



Policy Title:	Video Surveillance Policy
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Responsible Office:	Vice President for Operations and Chief Information Officer/Chief Business Officer
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### 1. Purpose Statement

The video monitoring of public spaces at Kennesaw State University helps to deter crime and to assist in the protection and safeguarding of the KSU community, its property, and its assets.

### 2. Background

The KSU Video Surveillance Policy was created to comply with the University System of Georgia (USG) information technology policies. Pursuant to the USG *Information Technology Handbook*, Section 5.1.2, KSU is required to establish and maintain “appropriate internal policies, processes, standards, and procedures for preserving the integrity and security of each automated, paper file, or database.”

### 3. Scope

The Video Surveillance Policy and its procedures apply to all personnel, colleges, schools, departments, and centers of the University authorized to purchase or use any video monitoring and recording equipment.

### 4. Exclusions or Exceptions.

The vice president for Operations/Chief Information Officer and the assistant vice president for Public Safety/Chief of Police reserve the right to review surveillance camera requests on a case-by-case basis.

## 5. Definitions

Definitions are available via the IT Glossary on the KSU policy website at [policy.kennesaw.edu](http://policy.kennesaw.edu).

## 6. Policy

The use of video surveillance systems at Kennesaw State University must be conducted in such a manner to maintain the confidentiality of the system, the integrity of video recordings, and the availability of the system. With these requirements as a foundation, all users and administrators of the system must adhere to the following requirements:

- a. Video monitoring of public spaces for security purposes will be conducted in a manner consistent with all University policies.
- b. Video monitoring of public spaces for security purposes at the University is limited to uses that meet a reasonable expectation of privacy as defined by both state and federal law.
- c. The Manager of Public Safety systems is responsible for the management of all video surveillance system accounts; including account provisioning, account deprovisioning, and setting access privileges. All persons granted access to the video surveillance system shall not discuss or disclose video evidence.
- d. Authorized video monitoring equipment administrator(s) and KSU Public Safety staff shall follow vendor provided forensic video procedures.
- e. Release of video recordings must have the approval of the vice president for Operations or the assistant vice president for Public Safety/Chief of Police.
- f. Video associated with a criminal investigation, arrest, or subpoena shall only be released to the investigating law enforcement agency and/or the prosecutor's office or the court.
- g. Interference with or vandalizing video cameras and related systems is explicitly prohibited and may constitute criminal charges.
- h. The Manager of Public Safety Systems within the Department of Public Safety is responsible for approving all camera related procurement requests.
- i. The Manager of Public Safety Systems, often in conjunction with the Office of Community Affairs (Crime Prevention) is responsible for coordinating the installation of all cameras.

## 7. Associated Policies/Regulations

- a. [O.C.G.A § 16-11-62](#)
- b. [USG Information Technology Handbook, 5.1.2 Policy, Standards, Processes, and Procedure Management Standard](#)

## 8. Procedures Associated with this Policy

- a. [Video Monitoring Standard](#)

## 9. Forms Associated with this Policy

- a. As required by information in Sections 7 and 8.

## 10. Violations

Violations of any part of this policy may result in disciplinary action consistent with the rules and regulations governing employees, students, or contractors of the University.

## 11. Review Schedule

The Video Surveillance Policy is reviewed annually by the Office of the Vice President for Operations and the Office of the Assistant Vice President for Public Safety/Chief of Police.