Office of the Vice President for Operations

Department of Public Safety and University Police

Video Monitoring Standard

Issue Date:
The Video Monitoring Standard was issued on November 21, 2014

Effective Date:
The Video Monitoring Standard is effective as of November 29, 2016

Scope:
The Kennesaw State University Video Monitoring Standard applies to all personnel, colleges, schools, departments, and centers of the University authorized to use or view any video monitoring and recording equipment.

Purpose:
The purpose for the Video Monitoring Standard by Kennesaw State University (KSU or the University) personnel is to deter crime and to assist KSU personnel responsible for protecting and safeguarding the KSU community, its property, and its assets in the performance of their duties.

Standard:

Video Archive Configuration:
- Standard video archives will be retained for a minimum of 12 days.
- Cash handling video archives will be retained for a minimum of 30 days.
- Video archive server logs conform to the Server Auditing Standard

Video Archive Access:
- Archives can be requested from the Department of Public Safety Criminal Investigations Detectives section, (CID).
- Requests must be approved in accordance with the Video Surveillance Policy.
- Can only be accessed from a secured location under the supervision of the Manager of Public Safety Systems, University Police (CID), or delegate from these offices in order to maintain forensic integrity of video.
Video Live View Access:
- Live Viewing will be limited to KSU personnel responsible for protecting and safeguarding the KSU community, its property, its assets in the performance of their duties and to assist in performance based testing.
- Access to live viewing should be made to the Department of Public Safety, Manager of Public Safety Systems.
- Requestor must provide a justification to the business purpose of Live Viewing for the specific camera access meeting the Live Viewing requirements.
- Appeals of access decisions shall be made to the Assistant Vice President of Public Safety / Chief of Police.

Procurement of Video Monitoring Equipment:
- The monitoring and management of the enterprise security camera systems are coordinated by the Department of Public Safety’s Office of Public Safety Systems.
- The addition of new equipment or replacement of existing equipment must be compatible with the Universites enterprise security camera system standard, unless otherwise approved for exception after a review of the proposed deployment by the Manager of Public Safety Systems.
- Request for all new video surveillance equipment should be made to the Department of Public Safety. When request is received a security assessment will be performed in compliance with Crime Prevention Through Environmental Design (CPTED) standards for a determination of the need for video surveillance equipment. A copy of the report will be supplied to the requestor justifying the approval or disapproval of equipment.
- If equipment is approved the Department of Public Safety, and in collaboration with the Department of Procurement Services will provide to the requestor for approval an estimate for all prospective camera installations. Existing vendor contracts will be used for continuity of camera costs.
- Costs will be calculated based on the number of cameras requested coupled with the required infrastructure requirements for that number of cameras.
- All equipment and labor costs are funded via a budget amendment transfer from requesting department.

Review Schedule:

The Video Monitoring Standard is reviewed annually by the Office of the CIO and the Office of the Assistant Vice President for Public Safety/Chief of Police.