



STANDARD OPERATING PROCEDURE

SOP TITLE:	Standard Process for Requesting Surveillance Video		
SOP NUMBER:	SOP500		
DIVISION / DEPARTMENT:	Student Affairs & Enrollment Management – Campus Police		
REVIEW DATE:	01-JUL-2024	AUTHOR:	
POLICY REF:	SAEM500_Campus Video Surveillance Policy		

STANDARD PROCEDURES FOR: Requesting access to video surveillance data.	
STEPS:	INSTRUCTIONS:
STANDARD PROCESS FOR EMPLOYEES:	
Item 1	CRIMINAL OR INAPPROPRIATE MATTERS: The requesting employee will have to file a Campus Police report. If Campus Police determines that an investigation is warranted, they will review the camera footage and provide appropriate information as needed. The information will remain confidential following the processes of Campus Police.
Item 2	EMPLOYMENT RELATED MATTERS: The requesting employee will have to file a report or complaint with the Employee & Labor Relations Office. If the Executive Director of Employee & Labor Relations or the Vice President of Communications and Compliance (VPCC) determines that an investigation is warranted, a request for review of video surveillance footage must be submitted to Campus Police. Campus Police personnel and the Employee & Labor Relations representative will review the camera footage and provide appropriate information as needed. The information will remain confidential following the Employee & Labor Relations Office processes.
Item 3	STUDENT RELATED ITEMS REGARDING STUDENT CONDUCT: The requesting employee will have to file a report or complaint with the Vice President of Student Affairs and Enrollment Management (VPSAEM). If the VPSAEM determines that an investigation is warranted, a request for review of video surveillance footage must be submitted to Campus Police. Campus Police personnel and the VPSAEM representative will review the camera footage and provide appropriate information, as needed. The information will remain confidential following the Student Affairs processes.
Item 4	HOUSING AND RESIDENTIAL LIFE: When the review pertains to student conduct, the Director of Housing may review the Housing and Residential Life designated areas.

Item 5	EARLY CHILDHOOD PROGRAMS: For ECP the same processes noted above will be followed, but the review will be done with the Programs Director for the Early Childhood Programs instead of Campus Police.
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STANDARD PROCESS FOR NON-EMPLOYEES	
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	<p>All requests, including from other law enforcement agencies, need to be done through the Public Records Request process. VPCC will review the request and determine if an investigation is warranted. VPCC will designate who will review the cameras with Campus Police or if the review will be done by Campus Police only. This information will remain confidential following the processes for Public Records Request and Campus Police.</p> <p>For subpoenas: Subpoenas should be provided to the Office of the President for processing.</p> <p>For Early Childhood Programs the same processes noted above will be followed, but the review will be done with the Programs Director for the Early Childhood Programs instead of Campus Police.</p>
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REFERENCES / RESOURCES:	SAEM500_Campus Video Surveillance Policy
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	As of 01-JUL-2024
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