

# Security Camera Procedure

**Office:** Campus Public Safety  
**Procedure Contact:** Director, Campus Public Safety

## Revision History

Revision Number:	Change:	Date:
1.0	Initial version	01/01/2013
1.1	Multiple changes based on feedback from policy advisory groups	04/10/2015
1.2	Included links to online forms	11/22/2016

## Revision History

### A. Purpose

To regulate the purchase, installment, use of security cameras and, security monitoring in order to standardized camera use while protecting the legal and privacy interests of the University and the University community.

### B. Definitions

- **Private Work Space:** An employee’s exclusive private office, desk, and file cabinets containing personal matters not shared with other workers.
- **Private Space:** Places where people have a right to privacy, including but not limited to bathrooms, dressing rooms, locker rooms, and residence hall rooms.
- **Security Camera:** Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of university facilities and/or people in university facilities. Images captured by security cameras may be real-time or preserved for review at a later date. Such devices may include, but are not limited to the following: close circuit television, web cameras, real-time security camera systems, and computerized visual monitoring.
- **Security Camera Monitoring or Recording:** The process of using a security camera to observe, review or store visual images for purposes of deterring crime, enhancing personal safety, protecting property, and solving criminal investigations.
- **Security Review Panel:** A group comprised of the Vice President for Finance and Administration (or his/her designee), Director of Public Safety, Director of Human Resources (or his/her designee), Chief Information Officer (or his/her designee), Student Conduct Coordinator (or his/her designee), and a student body representative.
- **University Facilities:** All University space on University owned, leased or controlled property, both internal and external, and includes all buildings, offices, common spaces, labs, grounds, and all other spaces.

## **C. Procedures**

### **NEW CAMERA ACQUISITION**

1. Requests for installation and/or placement of security cameras in university facilities must be approved by the Vice President for Finance and Administration and with a favorable recommendation from the Security Review Panel.

The requestor must electronically submit the Request for a new camera using the [New Security Camera Request Form](#) to obtain approval.

2. The Security Review Panel will consider all requests and make a recommendation for approval or denial to the Vice President for Finance and Administration.

3. Upon approval, the Requestor should consult with the Department of Information Technology regarding the type of equipment to be purchased. Campus Public Safety should serve as a control center to ensure only authorized personnel have a legitimate need and access to recordings. Equipment should not be ordered prior to receiving installation approval from the Department of Information Technology.

4. Campus Public Safety will work with building managers to designate appropriate locations for required signage indicating security cameras are in use.

5. Camera advisory signs shall also be posted in interior areas where security cameras are in use and on the exterior of buildings and/or parking lots where cameras are in use. The content of the sign shall be easily visible from a minimal distance of ten (10') feet and shall minimally say; "Security Camera In Use."

6. The Security Review panel may limit camera positions and views that are no greater than what is available with unaided vision.

7. All costs associated with the purchase, installation, maintenance, operations, and management of equipment will be the responsibility of the requesting department.

### **NETWORKED CAMERA DATA STORAGE AND EVIDENCE COLLECTION**

1. Recorded images must be stored on a central server housed in the Technology Information Department for a period of at least 30 days, but not more than 90 days.
2. Images can be stored for longer periods of time when they have historical value or are being used for a criminal investigation in accordance with university policy.
3. Campus Safety must be involved when recordings are being retrieved for criminal investigations, and those recordings when seized must be stored in the Evidence Room located at the Campus Public Safety Office.
4. All camera security recordings will be stored in a server at a secure location with access by authorized personnel only.
5. Campus Public Safety shall maintain a log of all persons that have been approved to review and/or collect security camera data. Campus Public Safety Policy and Procedure shall identify the contents and maintenance of Camera Security Recording Log.
6. It is the responsibility of Campus Public Safety to train its officers in how to respond, handle and collect recorded images of alleged criminal or university policy violations.
7. Any person or persons outside of Campus Public Safety wishing to review recorded data must submit a request to the Security Review Panel stating the need and purpose of request.

### **NON-NETWORKED CAMERA DATA STORAGE AND EVIDENCE COLLECTION**

1. Managers for all existing security cameras that are not connected to a centralized university system must submit an [Existing Security Camera Registration](#) to the Security Review Panel. When these cameras are replaced they must be converted to the centralized university security camera system.
2. Recorded images must be stored by the Department owning the camera for a period of at least 30 days, but not more than 90 days.
3. Images can be stored for longer periods of time when they have historical value or are being used for a criminal investigation in accordance with university policy.
4. Campus Safety must be involved when recordings are being retrieved for criminal investigations, and those recordings when seized by Campus Public Safety must be stored in the Evidence Room located at the Campus Public Safety Office.
5. All camera security recordings will be stored in a secure location with access by authorized personnel only.
6. Any person or persons outside of Campus Public Safety wishing to review recorded data must submit a request to the Security Review Panel stating the need and purpose of request.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.