

# **Longwood University Police Department**

## **Surveillance Camera System Standards**

March 1, 2023

### General

1. All equipment and materials shall be standard components that are regularly used in the manufacturer's systems.
2. New components and software must be compatible with the existing university surveillance system unless specifically exempted by the Longwood University Chief of Police.
3. A toll-free 24-hour technical assistance program (TAP) shall be provided by the manufacturer for all systems and components. The TAP shall provide immediate technical assistance to either the dealer/installer or the user.
4. All systems and components shall be provided with a one-day turnaround repair and 24-hour express shipping parts replacement. The repair and parts express service shall be guaranteed by the manufacturer on warranty and/or by a maintenance contract.

### System Requirements

1. The Longwood University Police Department must have the capability to review recorded digital video of all activity at selected locations within a specified time period, and have the capability of viewing live video from any one or a group of cameras at any time.
2. The system shall
  - a. Consist of fixed position and pan-tilt-zoom color cameras installed at various locations inside and outside buildings and at other designated locations. All outdoor cameras and designated indoor cameras shall have day and low-light viewing and recording capabilities.
  - b. Have the ability to capture and store images from cameras digitally with a twenty-one day retention period.
  - c. Have the ability to record images from all cameras simultaneously.
  - d. Permit simultaneous recording and live viewing of images.
  - e. Permit simultaneous recording while viewing previously recorded images.
  - f. Permit multiple cameras to be viewed simultaneously on a single monitor.
  - g. Permit recording under various user programmable conditions including:
    - i. Continuously
    - ii. When motion occurs within a camera's field of view
    - iii. When motion occurs only within pre-selected portion of a camera's field of view
    - iv. During pre-determined times
    - v. Only when an external stimulus is received (software message, logic input, contact-closer, etc.)

- h. Permit cameras to record at different record rates based upon user programmable conditions. Each camera shall be separately programmable.
    - i. Display images on monitor screens of a sufficient resolution to allow users to zoom-in to a degree acceptable to the Longwood University Police Department without loss of quality of the image. The ability to zoom-in shall be demonstrated as a condition of contract award.
3. The server and all cameras systems shall be secured through software and/or passwords in order to exclude unauthorized users. Access control shall be configurable so that multiple users can be added to the system with individual passwords.

### Installation

1. Camera locations should take into consideration view, focusing, resistance to vandalism, and functionality.
2. Cameras shall be positioned at each location to provide optimum coverage and picture quality.
3. Camera installation plans for Capital and Maintenance Reserve projects will be approved by the Longwood University Project Manager. Installation plans for other types of projects will be approved by the Longwood University Chief of Police. The Longwood Facilities Department, Information Technology Services Department, and the building's occupant(s) should be consulted before the final decision is made.
4. Where necessary (in all locations where the camera will be within reach or is easily accessible) the camera shall be placed inside a vandal-resistant enclosure, and wires and cables shall be protected.
5. Camera lenses shall have variable-focal capability.
6. Procedures
  - a. Mount and terminate cameras per the manufacturer's instructions.
  - b. Supply and install appropriate lenses.
  - c. Set up and adjust cameras as recommended by the manufacturer.
  - d. Aim, focus, and adjust camera field of view to the satisfaction of the Longwood University Police Department.
  - e. Install wires and cables in accordance the Longwood University Information Technology Services Department document [Wiring Standards and Guidelines](#). All wires and cables shall be code-compliant for the application, location, and manner in which they are used.