Cameras

Summary/Purpose: This policy defines the authorization process, standards, and monitoring of cameras located throughout the campus installed primarily for security reasons. Other reasons may be justified.

General:

Following are general items that will be followed:

- Departments will identify the requirements and provide justification in determining if recording hardware is required in the department.
- Departments wanting video recorded in a central location must discuss the one-time as well as annual costs with the department director, chair and dean. There is not a location designated or equipment available for recording video in a central location.
- Camera systems not currently capable of web monitoring should be upgraded to provide this capability.
- Cameras will be installed if properly justified for security and control reasons.

Standards:

Following are the minimum standards that a camera system must have:

- Web based – cameras can be monitored via the web.
- Capability of connecting to fiber optics for direct connect recording.
- Recording equipment must be capable of accepting all recognized camera brand names.

Authorization Process:

The person needing a camera installed inside or outside of a building must follow these procedures:

- Approval of the department director, chair or dean.
  1. Written request signed by the department director, chair or dean must be forwarded to the Campus Police (see form below).
  2. Once approved, Campus Police will return a copy of the approved document to the requesting department.
- Written approval from Campus Police must be maintained in the departmental office.
- Purchase hardware, software and installation services through normal procurement procedures. Procurement must have written approval (see Request below) signed by the department director, chair or dean and Campus Police before they will process requisition for equipment. Equipment purchased without this approval will be paid for by the person ordering the equipment.
Viewing of Video:

To view information recorded in a central location, the following procedures will be followed:
- Only people authorized by the director, dean or chair of department are authorized to view video from the camera.
- All camera systems must be configured to provide viewing capabilities to the Campus Police department.

Monitoring of Cameras:

- Monitoring, recording, or both will be decided by the owner of the camera system.
- It is the department director, chair or dean responsibility to control access to monitoring of video that is maintained in the departmental office.

Installation and Maintenance:

Departments must assume the following responsibilities related to maintenance and installation:
- Campus Police will perform the departmental assessment regarding the use, placement, authorization and paperwork about the cameras.
- Departments will be responsible for all costs related to purchase, installation, monitoring, software, annual costs (if applicable) and direct connect fiber – if necessary.
- Departments will be responsible for maintenance of camera systems. All systems must be maintained or removed from service. Service and maintenance will be paid for by the department owning the cameras and equipment. The department will decide whether this will be done internally or externally.
- Cameras and other associated equipment will be listed on the departmental property inventory equipment list and is the responsibility of the requesting department to keep track of for auditing purposes.
- Departments seeking to acquire video surveillance equipment that will be connected to the campus ID System must contact the Department of Contractual Services for vendors and cost analysis.
- Contractual Services will be responsible for periodic site visits and maintenance checks of cameras and equipment for only those systems connected to the ID system.
- Contractual Services will bill annually for maintenance based on the type, size, and complexity of the system connected to the ID System. Annual fees should be considered during the authorization/approval phase prior to the purchase and/or installation.
- Telecommunications will install the wiring or fiber to connect cameras and equipment on a time and material basis. Repairs to wiring or fiber will be on a time and material basis.
- Notify Campus Police when installation is complete.
CAMERA INSTALLATION REQUEST

Date _________________________________

Department Requesting Camera(s)________________________________________

Building ____________________________________________________________

Make and Model of Camera(s) ___________________________________________

Number of Camera(s) __________________________________________________

Purpose of Camera(s) __________________________________________________

Camera(s) will be [    ] Monitored and/or [    ] Recorded

Monitored – by _______________________________________________________

Recorded – how ______________________________________________________

Location of Camera(s) to be Installed (classroom, hall,

______________________________________________________________

______________________________________________________________

Requested by _______________________________________________________

Approved by: _______________________________________________________

(Vice Chancellor, Dean, Department Head, or Director)

Site Visit Conducted on ______________________________________________

Approved by Campus Police ___________________________ Date ____________

The completed form must be faxed to Procurement Services before a purchase order will be issued for the camera(s) and installation.