Texas A&M University-San Antonio

Procedure 34.07.01.00.02 Campus Security Surveillance

Approved February 14, 2018
Next Scheduled Review: February 14, 2023

Procedure Statement

Texas A&M University-San Antonio strives to provide a secure environment for members of its community and to protect state property. Ensuring a secure environment can be assisted by audiovisual surveillance technology. Such technologies must be used responsibly and within the intended scope of the purpose for their deployment.

Reason for Procedure

This procedure defines the use of and limitations of the campus wide surveillance technologies.

Official Procedure

1. GENERAL: All installations of audiovisual surveillance technology must comply with these procedures.

2. APPROPRIATE USE:

   2.1. Surveillance systems will be used in a professional, ethical, and legal manner consistent with all applicable policies, rules, procedures, and laws.

   2.2. Use of surveillance systems will be limited to situations where there is no reasonable expectation of privacy as defined by law.

   2.3. No recordings from surveillance systems will be released outside of A&M-San Antonio without express authorization from the Public Information Officer, or in compliance with a court order, or for a criminal justice purpose and released through the A&M-San Antonio Police Department.

   2.4. Access to the surveillance system must be approved by the A&M-San Antonio Police Department.

   2.5. No surveillance systems will be installed without first consulting the Chief of Police and the Associate VP for Technology/Chief Information Officer.
2.6. Technology Services will assure compatibility with existing systems; only compatible systems will be acquired.

2.7. Only approved vendors will be allowed to install surveillance systems.

2.8. Information stored on these systems will be held for thirty (30) days and automatically removed from the system.

2.9. Departments that are approved for surveillance systems shall be responsible for payment of all installation, licenses and fees associated with those systems.

2.10. The Chief Information Officer (or designee) is responsible for the oversight of AVST installations and must maintain a database of all approved installations, including temporary installations. A&M-SA PD installations for law enforcement purposes shall not be included in the database.

3. REQUEST FOR RECORDINGS
   3.1. A&M-SA Departments:
       3.1.1. Written requests must be submitted to the Chief of Police and must include, date, time, location of incident along with the documented purpose for the requested surveillance footage.
       3.1.2. A&M-SA PD should be able to respond to requests within five (5) working days.

   3.2. Outside entities may make a request through the University’s Public Information Procedure 61.01.02.00.01

4. NOT APPLICABLE
   4.1. A&M-San Antonio Police Department Body Cameras and In-Car Videos will only be released in accordance with A&M-SA Police Department General Order 500.10 Digital Mobile Video/Audio Recording Equipment and A&M-SA Police Department General Order 500.11 Body Worn Cameras and General Order.

Related Statutes, Policies, or Requirements

A&M System Policy 29.01 Information Resources

Appendix (If applicable)

Include any informational material that is helpful, but not directly related to the implementation of this Procedure.
Forms (If applicable)

Not applicable at this time.

Definitions (If applicable)

Audiovisual Surveillance: cameras or similar technology used to enhance security, safety, and quality of life for the A&M-San Antonio campus community.

AVST: audiovisual surveillance technology.

Active AVST Installation: cameras or similar technology that are viewing/recording activities within the area of surveillance

Contact Office

Business Affairs, University Police Department, Chief of Police (210) 784-1900