

Surveillance Video Assessment To Determine the Requirements for a Video Surveillance System

Building: _____ Room: _____ Requestor: _____ Department: _____

Date: _____ Video # _____ Proposed Video Location: *(attach floor plan with location)*

1. Currently, is there a video surveillance system on site? If so. Please describe and advise if their set-up adheres to the Vancouver Island University Video Surveillance Policy? *(Use separate page if required)*

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as inadequate. Have the following security counter-measures been considered?

#2	Security Counter-Measure	Yes	No	Comments
A	Security Procedures			
B	Panic Pendants/ Buttons			
C	Door Locking Hardware			
D	Alarm System			
E	Access Control System			
F	Signage			
G	Security Guard/Officer Patrols			
H	Lighting			
I	Other: (CPTED, etc)			

3. The use of each video surveillance camera should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

#3	Documentation Format	Yes	No	Comments
A	Security Reports			
B	Police Reports			
C	Health and Safety Services Report			
D	JOHSC Committee Minutes			
E	Internal Memos			
F	Other			

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Has the following effects and mitigation strategies been considered?

Please submit this form to Health and Safety Services for review by email to safety@viu.ca or to B360, Room 112. If there are any questions regarding the process or outcome, please email or contact (250) 740-6283.

#4	Effects & Mitigation Strategies	Yes	No	Comments
A	Is the location of the proposed camera situated in an area that will minimize privacy intrusion?			
B	Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc)?			
C	Is the location of the proposed video camera visible?			
D	Can the video surveillance be restricted to the recognized problem area?			
E	Is space allocated for proper video surveillance signage?			
F	Has a drawing been attached showing the video location?			
G	Other			

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

#5	Measures to Mitigate Effects	Yes	No	Comments
A	Can the proposed camera be restricted through hardware or software to ensure that Operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?			
B	Is the video storage and viewing equipment going to be located in a strictly controlled access area?			
C	Is the Video Surveillance Monitor installed in such a way that it will be hidden from public view?			
D	Other			

Comments:

Completed By

Signature

Date

Position Title

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