

## PS-02.5 Form: Request for Operator Access to Surveillance Systems

Video and electronic surveillance systems shall be installed and operated by a limited number of authorized operators. Such authorization is based upon two criteria: (1) approval from the Designated Campus Authority (DCA) and (2) passing the operator quiz. The Designated Campus Authority will review, consider and approve requests for *operator* access to surveillance systems. Actual camera access will not be granted, however, until the operator passes the operator quiz. Once operator access has been approved by the DCA, Operators will be given additional instruction regarding the Operator Quiz.

This form must be completed and submitted to the Designated Campus Authority. Approval, if granted, will be pending until a passing score is achieved on the operator quiz. Approval must be received and the operator quiz must be passed prior to an operator being given access to a surveillance system. All requests for operator access must demonstrate a legitimate need for such access consistent with the purposes of "PS-02 Policy: Video and Electronic Surveillance."

### **Operator:** *(individual requesting operator access)*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Campus Unit/Dept: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Operator's Supervisor:** *(individual approving operator access request)*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Campus Unit/Dept: \_\_\_\_\_

Signature: \_\_\_\_\_



By signing, I agree that I *(all boxes must be checked)*:

- have read and understand PS-02 Policy: Video and Electronic Surveillance;
- will comply with applicable law and policy PS-02;
- have been trained on the technical, legal, and ethical use of surveillance systems;
- will perform my duties in accordance with policy PS-02;
- will access surveillance information only to the extent permitted by policy PS-02;
- will NOT monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, or disability;
- will NOT monitor intimate behavior;
- will NOT view or record the interior of residential rooms through windows, doors, or other means;
- will NOT duplicate or permit access to others to surveillance information except as specifically permitted by policy PS-02; and
- will NOT view, record, access or otherwise use a video and electronic surveillance system or surveillance information in any manner that is inconsistent with policy PS-02 and/or outside the scope of the usage approved by the designated campus authority.

Signature: \_\_\_\_\_

**Designated Campus Authority:** *(to be completed only by the Designated Campus Authority)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone \_\_\_\_\_  
Email Address: \_\_\_\_\_ Number: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form Submission:**

Completed forms should be sent to the appropriate Designated Campus Authority:

IU Bloomington: <a href="mailto:dca-l@indiana.edu">dca-l@indiana.edu</a>	IUPUI Indianapolis: <a href="mailto:dca-l@iupui.edu">dca-l@iupui.edu</a> IU
East: <a href="mailto:dca-l@iue.edu">dca-l@iue.edu</a>	IU Kokomo: <a href="mailto:dca-l@iuk.edu">dca-l@iuk.edu</a>
IU Northwest: <a href="mailto:dca-l@iun.edu">dca-l@iun.edu</a>	IU South Bend: <a href="mailto:dca-l@iusb.edu">dca-l@iusb.edu</a> IU
Southeast: <a href="mailto:dca-l@ius.edu">dca-l@ius.edu</a>	

**Related Information:**

PS-02 Policy - Video and Electronic Surveillance: <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-02.shtml>