

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-62**  
**Video Surveillance**

**Definition:**

Surveillance system - a non-academic instruction video and/or audio capture system with the primary intention of monitoring activity, recording activity, promoting safety or deterrence of unwanted activities.

**Purpose**

This policy is intended to regulate the use of all electronic surveillance systems owned by Sam Houston State University or used on University properties.

**Oversight**

The University Police Department (UPD) is delegated authority over all aspects of these systems.

UPD is delegated authority to make determination regarding the applicability of this policy to specific instances of surveillance installations.

UPD will at all times, regardless of delegation or exception, retain authority over all aspects of surveillance systems.

Individuals or entities wanting to acquire or accept a resource which will provide non-academic instruction surveillance, must contact UPD prior to acquisition for determination of applicability of this policy.

Individuals or entities asserting academic classification of their resource, have the responsibility to consult with UPD at the time of acquisition or use, which ever comes first, to assure proper classification and overall compliance with this policy.

**System Usage**

The primary function of a surveillance system will be to assist the University Police Department or other official investigative entity, in the official investigation of possible criminal acts, policy violation or situation monitoring.

Video surveillance will be conducted in a professional, ethical, and legal manner. Any diversion of surveillance records other than its intended official purpose is strictly prohibited. No video or audio captured by the use of these systems will be released for, or exploited for purposes of profit, commercial publication, or personal entertainment.

Video surveillance data will only be distributed by UPD as part of an official investigation.

UPD or its designee is the only entity authorized to monitor, retrieve or review surveillance data.

### **System selection and Support**

UPD and Information Resources are delegated authority over technology selection, support and management of electronic surveillance solutions.

All non-academic surveillance solutions will be centralized to a common technology solution that will be coordinated by UPD, and supported by Information Resources.

Information Resources is designated as the sole entity to house, issue purchase requests for and allocate the necessary surveillance solution resources requested. The requesting department will be billed an amount to cover required purchases, resource allocation and ongoing annual support of the requested surveillance solution.

### **Exemptions**

UPD reserves the right to make exceptions to this policy as necessary for compliance or when in the best interest of official University business.

Any systems intended for the sole purpose of video conferencing, is exempt from this policy.

Any systems intended for the sole purpose of capture and delivery of academic instruction is exempt from this policy. (Example Lecture capture)

UPD may at its discretion, designate a system as a research or streaming solution. UPD may delegate these solutions specific expanded capabilities for the access, dissemination and use of the audio/video. Designations must be made in writing, prior to use, by the Chief of police or his/her designee.

Reviewed by: Kevin Morris, Director of Public Safety Services  
Mark Adams, AVP for Information Resources  
12/1/2010

Approved by: Randall Powell, Interim Vice President for Finance and Operations  
Dana Gibson, President  
12/13/2010

Next Review Date: 12/1/2011