



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 prior to any installation, modification, or change. Completion of this form is only an application and does not constitute approval for any installation, modification, or changes for any video surveillance. You will be notified in writing by the Chief of Police Services at such time that any installation, modification or change is either approved or denied. The Chief of Police Services does not accept any responsibility for video surveillance which is installed, modified, changed, or used in any manner outside of the approval or in violation of University policy, NSHE policy or State law.

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 or 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 and 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 _____

University Police Services

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