

<b>Audio and Video Recordings for Surveillance Purposes</b>	Procedure Number	492
	Effective Date	January 1, 2020

**1.0 PURPOSE**

Provides process and identifies responsibility of audio and video recordings for surveillance purposes on the UA-PTC campus.

**2.0 REVISION HISTORY**

Adopted on:  
Jan 1, 2020  
Revised on:  
Sept 14, 2020 to include additional detail on audio recordings.

**2.0 PERSONS AFFECTED**

UA-PTC faculty, staff, and contracted personnel.

**4.0 DEFINITIONS**

**5.0 PROCEDURE**

UA-PTC employees cannot video record or audio record another employee, contracted personnel, or student. Video recording of any one is only conducted by the UA-PTC Public Safety team and operated through authorized UA-PTC security cameras. Any personal video camera device that an employee operates to surveil another employee, contracted personnel, or student on campus is strictly prohibited. Any audio recording of another employee can only take place if the employee [Employee 1] wishing to audio record notifies the other employee [Employee 2] that Employee 1 would like to audio record the conversation prior to the conversation starting, and Employee 2 consents to the audio recording.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Mark Stafford, Director of Police and Public Safety	9-14-2020
Ratified by:		
Recommended by Chancellor (Signature)		9-14-2020
UA Policy Alignment		



