



Application for Non-Instructional Video Camera Installation

(Instructions: Initial application: complete part A of this form and submit to Susie Goodrum, EAC Administrator, Business Applications, Box 5919. Upon completion of the project, complete part B noting any changes from part A and submit to EAC Administrator. In both cases, please submit signed original and electronic copy.)

Requesting Department: _____

Project: _____



1. # of Video Camera

Total # of Video Cameras requested to be installed: _____

If request includes multiple cameras, please breakdown list of cameras by category (ex:entrance doors w/ exterior cameras, entrance doors w/exterior cameras, building exterior cameras, pool cameras, etc.) and give total # of cameras for each category.

2. Location

List proposed location for each camera. (Please attach a location diagram).

3. Purpose and targeted area

Describe the purpose and intended targeted area for each camera category listed in Item #1. (Example: The purpose of an exterior building camera in the residence life area maybe to enhance the safety and security of the student living community. The targeted area may be the north main entrance of “said” building. You may also want to provide area measurements and perhaps a diagram).

4. Camera Manager

Provide name of person who will assume the role of camera manager. This person is designated by the requesting department head. (The camera manager will be specifically responsible for monitoring video cameras for the proper operation ensuring lawful and sound use of cameras. The camera manager is also responsible for maintaining permissions access to the camera/images).

5. Access Permission

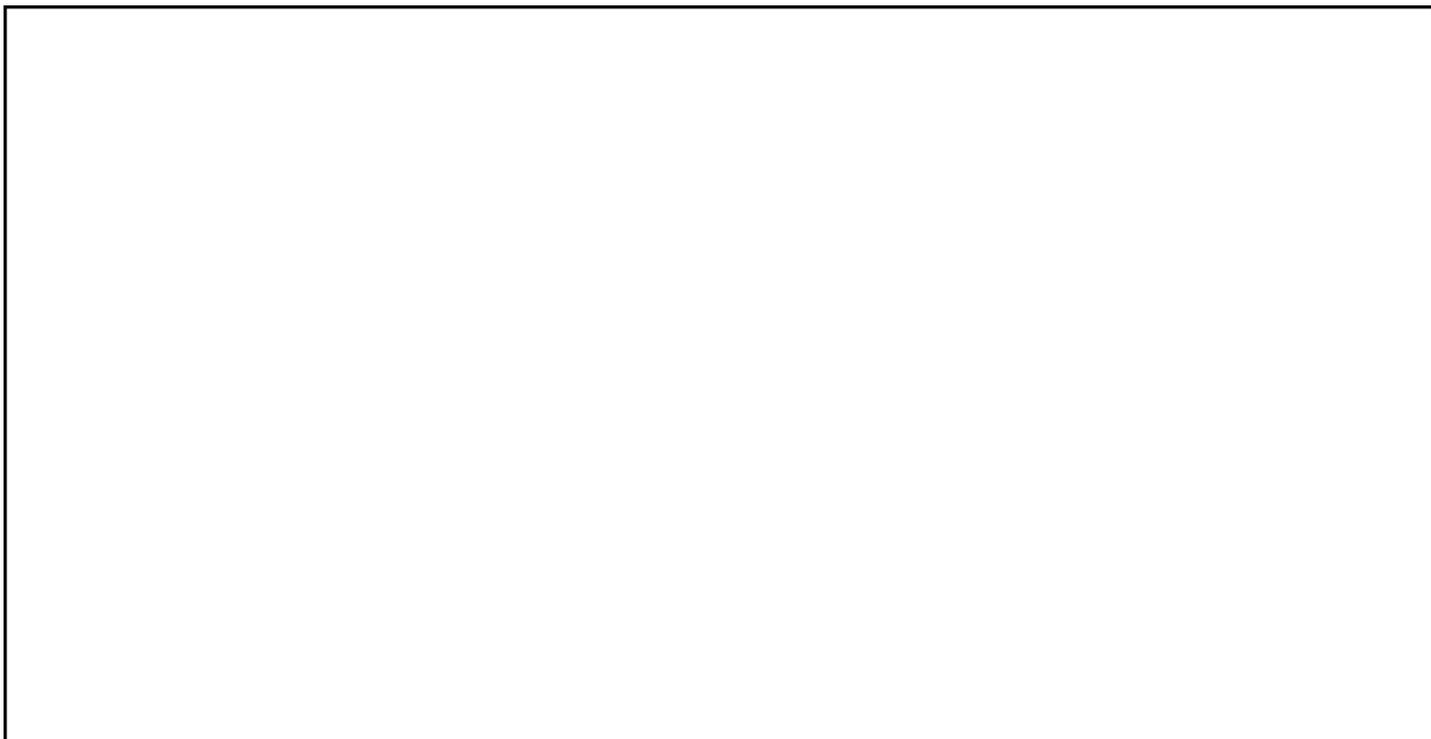
Provide a list of all persons (including position title) with access permission for the camera(s). (access permission is to view recorded or live images, archival permissions, etc.)

6. Signage – Do you intend to use signage: ___yes ___no

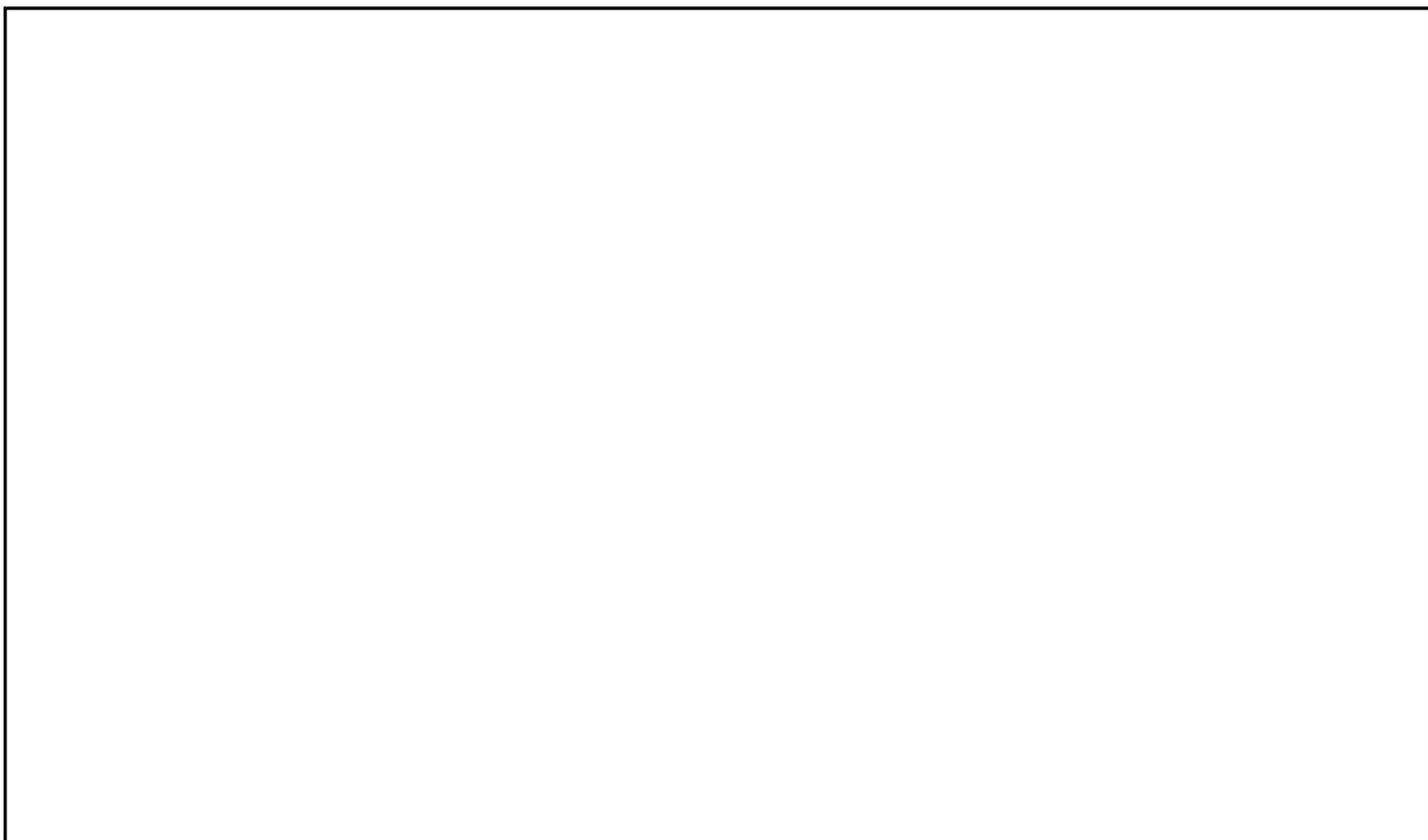
If yes, give general location of where signage may be placed:

(Signage is encouraged in public spaces as a deterrent. Suggested verbiage: “NOTICE: This area is being recorded by video cameras”)

7. Describe other security measures being taken in the area(s) the camera(s) are targeting (card readers, burglar alarms, etc.)

A large, empty rectangular box with a black border, intended for the user to describe other security measures being taken in the area(s) the camera(s) are targeting.

8. Please provide any additional information you feel is pertinent to this request.

A large, empty rectangular box with a black border, intended for the user to provide any additional information they feel is pertinent to the request.

9a. Departmental Monitoring of Video Cameras Departments may request to monitor video cameras in their facilities to enhance the safety and security of facility operations. Please provide justification below to request monitoring of video cameras.

9b. List below the employee position(s) title that will be trained to perform **Monitoring duties** for department.

Project Type (check one):

Academic

Administrative

Auxiliary

Replacement Plan:

Initial

I understand the department responsible for this project is responsible for replacement of **all** camera and server equipment when damaged or out of life cycle.

Submitted by

Date

Department Head

Date

Reviewed by Electronic Access Control Administrator

Date

Approved by Security Committee

Date

Vice Chancellor Approval (after approved by Security Committee)

Date