU police Emergency Communications Center.

*“Police” or “Police Department”* means the VCU Police Department or any authorized agent thereof.

*“Alarm Business”* means the business by any individual, partnership, corporation, or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, or installing any alarm system in or on any building, structure, or facility.

*“System Deemed Operative”* means that an alarm system is deemed capable of eliciting a response by the Police Department.

*“Interconnect”* means to connect an alarm system including an automatic dialing device to a telephone line, either directly or through a mechanical device that utilizes a telephone, for the purpose of using the telephone line to transmit a message upon the activation of the alarm system.

*“Building Authority”* is the person or designated person who is in charge of a particular area that has an existing or future security system (Vice President, Director, Chairperson, Dean, Manager, Coordinator, etc.)

## ATTACHMENT B – ALARM BUSINESS OPS

### Regulation of Alarm Business Operations

1. No person(s) shall conduct alarm business on the Academic or Medical Campuses without written authorization from the Chief of Police.
2. Requirements for Authorization
  - 2.1 Application for Registration
  - 2.2 Application for permits issued hereunder shall be made upon blank forms prepared and made available by the Chief of Police and shall state:
    - a. Full name, age, and business address and license number;
    - b. A specific description of the applicant's place of business;
    - c. Name and telephone number of contact persons;
    - d. A brief description of the system to be installed and its intended use;
    - e. Such other information as the Chief of Police shall find reasonably necessary to effectuate the general purpose of this agreement and to make a fair determination of whether the terms of this agreement have been complied with.
    - f. It shall be the responsibility of the registrant to notify the Chief of Police in writing of any subsequent changes in the information provided on the application for registration.
  - 2.3 Department of Criminal Justice Services Permit

The applicant will forward a copy of the DCJS permit to do security business in the State of Virginia with the application.
  - 2.4 Registration Fee

Registration applications shall be accompanied by a non-refundable fee of five dollars (\$5.00) to cover the cost of processing the application and investigating the applicant.
  - 2.5 Notice of Status of Registration Application

The Chief of Police shall act upon the application for the alarm business permit within ten working days after the filing. The Chief of Police will send the alarm business a written response of approval or denial of the registration.
  - 2.6 Appeal of Denial for Registration

The alarm business may appeal the denial of registration. The appeal must be submitted in writing to the Chief of Police within 30 days of the registration denial. The Chief of Police will meet with the alarm business representative within ten working days after receiving the appeal.

## 2.7 Permit Fees

An alarm business permit shall be issued to a successful applicant upon payment of a permit fee of fifty dollars (\$50.00). Such permit must be renewed annually. The annual renewal fee shall be fifty dollars (\$50.00).

## 2.8 Revocation and Suspension

An alarm business permit issued hereunder shall be subject to revocation or suspension by the Chief of Police for violation of any of the provisions of this agreement or misconduct by the alarm business or its employees, after reasonable notice and an opportunity to be heard has been given to the applicant. The Chief of Police shall immediately notify any applicant, by personal service or by certified mail, return receipt requested, of such suspension or revocation. The applicant shall have ten days from the date of service of this notice in which to appeal the revocation or suspension to the Chief of Police.

## 2.9 Training of Alarm User

Every alarm business that installs, monitors, alters, services, or repairs an alarm system shall certify that all alarm users have been instructed in the proper use of the alarm system and that the alarm system complies with all requirements of this agreement.