



Camera Request Form

Date of Request: _____

University of Nevada, Reno

Pursuant to University of Nevada, Reno policy, video surveillance on any location of the University of Nevada, Reno, or any location rented, leased, or otherwise occupied by the University of Nevada, Reno, must be approved by the Chief of Police Services. This form is only an application and does not constitute approval for any installation. The Chief of Police Services at such time that any installation, modification, or removal of any video surveillance equipment is approved, shall not accept any responsibility for video surveillance which is installed, modified, or removed in accordance with University policy, NSHE policy or State.

I understand that any costs associated with procuring or maintaining video equipment are the responsibility of the requesting department.

Requesting Department: _____ Division: _____

Person making the request: _____ Phone: _____

Video cameras to be used for the following purpose:

- Crime deterrence: theft, vandalism, trespassing, etc.
- Monitor restricted areas for unauthorized persons: dorms, labs, etc.
- Other, please explain: _____

Will the camera system be managed as part of a University supported system? Yes No

Do you intend to record video images, have a live monitor, or both? _____

Duration of camera use: Indefinite Temporary From: _____ To: _____

Number of video cameras to be installed/modified/changed: _____

*Please attach a detailed description of the exact location(s) of the requested surveillance camera to be installed, modified or changed -also describe the direction the camera(s) viewing area.

Signature of Vice President, Dean/Director

Printed Name

Date

FOR OFFICE USE ONLY

Proposed camera types and locations are in compliance with NRS 396.970, NSHE Policy Title 4, Chapter 1, Sec. 21 the University of Nevada, Reno Video Surveillance Policy 7004. In addition, they have been reviewed and are approved by perimeter security personnel.

- Approved
- Denied _____
Perimeter Security, Facilities _____ Date _____
- Approved
- Denied _____
Chair, Committee on Video Surveillance _____ Date _____

FINAL APPROVAL

- Approved
- Denied _____
Todd Renwick, Assistant Vice President & Chief of Police _____ Date _____

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