

University of Richmond Video Surveillance and Recording Policy

The University of Richmond Police Department is committed to providing a safe and secure environment in support of the academic mission of the institution. Video surveillance and recording equipment are among the tools that may be used to help ensure safety and security on campus.

The purpose of video surveillance equipment is to deter crime, to assist the police in criminal investigations, and to help protect the safety and property of the campus community. This policy is intended to provide guidelines in the management, use and installation of video cameras on all university owned or controlled property.

- Any use of video recording equipment must conform to state and federal laws and be managed in a professional, ethical manner.
- No video surveillance or recording equipment can be installed on campus except with approval by the University of Richmond Chief of Police.
- The purchase and installation of all video surveillance and recording equipment will be coordinated through University Police and Information Services.
- All public areas are subject to video surveillance.
- Information obtained through video recordings will be used only for security, law enforcement, and other official University purposes.
- Video cameras will be used primarily to make recordings that can later be reviewed by University Police to follow up on reported incidents. As such, cameras will not be routinely monitored in real-time. Real-time monitoring will only be approved by University Police for specific areas on a case by case basis.
- Information obtained through video recordings will only be released when authorized by the Chief of Police or his/her designee.
- Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, e.g. restrooms, locker rooms, and individual offices, except when the occupant of an individual office agrees to having a camera placed there.
- Comments or questions regarding the use of video surveillance and recording equipment should be made in writing to University Police.
- User access to the University of Richmond Security Camera system will be granted in writing by the Chief of Police.