

Request for Video/Camera System

Follow the process outlined on the following pages

Date: _____
 Request Made By: _____
 Telephone Number: _____
 Department/Department Head: _____
 Building/Location: _____ Room(s): _____
 Mailings Address: _____

Responsible Party (RP) Contact: (2 Required)

Name	Office Phone	Email	Cell
1.			
2.			

Account Contact:

Name	Office Phone	Email	Account Number

What type of video is being requested?
 (Check all that apply)

- Security Video System
- Construction Surveillance Camera
- Live Web Feed Camera
- New Installation
- Remodel/Relocation
- Disconnect

Reason for Camera Installation
 (Example: History of theft and vandalism)

Associated Costs (Installation and equipment costs are the responsibility of the customer). These costs are under review and will be provided to the responsible parties once approved.

Charge	Amount
Facilities Maintenance, Testing (Annual Cost)	Provided with Video Installation Costs
ACNS Charge (Annual Cost)	Provided with Video Installation Costs
Damage	Costs Associated to Repair Damage
Deactivation	Cost Associated with Removal

Signing below acknowledges that the requestor has received and read the University Video Policy and agrees to comply as stated.

Requestor's Signature: _____

Send signed form and a diagram of camera(s) placement to Franke.Johnson@colostate.edu.

- Security Technology Committee (STC) Approved
- Security Technology Committee (STC) Disapproved

Authorized Signature (STC Representative): _____ Review Date: _____

CSU Video Camera Request Process

1 Overview

The CSU campuses use the open architecture of the OnSSI video software to incorporate internet protocol (IP) cameras into the existing video servers for data storage and access. OnSSI is scalable and adaptable to the numerous University needs and custom client viewer applications. Adding a camera to the established University video system involves several steps as outlined below.

2 Funding

IP cameras funded by departments are installed and are maintained from departmental funds. Some departments opt into the Facilities Access Services Maintenance Program (FAS-MP) for an annual fee, while others choose to pay a fee for service to have their cameras maintained.

Other cameras are funded by the Security Technology Committee on a qualifying needs basis. These cameras are of the type defined by the committee as University General Campus Security (UGCS) cameras.

3 Installation Quotation Requests

Once a funding source has been identified, a formal request for an IP Video Camera Quotation can be initiated. IP cameras are installed by Remodel and Construction Services at Facilities Management and quotation requests can be made by completing the information at the following link:

https://www.fm.colostate.edu/construction_Request_Form

Cost opinions can also be requested for budgetary estimates by emailing Joe Hoffman at JosephHoffman@ColoState.edu or Leland Owen at LelandOwen@ColoState.edu.

4 Security Technology Committee Approvals for Installation - Camera Request Form

To disseminate information to the necessary entities involved in this video camera request process, the Camera Request Form is required before an IP camera can be installed. This step takes place after funding is secured, a quotation has been provided and the department or requestor is ready to proceed with the installation process. The Security Technology Committee will review all Camera Requests, either for one individual camera or as a group of cameras. If applicable, actions will be taken to create viewer profiles and possible Client Software application installations on end user computers.

The Camera Request Form can be found at: <http://www.fm.colostate.edu/files/forms/RequestForVideoSystem.pdf>

5 Licensing and Fees

Annual fees will be incurred by departments for their assigned cameras or by the Security Technology Committee. These fees include:

- Annual Software Fees (Cost Per Camera on the System Set by OnSSI) – Split Between Departments and the Security Technology Committee (\$40.64 per camera)
- Base License Annual Fees (Base Annual Fee Set by OnSSI) – Paid by the Security Technology Committee
- FTE Associated Costs (Software and Server Maintenance Support) – Paid by the Security Technology Committee

- Annual Video Server Upgrades (End of Life Video Server Replacements) - Split Between Departments and the Security Technology Committee (\$61.14 per camera)
- Annual Facilities Access Services Maintenance Program (An Opt In Program for Departmental Camera Maintenance Based on a Cost per Camera Model) – Paid by Departments if Opting In (\$20.33 per camera)

6 Client Software

Client software applications will only be installed if approved by the Security Technology Committee. Viewing restrictions are highly regulated (see University Video Policy below). If approved, the installations are included in the installation fees and is managed by ACNS (Academic Computing and Network Services). Client software installations can be arranged through the local IT group within each department in coordination with ACNS. Updates to these programs will be coordinated through ACNS as OnSSI server versions and patches are implemented.

7 Privacy Policy

Video surveillance and the implementation of video cameras/systems for the intentions of live viewing and/or video archiving and review will follow the University Privacy Statement as listed on the CSU website at: <http://www.colostate.edu/info-privacy.aspx>

8 University Video Policy

Regulating and controlling the use of Electronic Surveillance systems will follow the guidelines as provided in the CSU Electronic Surveillance Policy. This University policy can be found at: <http://policylibrary.colostate.edu/policy.aspx?id=559>

9 Camera Maintenance Options

IP camera maintenance expenses will be covered under the Facilities Access Services Maintenance Program (FAS-MP). Enrollment in this program is voluntary and fee based on the number and type of cameras being covered. Reference to this program and current fees will be a standard part of the quotation form. If a department chooses not to have their cameras covered under this FAS-MP, then services can be requested to Facilities Access Services through the Facilities Management Keydesk on a fee for service basis. A WOA in the KUALI system will be required for all video camera services not covered in the FAS-MP.

10 OnSSI Server Maintenance

Servers and Network Architecture is under the directions of ACNS. Maintenance for the OnSSI servers and software is managed by Brian Gilbert of ACNS. Server maintenance is fee based which is outlined above under licensing and fees.