



**The University of Akron Police Department
Request for Security Camera(s)**



The University of Akron Police Department will determine the locations of University security cameras. Departments wishing to install, relocate or remove cameras must complete this form and submit it to the University of Akron Chief of Police. Completion of this form is only an application for request and does not constitute approval to install security camera(s). The requestor will be notified in writing that the request has been either approved or denied.

REQUESTING DEPARTMENT INFORMATION

Department: _____

Contact Person: _____

Contact Email: _____

Budget code of funding source: _____

TYPE OF SECURITY CAMERA(S) BEING REQUESTED

- New Installation of Security Camera(s)
- Disconnect existing Security Camera(s)
- Remodel or Relocation of Security Camera(s)

Please provide a floor plan layout for each floor where a camera will be located/removed.

REASON FOR SECURITY CAMERA(S) REQUEST (e.g., history of theft or vandalism)

By signing below you acknowledge that you have read and agree to comply with the University's video surveillance policy (Rule 3359-11-25).

Signature of Requesting Individual _____ Date _____

Chief of Police		APPROVED	DENIED
	REASON FOR DENIAL:		

The video images are considered security records under section 149.433 of the Revised Code, because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.