

CAMPUS SECURITY STANDARDS



UNIVERSITY POLICE



California State University, Chico
Division of Business and Finance
Security Standards

Physical Security

UPD, in collaboration with FMS, BITS, and CCSV, has developed a number of campus standard guidelines and practices used to support and deliver predictable security services to all facilities owned or controlled by CSU, Chico.

University Police (UPD) has the responsibility of providing management, operational and design oversight for all the campus' physical security systems. This responsibility extends to all auxiliary units and any off-site facilities owned or controlled by the university.

Physical Security components will not be purchased or installed anywhere on campus without a physical security assessment and approval of concept by the Chief of Police. UPD is responsible for performing physical security assessments and consultation services for all stateside and auxiliary facilities prior to the purchase or installation of any physical security components. UPD conducts these assessments with the assistance of FMS, BITS, CCSV personnel, and the requesting department.

Additionally, UPD helps to educate the campus community about physical security.

Request Service or Help

If you are experiencing difficulty with existing door access or alarms, please contact the [Key Shop](#) at Facilities Management and Services. For information about security cameras, request additional information about campus security components please contact University Police at (530) 898-5555.

Cost

In general, the initial expense for all approved components associated with the installation of physical security devices in new stateside capital construction or renovation projects is included in the project budget. Once a project in a stateside facility is complete, the ongoing maintenance and replacement costs of all components, as well as any software licensing costs, is also centrally funded.

The initial cost, as well as the ongoing costs for maintenance, replacement, and software licensing services for systems and/or devices in auxiliary owned or managed facilities, are the responsibility of the auxiliary.

General Provisions:

- Security standards apply to all facilities designed, constructed, renovated, or improved after January 1, 2018.
- UPD will, at the beginning of any new facility (building or grounds) construction, renovation or improvement project—or upon a department’s request for physical security components—perform a physical security assessment. The security assessment will determine the need for, and guide the installation of, Program components.
- The campus Police Chief shall approve the purchase and installation of all Program components on campus regardless of funding source.
- The Program shall be in compliance with ADA requirements, taking into consideration people with mobility, hearing, visual, or other impairments.
- All Program equipment, including controllers and power supplies, shall be located in accessible but secured locations.
- All Program monitoring and access control equipment shall be connected to an “emergency circuit” that provides back-up power in the event of an electrical emergency.
- All Program controllers and power supplies installed in newly constructed buildings shall be designed with capacity that allows for expansion.
- Key and Access Card Standards:
 - Reference the FMS Access Procedure [here](#).
 - University Housing procedures are found [here](#).

Door Access System Standards

The campus standard for door access will be a networked electronic-locking mechanism and security system that utilizes networked card readers with real-time reporting and local alarms. Campus ID proximity cards will be used in conjunction with PIN's to unlock doors. Intrusion alarms will be routed to UPD. Facilities with electronic controls on perimeter doors can be remotely controlled in the case of an emergency.

The electronic access control management platform records various types of system transactions. The collection of these stored transactions is called the system journal. Information on the system journal shall not be released to anyone outside of the FMS Key Shop or UPD without prior authorization from the Chief of Police.

Minimum requirements for all exterior doors:

- Provide electronic door locking devices that ensure for two-factor (proximity/pin) identity based access and allow for remote monitoring and establishment of door status (Secured, Unsecured, Open, Closed). Exterior entry doors must also allow for keyed entry in addition to identity based access.
- Exit only doors: Lock exterior hardware and provide for remote monitoring of door status.
- Automatic Doors: All disability access doors shall be fully integrated into the central security system.
- Each building shall have a system to provide quick access to a master key for public safety personnel.

Minimum requirements for interior doors:

- Electronic door locking devices that ensure for two-factor identity based access and allow for remote monitoring and establishment of door status (secured, unsecured, open, closed) will be installed for the following:
 - Rooms that contain items presenting a high risk for theft, damage, injury, or other loss (i.e., research or computer labs)
 - Multi-purpose rooms, classrooms, and conference rooms
 - Electrical, mechanical or communication rooms
 - Doors opening into land-locked courtyards
 - Custodial closets
- All interior doors—with the exception of multi-fixture restrooms—can be locked from the inside for all new and renovation projects.
- All other doors may be fitted with a traditional keyed mechanical lock.

Security Camera System Standards

The campus utilizes a centrally managed video management software (VMS) that manages camera views, events, and operator user rights. It can receive analytics and smart alerts from cameras and recorders, **AND** the enterprise security and access control management platform.

Digital video files stored within the VMS shall not be viewed or released by/to anyone without prior authorization from the Chief of Police. Digital video files will be stored in accordance with campus record retention schedules.

Network Cameras will utilize the following minimum requirements. All cameras utilized must integrate with the campus VMS and access control management platform.

Feature	Requirement and/or Preferred Capability
Resolution	Full HD (1080p), higher preferred
Scanning	Required Progressive
Wide Dynamic Range	Require at least 10 dB, higher preferred
POE support	Required, max less than 15 W
Video CODEC	H.264 (min) / support for H.265 and MJPEG preferred
Vandal resistant	Preferred
Varifocal lens	Preferred motorized (within 3.5 – 9 mm range)
Fixed Lens	Required to support 3 levels within the 3-12 mm range within the same camera model
Frames per second	30 minimum, some capability for 60 preferred
IR Cut Filter	Required
IR Illumination	Required with a range of at least 150 ft. / longer preferred
Type	Dome preferred
SD Card support or local recording	Preferred
Corridor / Hallway view	Preferred
Analytics	Required: Motion, Audio and Temper Detection Preferred: Defocus and people counting
IP Rating	IP52
SSL Support	Required
802.1X	Required, EAP-TLS preferred
IP Address Filtering	Required
Backlight Compensation	Required

Indoor cameras, in addition to the camera requirements above, must support these additional features:

Feature	Requirement and/or Preferred Capability
Mounting Options	Required: Included or available accessories for surface mount to wall or ceiling with or without a junction box, support for suspended mounting on a pole, side-entry conduit mounting option as well

Example Cameras:

- Axis P3225-LV Mk II (HD 1080p), P3228-LV (4K)

Outdoor Cameras, in addition to the camera requirements above, outdoor cameras must support these additional features:

Feature	Requirement and/or Preferred Capability
IP Rating	Required: IP66
Pan-Tilt-Zoom	Preferred
Mounting Options	Required accessories included or available to accomplish: (1) surface mount to wall or ceiling or without a junction box; (2) suspended, hanging mount on a pole; (3) surface mount to a wall with side-entry conduit mounting option as well; (4) Wall mount (with 90 degree pole bend); and (5) Parapet mount
Operating Conditions	Required at least 0 degrees F to 122 degrees F

Example Cameras:

- Axis: P3225-LVE Mk II (HD 1080p), P3228-LVE (4K)

Minimum locations for interior cameras:

- Networked cameras will be installed at all perimeter doors possessing electronic locking devices that ensure for two-factor (proximity/pin) identity based access and allow for remote monitoring and establishment of door status (Secured, Unsecured, Open, Closed).
- Networked cameras in other areas will be authorized by the Chief of Police in accordance with a completed physical security assessment.
- Except in emergency or investigative situations, all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.

Minimum locations for outdoor cameras:

- Networked cameras will be installed in a manner that provides comprehensive coverage of all public areas on campus. Public areas include, but are not limited to, campus grounds, parking areas, building exteriors, loading docks and storage areas, areas of ingress and egress, common areas of residence halls, gymnasiums, recreation areas, and retail establishments.
- Except in emergency or investigative situations, all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.

Other Physical Security Standards

In addition to the Door Access and Security Camera systems, the following general standards will apply:

Facilities Security:

- Stairwells, hallways, and restrooms are uniformly and adequately lit.
- An emergency procedures chart is, at a minimum, permanently affixed in all building lobbies, lecture halls, classrooms, laboratories, meeting rooms, and recreational spaces.
- All interior rooms are numbered and labeled for users.
- Classrooms, laboratories, or meeting rooms have window coverings.

Grounds and Parking Lot Security:

- All areas and walkways are uniformly and adequately lit.
- Shrubs and foliage adjacent to all use areas and walkways are designed and trimmed to allow for good line of sight.
- Two-way emergency/information communication devices that provide dedicated contact between the police department communications center and the device are installed in readily available locations.
- A campus standard networked security camera system is operational in all public areas on campus.
- If possible, the parking lot design provides for one-way circulation.