



Camera Request Form

Pursuant to University of Tennessee policy, all video surveillance on the property of the University of Tennessee or on properties rented, leased, or otherwise occupied by the University must be approved by UT Physical Security 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 change for any video surveillance. You will be notified in writing by a representative of UT Physical Security at such time that any installation, modification or change is either approved or denied. UT Physical Security does not accept any responsibility for video surveillance which is installed, modified, changed, or used in any manner outside the approval or in violation of University policy, or State law.

Requesting Department _____ Division _____

Person making the request _____ Phone: _____

Video camera(s) 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: _____

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

How long do you intend to store recorded video images? _____

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) will be pointing (the viewing area).*

Signature of Dean/Department Head

Printed Name

Date

FINAL APPROVAL

Director of Physical Security

Date

Video Coordinator

Date

Note: Approval of this request does not include funding for the camera system and/or associated installation costs.