

How Do I Buy...

Surveillance Equipment

Buyer Contact Information:

[Roger Gupta](#)

Description of Purchase Process:

Prior Approval Required: The use of any surveillance cameras requires prior authorization by the Surveillance Oversight Committee (SOC) under [University Policy 5617: Safety and Security Camera Acceptable Use Policy](#). Authorization for the procurement and use of the cameras may be obtained by written application to the appropriate dean or vice president. If approved, the application will be forwarded to the **Chief of Police** for review. The application will then be submitted to the SOC for final review. See University Policy 5617.3 for further guidance.

Exceptions: Surveillance equipment used for research is governed by the Institutional Review Board, and is excluded from University_Policy 5617. Recordings of public performances and general use Webcams are also exempt.

Video Surveillance/Security Equipment: When purchasing surveillance equipment, individual colleges, departments, programs or organizations may want to ensure compatibility with the planned university centralized surveillance system. [Communications Network Services \(CNS\)](#) has provided a job aid, linked below, offering advice on purchasing surveillance systems likely to be compatible with the future enterprise-wide system. This job aid should protect departmental investments by providing an interim solution to surveillance, while being mindful of the [University Policy 5617.3](#).