

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Safety & Security Camera Monitoring and Recording System**
Policy Number: **To be assigned**
Cabinet Division: **Administration & Finance**
Effective: July 2011

I. Purpose:

- 1.1 The purpose of this policy is to provide procedural guidelines and regulate the installation, placement and use of Video Surveillance Systems (VSS) and/or Closed Circuit Television (CCTV) systems on University of Wisconsin-Superior property. The policy further serves to protect the legal and privacy interests of the University and the University community.

II. Constraints

- 2.1 Applicable Federal and State Laws
- 2.2 Applicable University of Wisconsin System Policies

III. Definitions

- 3.1 Video Surveillance System/ Closed Circuit Television System – is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors.
- 3.2 System Owner – person who is in charge of the individual VSS or CCTV system

IV. Policy Statement:

- 4.1 The University of Wisconsin-Superior utilizes video recording or monitoring systems in selected areas for the deterrence of crime and to provide the University with information that will enhance the safety and security of persons as well as protect the property of the University. Video recording and monitoring is to be conducted in a professional, ethical and legal manner. All requests for the installation of such systems on University property must be approved by the University of Wisconsin-Superior Surveillance Camera Oversight Committee. The Committee shall be composed of representatives from Risk Management, Public Safety, Facilities, Human Resources, Information Technology and System Owners.
- 4.2 Legitimate safety and security purposes for a camera monitoring system include:
 - Protection of individuals, property and buildings
 - Crime deterrence
 - Investigative purposes

- Hazardous material responses
- 4.3 The Department of Public Safety will endeavor to ensure responsible practices are in place for all VSS and CCTV systems in use on University property. Regular inspections of systems will be required by system owners and monthly reports are to be forwarded to the Department of Public Safety.
- 4.4 Video monitoring in general may only take place in public or common areas, stairwells, residence hall lounges, all computer labs, other university provided labs, high security areas within buildings and in parking lots. Video surveillance will not be conducted in areas considered private such as locker rooms, residence hall living quarters, i.e. private rooms, hallways on floors with private student rooms that only have a common shared restroom, washrooms or other areas that normally have a reasonable expectation of privacy.
- 4.5 All information gathered through the security camera monitoring systems will be exclusively for safety, security or law enforcement purposes. All information collected through recordings may only be released through the Chancellor or the Director of Public Safety.

V. Policy Procedures:

- 5.1 Security Camera Purpose
VSS or CCTV may be installed in situations and places where the safety and security of either people or property would be enhanced. Camera locations shall be restricted to locations that do not violate the reasonable expectation of privacy as defined by law. Requests should fall into one of three main categories:
- Theft and Vandalism: to deter thefts and acts of vandalism or to capture such incidents if they do occur.
 - Personal Security: to deter crimes against persons or to capture such incidents if they do occur.
 - Extended Responsibility: to monitor areas from a remote location when necessary due to lack of personnel or to enhance the security of the area being monitored.
- 5.2 Security Camera Requests:
All requests to install a surveillance camera system, or modify an existing system, shall be made in writing and submitted to the Director of Public Safety who will bring the request before the Surveillance Camera Oversight Committee. The request shall include the purpose for the placement, identify the source of funding, identify camera location(s) and identify the type of recording system to be utilized. A copy of the request will be provided to Information Technology Services for review to ensure the request is compatible with existing infrastructure. The Committee will review the request and make its decision based on the provisions of this policy as well as prevailing State, Federal and local laws. The requestor will be informed of the

committee's decision in writing within 30 days of receiving the request. The campus community will be informed of system or camera installation approvals in accordance with this policy.

5.3 System Owner Responsibility

The system owner may designate at least one other person to act in his/her capacity when he/she is not available. System owners and their designees shall have appropriate operating knowledge of their system in order to be able to fulfill their obligations as identified by this policy. The system owner is responsible for the security and integrity of the system components as well as the video which may have been recorded. The system owner is responsible for checking the operation of all cameras and the recording equipment at least once a month and will provide a monthly report to the Department of Public Safety.

The system owner shall maintain a record containing at the least the following information which is to be included in the monthly report to the Department of Public Safety:

- Camera locations
- Dates/times of monthly equipment inspections
- Dates/times of system or camera problems noted
- Dates/times of repairs to system or cameras including work performed and by whom
- Dates/times stored video is accessed including purpose for viewing, names of those who were present and if video was duplicated

5.4 Department of Public Safety Responsibility

The University Department of Public Safety will be responsible for:

- Providing system owners with a monthly reporting form
- Maintaining monthly reports on file for viewing upon request
- Notifying the campus community of new VSS or CCTV installations
- Posting VSS and CCTV system locations on its website
- Preparing an annual report

5.5 Viewing of Stored Video Images

Video images captured by VSS and CCTV systems are considered confidential but may be subject to release under State or Federal law. Access to recorded images is limited to the system owner and the Department of Public Safety. Viewing by anyone else is prohibited unless authorized by the system owner or the Department of Public Safety and one of them is present. Exceptions may be made if the system owner or a representative of the Department of Public Safety is not readily available and the video images must be viewed immediately for safety or security purposes.

5.6 Security Video Image Retention

The length of time video images may be retained is generally limited to the capability of the system in use. It is recommended that video images be retained for a minimum of thirty (30) days. If the system is capable of long term retention, captured video

shall not be retained longer than ninety (90) days without Committee approval. Video needed for historical documentation, criminal justice purposes, internal investigations or civil litigation is not subject to this limitation.

5.7 Security Camera Signage

System owners are encouraged to prominently place signs informing persons they may be subject to video surveillance or monitoring. Signs should be strategically located in plain view for all faculty, staff, students and guests to see. The wording on the signs should not create a false sense of security to lead someone to believe that the cameras are being monitored live when in fact they generally are not.

5.8 Policy Exclusions

This policy is not intended to regulate the use of cameras for instructional purposes or research protection and documentation. The filming of public performances and events such as concerts, plays or athletic events is not covered by this policy although other University policies may prohibit such recording. The temporary placement of a surveillance camera system in an area normally having an expectation of privacy may occur with the approval of those who occupy the area and agree to waive their expectation of privacy. Security issues and special circumstances may arise that warrant temporary camera installations by the Department of Public Safety without prior Committee approval.

VI. Policy Compliance

- 6.1 The provisions of this policy shall be applicable to all University staff and student employees or others acting under their direction. Persons failing to comply with this policy may be subject to sanctions permissible by State, Federal and local governmental laws as well as those applicable under the University's disciplinary procedures. Sanctions may also include removal of the VSS or CCTV system.