

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Surveillance Camera Shutdown	May 30, 2013	A-24

Purpose

This procedure will outline the protocol for Surveillance Camera Shutdown for all campus buildings.

Procedure

I. Deactivation of Surveillance Camera(s)

1. Prior to surveillance camera shutdown:

1.1 Obtain authorization from the Physical Plant Structural and Life Safety Manager at (734) 487-3426.

1.2 Once received authorization, notify the Department of Public Safety (734) 487-1222 of the shutdown.

II. Reactivation of Surveillance Camera(s)

2.1 Notify the Department of Public Safety (734) 487-1222 to let them know that you are reactivating the surveillance camera(s), as well as, the Physical Plant Structural and Life Safety Manager at (734) 487-3426.

III. Removal of any Security Camera(s)

3.1 Removal of any security camera(s) without notification to the Department of Public Safety will subject you to disciplinary action.

III. Vandalism of Surveillance Camera(s)

4.1 Any inappropriate action or destructive conduct to any University Security Camera(s) will be considered a violation of the work Rules, Regulations, and Policies regarding safety. This is a gross misconduct of the rules and regulations and is grounds for automatic termination.

Authorized by:

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