



VIDEO MONITORING STANDARD

Scope:

The purpose for the Video Monitoring Standard by Kennesaw State University 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.

1. Video Archive Configuration:

- 1.1 Standard video archives will be retained for a minimum of 12 days.
- 1.2 Areas of elevated risk, including but not limited to cash handling areas and server rooms, will be retained for a minimum of 30 days.
- 1.3 Video archive server logs conform to the Server Audit Logging Standard.

2. Video Archive Access:

- 2.1 Archives can be accessed by personnel approved by authorizing department heads for access to cameras associated with the department head's area of responsibility and/or areas that have been designated for community access/viewing.
- 2.2 Requests must be approved in accordance with the Department of Public Safety's External Department End User Guide, which is maintained by and available from the Department of Public Safety at:
https://intweb.kennesaw.edu/police/faculty_staff/Video_Management_System_External_Department_End_User_Guide.pdf.
- 2.3 Archives can only be accessed from designated KSU-owned computer workstations with appropriate software and/or log-in credentials specific to the video management system and/or KSU-managed network access.

3. Video Live View Access:

3.1 Live Viewing will be limited to personnel approved by authorizing department heads for access to cameras associated with the department head's area of responsibility and/or areas that have been designated for community access/viewing, as well as 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.

3.2 Requests to access live viewing should be made to the Department of Public Safety.

3.3 Requestor must provide a justification to the business purpose of Live Viewing for the specific camera access meeting the Live Viewing requirements.

3.4 Appeals of access decisions shall be made to the Chief of Police.

4. Procurement of Video Monitoring Equipment:

4.1 The monitoring and management of the enterprise security camera systems are coordinated by the Department of Public Safety's Office of Public Safety Systems.

4.2 The addition of new equipment or replacement of existing equipment must be compatible with the University's enterprise security camera infrastructure, unless otherwise approved for exception after a review of the proposed deployment by the Manager of Public Safety Systems.

4.3 Request for all new video surveillance equipment should be made to the Department of Public Safety.

4.4 If equipment is approved, the Department of Public Safety in collaboration with Fiscal 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.

4.5 Costs will be calculated based on the number of cameras requested coupled with the required infrastructure requirements for that number of cameras.

4.6 All equipment and labor costs are funded by the requesting department.

Exceptions:

Request any exception to this standard via a service ticket to the KSU Service Desk at <https://service.kennesaw.edu>

Review Schedule:

The Video Monitoring Standard will be reviewed annually by the Office of the Vice President of Information Technology and Chief Information Officer and or his/her designee and the Chief of Police.

Issue Date	November 21, 2014
Effective Date	February 1, 2018
Last Updated	May 13, 2021
Responsible Office	Office of the Vice President of Information Technology and Chief Information Officer
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