



Campus Safety Department

General Order (GO) No: 5.18	Supersedes: N/A – New GO
Effective Date: 9/22/2023	Relates/Refers to GO: Requests for Security Infrastructure form (website), 1.09 Records Retention
Subject: Requests for Security Infrastructure Enhancements	Distribution: Department Administration, Facilities
Revised: N/A	Is GO on the website: Yes
Revision notes: N/A	Is GO in Report Exec: No
Revision distribution: N/A	Is GO in the ASR: No

Purpose

This General Order outlines the procedures and responsibilities for the Campus Safety Department Administration when reviewing requests for infrastructure security enhancements, including card swipe access, CCTV installation, panic/special alarms or similar. The purpose of this order is to ensure a consistent and thorough evaluation process, thereby enhancing campus security while considering the needs and concerns of the campus community.

Background

The Campus Safety Department is committed to maintaining a safe and secure environment for all members of the campus community. Requests for security enhancements are received periodically to address specific safety concerns or improve access control and surveillance capabilities. This order establishes a structured review process to assess the feasibility, necessity, and compliance of such requests.

Scope & Compliance

This General Order applies to all personnel within the Nazareth University Campus Safety Department. All members of the Campus Safety Department receiving distribution must comply with the guidelines and instructions outlined in this GO. Failure to comply may result in disciplinary action, up to and including termination of employment.

Instructions

1. Request Submission:

- All requests for security enhancements must be submitted using the designated Nazareth University Safety Infrastructure Equipment Request Form - <https://forms.gle/iMhrPqJ8rQnAcWCd6>
- The requestor must provide comprehensive information, including location details, justification, access requirements, and any relevant attachments.
- Upon submission, an email notification will be automatically distributed to the following individuals informing them of a form submission: Director of Campus Safety, Assistant Director of Campus Safety, Fire and Life Safety Officer, Director of Facilities, and the Assistant Director of Facilities.

2. Review Process:

- The Campus Safety Department Administration shall convene regularly scheduled meetings with Facilities Management to review all submitted security enhancement requests. Other relevant departments will be engaged as deemed necessary by Campus Safety and/or Facilities.
- The purpose of these meetings is to evaluate the requests based on their feasibility, alignment with Nazareth policies, budget considerations, and potential impact on campus security and campus operations.

3. Assessment Criteria:

- Requests will be assessed based on the following criteria:
 - Justification: The requestor must provide a clear rationale for the security enhancement, citing specific incidents or concerns.
 - Feasibility: The technical feasibility and impact on existing infrastructure will be considered.
 - Budget: The availability of funding and budget allocation will be evaluated.
 - Compliance: Requests must comply with Nazareth and campus safety policies and regulations.
- The requestor shall be contacted by a Campus Safety and/or Facilities representative if further information is needed to assess the request.

4. Response to Requestor:

- After the review process, the Campus Safety Department will promptly respond to the requestor with one of the following decisions:
 - Approval: If the request is approved, the project will move ahead to the design stage which will include a cost estimate. Details regarding the next steps will be provided to the requestor.
 - Denial: If the request is denied, the reasons for denial will be communicated along with suggestions for alternative solutions, if applicable.

Responsibilities

- **Requestor:**
 - Responsible for submitting a complete and accurate Nazareth University Safety Infrastructure Equipment Request Form and cooperating with the Campus Safety/Facilities Department throughout the review process.
 - Secure funding for the project upon completion of the cost estimate (if approved to move to this step)
- **Campus Safety Department Administration:** Responsible for conducting thorough reviews, making informed decisions, and communicating effectively with the requestor.
- **Facilities Management:**
 - Collaborates with the Campus Safety Department in assessing the technical feasibility and budget implications of security enhancement requests.
 - Generally, Facilities is the responsible department once a project is approved to move to the design phase.

Contacts

For inquiries or assistance related to the Security Enhancement review process, please contact the Director of Campus Safety.

Recordkeeping

All security enhancement requests will be maintained as official records by the Campus Safety Department for a period specified by campus recordkeeping policies and regulations.

Amendments and Revisions

This GO may be amended or revised as needed to ensure its alignment with applicable laws, regulations, and best practices. Any proposed amendments or revisions should be communicated to the Assistant Director of Campus Safety for review and approval. This GO has been reviewed and approved by the undersigned. Any changes to this GO require the same level of review and approval before implementation.

External Stakeholders copied

Facilities Director: _____

Facilities Assistant Director: _____

[I have reviewed this GO and understand what to expect from Campus Safety, and what is described here meets the operational needs of my Department.]

Approval

Date

Director of Campus Safety: _____

Fire and Life Safety Officer: _____

Assistant Director of Campus Safety: _____

Please acknowledge receipt and understanding of this GO by signing by September 30, 2023.