

POLICY STATEMENT

Subject: Surveillance Camera Policy

Date:

March 3, 2010

November 9, 2009

November 20, 2017

Distribution Code:

Reference Number:

Addition

Deletion

New Item

Originating Office:

Office of Public Safety / Police

President's Approval

Purpose

Surveillance
Monitoring or
Recording The process of using a surveillance camera to observe, review or store visual images for purposes of deterring crime and protecting safety and security.

University
Facilities All University space on University owned, leased or controlled property, both internal and external, and includes all buildings, offices, common spaces, labs, grounds, and all other spaces.

Surveillance
Review Panel A group comprised of the Vice President for Administration and Finance, Director of Public Safety and Police, and one delegate each from the Office of Human Resources and Information Technology Services.

Responsibilities

Surveillance Review Panel –

Reviews all requests for installation and/or placement of surveillance cameras.
Reviews complaints regarding surveillance camera locations and determines whether the policy is being appropriately followed. Periodically reviews existing surveillance camera locations to ensure that the placement of fixed location surveillance cameras conforms to this policy.
Provides a copy of this policy to supervisors involved in surveillance monitoring and recording.

Supervisors of Operators Involved in Surveillance Monitoring and Recording- Provide a copy of this policy to camera operators.

All Operators Involved in Surveillance Monitoring and Recording- Receive a copy of this policy and provide written acknowledgement that they have read and understood its contents and will perform their duties in accordance with this policy.

Vendor from whom surveillance camera system is purchased – Conduct initial training for all operators and provide certification for each person who is trained.

Procedures

1. Requests for installation and/or placement of surveillance cameras in university facilities must be approved by the Vice President for Administration and Finance and the Review Panel.
 - a. The requestor must submit the Request for Surveillance Camera Form (Appendix B) to their immediate supervisor to obtain approval from the manager of the department or division.

b. The manager of the department or division must submit the request form electronically to the Review Panel.

2. The Review Panel will consider all requests and make a recommendation for approval or denial to the Vice President for Administration and Finance.
3. Upon approval of the Panel, the requesting supervisor should consult the Procurement Office regarding the type of equipment to be purchased. Equipment should not be ordered prior to receiving installation approval.
4. Upon approval of the Panel, the requesting supervisor should consult the Procurement Office regarding the type of equipment to be purchased. Equipment should not be ordered prior to receiving installation approval.

Appendix A

SURVEILLANCE CAMERAS CURRENTLY IN USE ON CAMPUS

Department or College: _____

Department Manager or College Dean: _____

Date submitted: _____

Cameras are permanent: Yes ___ No ___

Are cameras linked to IUP's main system: Yes ___ No ___

Number of cameras in operation: _____

Location of cameras (building, floor, room or area):

- 1.
- 2.
- 3.
- 4.
- 5.

** If more than five cameras give the location of each camera on a separate piece of paper.

What is the purpose of the camera(s)?

Are cameras in proper working order? Are images clear and recognizable?

Are there cameras in place that are:

Not working - Yes _____ No _____

Dummy cameras - Yes _____ No _____

RETURN COMPLETED FORM TO IUP PUBLIC SAFETY OFFICE, UNIVERSITY TOWERS

