



SECURITY SURVEY REQUEST FORM

Please complete the non-shaded areas of this form to request the SUNY Potsdam University Police Department to conduct a security survey in your area. Survey location must fall under the purview of the requesting department/office. Once the assessment is complete, UPD will issue recommendations regarding appropriate security/surveillance measures. Subsidization of such measures is neither implied nor implicit. Video surveillance equipment may not be installed without recommendation from the UPD and approval by the Vice President for Business Affairs. Other security measures may be approved by UPD with this form.

Department/Office:

Contact Person Name/ Phone number/E-mail

Please describe the area or room(s) to be surveyed and the reason you are requesting security equipment or access restriction. Rooms or areas must fall under the purview of the requesting office.

Type of security hardware/system you would like to request for the space:

Video Camera Electronic Door Access Door Combo Lock

Panic Alarm Burglary Alarm System Other

Not Sure/Awaiting Recommendation

Specify funding source for implementation of recommended security/video measures:

Please sign and date, then forward to Chief of University Police, Van Housen Ext., 1st Floor.

Signature:

Title:

Date:

THIS AREA FOR UNIVERSITY POLICE USE ONLY

Officer conducting the survey:

Signature:

Date:

Assessment:

Notes:

Recommendations:

Approved by Chief of University Police

Yes

No

Signature:

Date:

If approval includes surveillance camera installation, complete area below:

UPD forward to Vice President for Business Affairs

Approved by Vice President for Business Affairs

Yes

No

Signature:

Date:

Comments:

Vice President return to UPD.

UPD forward final determination to requesting office

Date:

Survey Closed Date:

Chief of University Police Signature:

Form Update 10/14/14.