

4.4 Door Access Control and Security Camera Procurement Procedure

Effective Date: February 26, 2014

Revised Date: May 26, 2026

Responsible Offices: University Police Department (UPD) & Information Technology Services (ITS)

Contact: Randy Martin (UPD) - (870)972-2093 & Heather Boothman (ITS) - (870)972-3933

1. Purpose

This procedure establishes mandatory institutional requirements for the procurement, installation, and integration of door access control systems and security cameras at Arkansas State University. Its purpose is to ensure that all security systems deployed across campus are compatible with enterprise infrastructure, centrally managed, and compliant with university security and safety standards.

2. Scope

This procedure applies to all departments, colleges, administrative units, and affiliated entities of Arkansas State University that plan to purchase, install, or upgrade any electronic door access or security camera systems.

It includes all funding sources, procurement methods, and installation types, including purchases construction contracts, or direct requisitions. **Please note, a P-Card should not typically be used for the procurement of security camera systems or installation of electronic door access.**

3. Background

Historically, departments independently purchased security and door access control systems that were not compatible with university infrastructure. This practice created fragmented systems, hindered central monitoring, and reduced reliability and effectiveness of campus-wide safety operations.

To address these issues, the Security Task Force and ITS established a unified standard requiring institutional approval and oversight prior to any purchase or deployment of these systems.

4. Standard Requirements

All purchases or installations of security cameras and door access control systems must be approved by the University Police Department (UPD) and Information Technology Services (ITS) before any purchase order or construction contract is initiated.

Approved systems must integrate with:

- The centralized door control infrastructure managed through the Campus Card Center, and
- The central security monitoring systems accessible to UPD for real-time incident response and emergency operations.

All equipment and software must comply with current enterprise technical standards, network security requirements, and access control integration protocols maintained by ITS. Systems that do not meet these standards will not be connected to institutional networks or authorized for monitoring.

5. Purchase Procedure

The following procedure outlines the required steps departments must follow to ensure that all door access and security camera purchases are properly reviewed, approved, and integrated into the university's enterprise security and network infrastructure. These steps are designed to maintain system compatibility, uphold security standards, and streamline coordination between ITS, UPD, and the requesting unit.

1. **Pre-Procurement Review**

Departments must coordinate and submit proposed security camera or door control purchases to ITS and UPD for review prior to procurement. Departments should contact Randy Martin (rmartin@AState.edu) in UPD for security cameras, and for electronic door access control, Heather Boothman in ITS (hboothman@AState.edu). Technical documentation (system specifications, vendor information, and integration details) must accompany the request.

2. **Compatibility Assessment**

ITS Infrastructure & Networking will review network, power, and system integration compatibility. UPD will review camera placement, field of view, and access configurations for compliance with campus safety objectives.

3. **Approval and Authorization**

Written approval from both ITS and UPD must be obtained before the procurement process proceeds.

4. **Installation and Verification**

Upon installation, ITS and UPD will verify system functionality and integration with central management systems.

6. Compliance and Enforcement

Failure to obtain approval from ITS and UPD prior to purchase may result in:

- Equipment not being integrated into university systems for monitoring or access control.
- Revocation or cancellation of the purchase order.
- Departmental responsibility for replacement costs to meet compliance standards (if procurement took place without necessary approvals).

Non-compliance will be reported to the respective Vice Chancellor (and/or College Dean) and Procurement Office.

7. Student Housing and Residential Use

Students residing in university housing are also subject to institutional policies and housing regulations regarding security devices, monitoring equipment, and recording technologies within residential facilities.

Students should refer to the current [Student Handbook](#) and consult with University Housing and/or Student Affairs regarding any questions related to permitted devices, privacy expectations, or residential policies.

Recording and monitoring devices, including but not limited to Ring cameras, doorbell cameras, internal surveillance cameras, or similar recording devices, are not permitted within university housing facilities unless expressly authorized in writing by the university for approved institutional purposes.

The university reserves the right to require removal of unauthorized devices that violate institutional policy, student privacy expectations, housing regulations, or applicable safety and security standards.

8. Standards Review

This document will be reviewed and reaffirmed annually, or upon significant changes to university IT governance, systems, or regulatory requirements.

Effective Date: October 6, 2025

Next Review Date: October 6, 2026

Version: 2.0

Version	Date	Description	Author
1.0	Feb 26, 2014	Original directive/standard established by Security Task Force.	UPD / ITS

2.0	Oct 4, 2025	Reformatted under ITS Standards and Procedures framework in preparation for new university website; modernized language.	UPD / ITS
3.0	May 26, 2026	Added section 7 for Student Housing and Residential Use	UPD / ITS

Revision #5
Created 2025-10-06 15:54:06 UTC by Christopher Boothman
Updated 2026-07-28 20:07:30 UTC by Jacob Weaver