

Alarm Responsible Party (RP) Renewal

The Security Technology Committee (STC) previously approved you as the RP of the alarms in your area. Please complete this form to renew or cancel your responsibilities for these alarms.

Name:

Email:

CSUID:

Date of Birth:

Continue As RP Remove as RP

Responsible Party: A CSU employee within the academic, administrative or other unit or department where a security alarm system is installed, who has primary responsibility for administering access to an alarmed location and acts as liaison to the STC.

The Responsible Party is responsible for proposing how CSUPD should respond to these alarms originating from their area of responsibility. Proposals for response protocols must be cleared with a representative of the CSUPD prior to activation for the best service and respect for officer safety. The CSUPD will have a unique passcode for these systems, independent from the passcodes issued to users.

It is the responsibility of the department to have personnel available to respond to the site in the event of an alarm condition. CSUPD has the prerogative as the dispatching agency to request a departmental Responsible Party to respond to an alarm condition for the purposes of re-securing and arming the system or discerning the cause of the alarm. If no Responsible Party is available and is deemed a necessity by CSUPD, a Facilities Management Alarm Technician may be called to service and rearm the system with a CSUPD officer. At the discretion of Facilities Management, this service may be subject to an overtime service charge.

Signing below acknowledges that the responsible party has received and read the Security Alarm Systems Policy and agrees to comply as stated.

Requestor's Signature:

Send a copy to the Security Technology Committee by emailing the signed form to james.graham@colostate.edu

Security Technology Committee (STC) Approved

Security Technology Committee (STC) Disapproved

Authorized Signature (STC Representative):