

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		C-5
How Do I Request or Obtain an Alarm System or Code?		

A. Brief Description

These procedures are established to assist all staff, including supervisors and faculty to request or obtain an alarm code?

B. How To

1. For the safety and security of the students, staff and faculty members as well as the protection and safeguard of the College and District assets, many areas and buildings within the College are protected by alarm systems.
2. If any department, area, building, office or room needs an alarm system, the request is made to the Facilities Department for approval and to confirm with the Budget Office that there is budgetary appropriation for the procurement of the alarm system.
3. Upon approval by the Facilities Department, the request is then forwarded to the Information Technology Department.
4. The Information Technology Department arranges for an outside vendor to install the alarm.
5. If the alarm is to be installed for an outside contractor and the contractor will be requesting its own vendor to perform the installation, the installation must be coordinated with the Information Technology department.
6. The Information Technology Department must be involved in all alarm installations and set-ups.
7. Upon installation of the alarm system, the Information Technology Department must test the alarm system and provide a copy of the alarm code with the exact location or building to the Sheriff Office.
8. All new buildings constructed on the College campus comes with an alarm system.
9. In order for the User Department to obtain the initial code, the User Department must complete or fill-out the Alarm Code Form and obtain approval from the Department Chair or Head.
10. The initial code will be assigned to the Department Chair or Head by the Information Technology Department.
11. Subsequent alarm code for additional staff will have to follow the same process of completing the Alarm Code Form and obtaining the Department Chair or Head approval prior to issuing a new code to any other employee.
12. If the alarm code is forgotten or lost by any employee who was originally assigned an alarm code, the Department Chair, Head or Supervisor should e-mail the Information

Technology Manager for a new code. There is no need to fill out another request for alarm code since one will already be on file. The lost code must be deleted by the Information Technology Department.

13. If the Department wishes to utilize a single code for all the staff members within the department, a Request for Alarm Form must be completed by the Department Chair, Head or Supervisor for the code. The code will be assigned to the Department Head for subsequent distribution.
14. The Department Head can then assign the code to the various staff that he or she chooses to.
15. The alarm code will be assigned to the Custodial Department only upon approval by the Department Head or Chair.
16. The alarm will automatically trigger at the Sheriff Office if there is an illegal entry or any malfunctioning of the alarm.
17. The code can be reset upon e-mail request by the Department Chair or Head.
18. Basic Training on the alarm usage can be provided by the Information Technology Department upon request or by visiting the IT website at <http://adminsvcs.lacitycollege.edu/it/alarm.html>.