The University of Akron Police Department
Request for Security Camera Footage

Please use one form per incident and email to uapd@uakron.edu.

Name:			Job Title:		
Extension:		Office Location:			
UANET ID:					
Date and Time of Incident (estimate if not known):					
Building (where incident occurred):					
Floor (where incident occurred):					
Additional location information:					
Camera number and/or description:					
Brief incident description:					
Additional information to assist with identifying the incident/perpetrator:					
Has this incident been reported to UAPD?	☐Yes	☐No			
	Date reported:		Reported to:		
FOR UAPD USE ONLY					
Footage located?	☐Yes	☐No			
Saved as:				Date:	
Case number:					
Brief description:					

APPROVALS

Requesting Individual	**Chief of Police or Designee**
I have read and understand University Rule 3359-11-25 (Use of video surveillance on campus). I agree that my use of any video released pursuant to this request will be strictly in accordance with the terms of the Rule.	☐ I approve this request for the review/release of security camera footage
	☐ I do NOT approve this request for the review/release of security camera footage. Written justification is attached.
Signature	**Signature**
Printed Name	**Printed Name**
Title	**Title**
Department	**Date**
Date	

Completed forms should be submitted to:

The University of Akron Police Department
Akron, Ohio 44325-0402

Signed, scanned forms may be sent via email to: uapd@uakron.edu

The video images are considered security records under section 149.433 of the Revised Code, because they are used to protect and maintain the security of the university. A record kept by a public office that is a security record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section. Any record requests, including subpoenas, will be directed to the office of general counsel for a response.