

University of Texas at El Paso Camera Surveillance System Policy

1.0 Introduction

This policy sets forth procedures concerning the functionality, design, purchase, installation, and operation of the camera surveillance systems within the University of Texas at El Paso.

2.0 Definition

Camera Surveillance System – Includes any video camera surveillance system used for the purpose of viewing and/or recording video images on UTEP property.

3.0 Scope

This policy is applicable to all UTEP affiliates, faculty, staff, and students. It pertains to any property or facility under the direction of UTEP.

4.0 Policy

Departments considering purchase or acquisition of a camera surveillance system must complete a Request for Video Surveillance System and forward it to the UTEP Chief of Police. A representative from the UTEP Police Department will discuss system design and specifications with the requester and evaluate the request.

If approved, the UTEP Police Department will notify the requestor and coordinate purchase and installation with Purchasing, Facility Services, and Information Technology Services. All systems and equipment must be compatible to UTEP's video surveillance standards established by UTEP.

Video cameras and peripherals should be installed in locations approved by the University Police Department. Cameras and fixtures should not interfere with other security systems or building fixtures.

Installation of Video Systems and cameras does not infer or ensure video output will be continuously monitored by University personnel.

4.1 Video Access

All video data will be stored for a minimum of 30 days. Only personnel authorized by the UTEP Chief of Police will have view access. Distribution, editing, or deletion prior to the required 30 day retention period, and copying of data is prohibited without the written consent of the UTEP Chief of Police.

5.0 Enforcement

Any violation of this policy may be subject to disciplinary action, up to and including termination of employment.