

PROCEDURES for the Policy on Security Camera Systems

Policy #: 01.109.2

I. Procedures Regarding Requests for Video Footage

- A. Each URI department maintaining a camera system will designate one primary and one secondary contact person, identified by position, to receive video footage requests. Public Safety shall maintain a list of these positions aligned with specific systems.
- B. URI positions who may have a legitimate need to request video footage in performance of their duties and responsibilities will be preidentified for each department. There will be an opportunity for requests for exceptions.
- C. Staff will submit a request for video footage using the Video Request Form on the URI Police website. Each URI department with a camera system will provide review and approval of the request, involving Public Safety and the Office of General Counsel as appropriate. Additional positions may be included in the request for footage for review (supervisors or department directors for example).
- D. Requests for video footage must be in direct response to a specific incident or issue and may not be "open-ended" searches. Requestors should make every effort to limit the time segment and camera views to the most essential given the workload associated with discovering the requested information. Requests for video footage that approach or exceed the parameters of routine practice will be referred to the department director and ideally to Public Safety for review and involvement of other key URI personnel.
- E. Once approved, the department contact for video footage requests will capture the requested data and provide a link to the video footage to the requestor. URI will develop a method that allows for secure sharing of this data for a limited time, and automatic termination of the temporary video data file unless a request for extended access is made. Requests for extended access will be received by the department contact person and granted or denied for an extended period. At no time will access by the requestor be indefinite, unless URI or RI State records retention policies dictate otherwise.
- F. Requested video footage that may be or become part of a student conduct, criminal, or civil process, retention of the footage will comply with relevant legal or procedural policies.
- G. URI staff who receive video footage will not forward, copy, or otherwise duplicate the video file to which they have access.

II. Requesting Video Footage

- A. Requests for video footage are available on the website below:
Web.uri.edu/police/request-for-video-footage/
- B. In-person requests can be made at the URI Police Station, located at 85 Briar Lane, Kingston, RI 02881