

## Video Surveillance Policy

Policy Title:	Video Surveillance Policy
Tracking #:	
Issued By:	Campus Safety and Security Services
Responsible Office:	Finance Office
Responsible Officer:	Senior Vice President & Chief Financial Officer
Effective:	September 15, 2018
Last Revised:	
Next Scheduled Review:	September 15, 2019

### Policy Statement

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Urbana University is committed to enhancing the quality of life of the campus community by integrating the best practices of private campus safety with state-of-the-art technology. A critical component of a comprehensive security plan is the ability to document activities on campus through video surveillance technology, commonly referred to as closed circuit television (CCTV).

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### Purpose

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras used to monitor and record public areas for the purposes of safety and security.

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### Scope

This policy applies to all Urbana Campus of Safety and Security personnel, Special Duty Security Officers, University faculty and staff.

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### Definitions

- **CCTV (closed-circuit television):** a video capture system in which signals are not publicly distributed but are monitored locally, and data is saved in a centralized location (e.g. network server, remote hard drives, etc.). The designation "closed-circuit" indicates that access to video content is limited by design only to those authorized to view it. As used in this policy, the term CCTV applies only to video hardware and video data residing on Urbana University storage hardware.
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## ***Policy Details***

The objective of CCTV surveillance operations in public areas is to help deter crime, identify and apprehend criminals, and to assist the Department of Safety and Security Services in protecting the Urbana University community at large. Any diversion of security technologies and personnel for other purposes (e.g. CCTV monitoring of student testing activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.

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## ***Prohibition of Harassment or Discriminatory Activities***

Video surveillance of public areas will be conducted in a manner consistent with all existing Urbana University policies, including the Harassment and Discrimination Policy, the Sexual Harassment Policy, and other relevant policies. This policy prohibits surveillance activities centered on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, gender identity, religion, sexual orientation, national origin, ethnicity, disability).

Video surveillance operations conducted in the public areas of the University, for security purposes, are limited to uses that do not violate the reasonable expectation of privacy as defined by law.

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## ***Monitoring / Reviewing Business Activities***

Under no circumstances will the Urbana Campus Safety and Security Services personnel use the CCTV system to monitor staff, faculty, or student work behavior unless there is a legitimate investigation pertaining to: conduct contrary to the law, applicable violations of the student code of conduct, or existing Urbana University policy. Any such monitoring or review must be accompanied by a written complaint, report, memo, email or other correspondence from the Manager of the requesting University department detailing the nature, scope and level of action to be taken.

All requests and/or reviews must be directed through the Manager of the Department of Safety and Security Services and/or the Executive Manager of Human Resources. The Manager of Safety and Security Services may seek guidance from available resources including Human Resources and Student Affairs, as a measure to comply with existing University policies pertaining to employee rights in the workplace and any FERPA regulations.

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## ***Disseminating Video Data***

Information obtained through video surveillance operations will be used exclusively for campus security and law enforcement purposes. Information obtained through video surveillance operations will only be released when authorized by the Manager of Safety and Security Services, the Senior Vice

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President / Chief Financial Officer and/or appropriate administrative personnel identified through the course of the investigation (e.g. legal resources).

Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of Urbana University faculty, staff or student body.

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### ***Professional Conduct and Supervision***

Video recordings produced for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video surveillance operations shall be appropriately trained and continuously supervised in the responsible use of this technology. Violations of procedures for video operations referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of Urbana University and the Campus Safety and Security Services.

The Campus Safety and Security Services is authorized to oversee and coordinate the use of CCTV operations for safety and security purposes at Urbana. The Campus Safety and Security Services has primary responsibility for disseminating and implementing CCTV related policy and procedures.

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### ***Installation and Relocation of Cameras***

The manager of Urbana Campus Safety and Security Services will review camera locations to insure the view of fixed location cameras conforms to this policy. The proposed location of permanent CCTV cameras will be reviewed by the Security Manager prior to installation. The Manager or his/her designee will review complaints regarding camera locations and determine whether the CCTV operations policy is being followed. The Manager should weigh whether the potential infringement in community/security relations outweighs any likely infringement of individual privacy.

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### ***Release of Video Data for Legal Proceedings / Investigations***

The Manager of Campus of Safety and Security Services and the Senior Vice President / Chief Financial Officer will review all requests received by the Urbana Campus Safety and Security Services to release recordings obtained through CCTV surveillance operations. No releases of CCTV recordings will occur without authorization by the Urbana Manager of Campus Safety and Security Senior Vice President / Chief Financial Officer.

The Manager of Urbana Campus Safety and Security Services may approve release of CCTV recordings as evidence to be used during legal proceedings. Any release of recordings will be recorded in a log with a written security report addressing the release. The log will include date of release, purpose of release, name and contact information of the recipient.

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The Manager of Urbana Campus Safety and Security Services may audit the CCTV surveillance operations, including video media storage devices, at any time without prior notice.

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### **Video Data Storage**

Recorded video media will be stored for a period of time, based on the requirements and capabilities of the CCTV hardware and software system. CCTV video data will be stored for a minimum of thirty (30) days, subject to system capabilities. Once the video media reaches thirty (30) storage days, the oldest video media will be erased from the CCTV storage system.

Video media may be saved and retained on other recording devices (CD, DVD, flash drive, etc.) as part of a criminal investigation or court proceedings (criminal or civil), or violation of the Urbana Code of Conduct, or other bona fide use as approved by the Manager of Urbana Campus Safety and Security Services or the Senior Vice President / Chief Financial Officer.

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### **References**

*Model Institutional Policy Governing CCTV*. IACLEA Publication.

*Video Surveillance Policy*, 82.3.2 (IACLEA), Otterbein University, 2013

### **Associated Policies**

Urbana University Employment Handbook - November 1, 2011

- Harassment and Discrimination Policy
- Sexual Harassment Policy
- Workplace Violence Policy

### **Contacts**

#### University Services:

- CFO - Finance Office
  - (614) 947- 6002 Security Operations:
- Manager of Safety & Security Services
  - (937) 505-7361

### **Review Timeline**

The policy will be reviewed on an annual basis, or as needed by change in law or regulations.

### **Revision History**

September 15, 2019

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