
Title: Review of Digitally Recorded Video

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Purpose Statement: To ensure the proper access and use of digitally recorded video for use in the investigation of alleged criminal and or inappropriate activity.

Scope of Policy: This policy applies to all digitally recorded video from within academic buildings that is used by the University to provide Campus security.

Definitions: DVR – Digital Video Recorder

Policy: Digitally recorded video may be reviewed in the process of investigating an alleged specific criminal activity and/or violation of University policy and/or procedure that may have been captured on the DVR. The process of review is limited only to the investigation of specific incidents. If, during the course of an investigation and while reviewing archived video, another alleged criminal activity and/or violation of University policy or procedure is found, that incident can and will be investigated.

Procedure: A request to review digitally recorded video must be approved by any of the following individuals in authority: the President, Provost, Vice-Provost, Director of Security, Dean of the College where the video was recorded, or the Director of the Facility where the video was recorded

During the review of the video, the following personnel must be present: system administrator for the college/department; security personnel; and the person who authorized the review or their designee. If the person who authorized the review is the Director of Security, then the Dean of the College or the Director of the Facility where the video was recorded or their designee must be present.

If alleged criminal activity and/or violation of University policy and/or procedure are found upon review of the video the documentation, video and evidence will be turned over to the proper University personnel to pursue according to University of Tulsa Policy and Procedure.

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