



Standard Title	Video Monitoring Standard
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Responsible Office	Office of the Vice President of Information Technology and Chief Information Officer
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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. This will 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](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.

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.