



*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

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**Procedure Statement**

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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.

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**Reason for Procedure**

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

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**Official Procedure**

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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.O0.01](#)
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**

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A&M System Policy [29.01 Information Resources](#)

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## **Appendix (If applicable)**

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Include any informational material that is helpful, but not directly related to the implementation of this Procedure.

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**Forms (If applicable)**

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Not applicable at this time.

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**Definitions (If applicable)**

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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

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**Contact Office**

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

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