

**Security Camera Registration and
Installation Request**

All security cameras installed anywhere on U-M property must be in compliance with SPG 606.01, **Proper Use of Security Cameras**. This form applies only to cameras whose primary purpose will be to deter, prevent, or investigate crime or other threats to public safety and security.

This registration form must be completed and approval received from the unit's dean, director, or delegated executive authority and the Executive Director, Division of Public Safety and Security, prior to any new security camera installations or updates to existing installations. The Office of the Executive Director, Division of Public Safety and Security, will maintain a record of this registration in compliance with relevant provisions of SPG 606.01; access to the information will be on a need-to-know basis only. Information related to campus security procedures is not subject to FOIA requests.

Please complete all requested information on this form and submit as attachments any additional documentation in support of this application. This registration applies to security camera systems that may include multiple cameras in different locations; only one registration form per unit is needed regardless of the number of cameras to be installed.

Requesting Department/Unit: _____

VP Area or School/College _____

Departmental Contact

Name: _____
Job Title: _____
E-mail: _____
Campus phone: _____

Primary purposes and justification for security cameras consistent with SPG 606.01 (e.g., general security; required by grant or external agency; regulatory or statutory compliance; accreditation requirement):

Specify if unit will adopt unit-specific or more stringent or restrictive procedures or requirements than identified in SPG 606.01 (provide as supplemental documentation)

Number of security cameras to be

Installed: _____
Replaced: _____

Security cameras will be

- Live monitored (continuously or periodically)
- Recorded for after-the-fact review only

Both

Funding Source

- Self-funded by unit
- Required and funded by grant or external agency

Duration of security camera use

- Ongoing/Permanent
- Temporary from _____ to _____

If temporary, provide rationale for non-permanent installation:

Anticipated/Desired Start Date of Operation

Authorized Operator List

The following staff members will be authorized to have access to the security cameras, their recorded images and associated data and information. They have agreed to abide by the Security Camera Code of Conduct (use additional sheet if more than three operators)

Name	Job Title
1.	
2.	
3.	

Security Camera Locations

Attach a detailed description of locations (Building/Floor/Room Number or public area such as NW stairwell 2nd floor, SE entrance, etc.) of security cameras to be installed or replaced(marked-up building schematic or floor plan preferable).When feasible, identify in which direction camera is pointed.

In facilities where common spaces shared by multiple units are being considered, identify which units share the location and confirm that appropriate authorities in each unit have been consulted and agree to the security cameras being installed.

Secure Storage Location: Identify location of secure storage area for recorded images with camera location list. Also identify the name and contact information of the staff member primarily responsible for controlling access to the secure storage location.

Storage of Recorded Images

Recorded images should be retained for no more than 30 days unless there is a demonstrated business need, grantor requirement, or the images are part of an ongoing criminal or civil court proceeding, employment investigation, legal hold, or court order.

Unit will retain security camera recorded images for:

Standard 30-day Retention Period: _____Yes _____No

If no, specify unit-specific retention period and justification for deviation from standard retention period:

Certification of Technical Standards

I certify that the requested security cameras comply with the provisions of SPG 606.01 and the Security Camera Technical Specifications Standard (unit-specific technical specifications data sheet must be attached to this request)

Yes

Yes with the following exceptions or variations:

Certification of Recorded Images Retention, Access, and Release

I certify that my unit will fully comply with Section VIII of SPG 606.01 as well as the Retention and Release of Security Camera Recorded Images Standard.

Requestor Signature:

Date _____

Security Camera Installation Approval

Vice President, Dean, Director, Department Head and/or Delegated Executive Authority Approval:

Name:

Date:

Title:

E-mail:

Signature

Final Approval:

Date: _____

**Executive Director
Division of Public Safety and Security**