Administrative Policy Statement

Trinity University records are private and confidential and used for internal purposes only. The following guidelines outline the procedures for the viewing and distribution of information internally and to all outside third parties. Archived digital video or electronic door access history copies are not available for general distribution and are not to be posted on any social networking sites or via the web. Violation of this administrative policy will result in disciplinary action, including termination.

Internal Requests

Archived digital video or electronic door access history is available for viewing on a “need to know basis” by university management staff who are interested in using this tool for problem resolution (where available) within their areas of responsibility. Such requests will be allowed only with the prior written approval of the requestor’s vice president.

Viewing of archived digital video or electronic door access history is permitted when requested by peace officers employed by the University Police Department, who are involved in an active investigation of alleged criminal activity or criminal complaints. Information will only be released upon the prior written approval of the Trinity University Chief of Police.

External Requests

Requests to view campus archived digital video or electronic door access history by affiliated law enforcement agencies (such as SAPD, Sheriff’s Office, FBI etc.) will be made through, and in conjunction with, the Trinity University Police Department. Such requests by law enforcement affiliates will be performed under the supervision of the Trinity University Police Department.

All other third party requests to view or receive copies of archived digital video or electronic door access history will be made only if the University receives a subpoena.

Request Process

Requests for archived digital video or electronic door access history information can be made using the request form Request for Archived Digital Video or Electronic Door Access History and will be allowed only with the appropriate vice president signature or a subpoena for external requests.
Digital Video Equipment Acquisition

All video surveillance equipment purchased by Trinity University Departments, or by Trinity University contractors doing business on the Trinity University campus, will without exception, be monitored by the Trinity University Police Department. All Digital Video recorded on campus will be stored on video system servers in place solely for that purpose. Length of digital video storage will be determined based on the amount of server space currently available as well as the number of cameras currently providing video feed to the network. Equipment purchased for use on the Trinity University Digital Video System is available through Stanley Security Solutions and will be compatible with the Lenel system software currently in use at Trinity University. Digital Video will access the Trinity University network using the existing Stanley Security Solutions Best Basis alarm monitoring software. Standalone video networks, or networks using alternate alarm monitoring software, will not be permitted.