

# University of North Dakota Loss Control Committee

<b>Standard Practice 240</b>	<b>Surveillance Equipment</b>  Effective 12/2005 Revised 10/07 Revised 10/2014
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## I. Purpose

The purpose of this standard practice is to regulate the use of Surveillance Equipment for the purpose of security.

## II. Scope

This standard practice applies to all personnel, schools, and centers of the University in the use of surveillance equipment. This standard practice is not intended to cover the use of Web cams unless the Web cam is used for surveillance.

## III. Definitions

**Audio surveillance** - Close observation or recording of a person, group, or an area relating to or used in the transmission or reception of sound.

**Emergency Management Subcommittee** – A task group reporting through the campus Loss Control Committee to the VP for Finance and Operations.

**CCTV** – Closed circuit (non-broadcast) television.

**Criminal investigation** – An organized effort, typically conducted by a law enforcement agency, for the purposes of gathering information concerning criminal intent.

**Law enforcement purposes** – The broad term used to describe efforts of law enforcement agencies targeted at insuring obedience to the laws.

**Public areas** – Areas maintained for and used by people for which there is no expectation of privacy.

**Record series** – A group of records/files having similar characteristics. Names are provided for the record series, and retention times and destruction methods are established.

**Surveillance** - The careful watch or recording of persons, places, things, and/or areas for the purpose of obtaining information concerning the activities and identity of individuals mostly for future use.

**Surveillance equipment** – The implements used for the purposes of surveillance.

**Surveillance Equipment Request Form (240a)** – The document that must be filled out and submitted to the University Police when an individual or department wishes to have surveillance equipment installed and used in their facilities.

**Visual surveillance** - Close observation or recording of a person, group, or area attained or maintained by sight.

**University's Record Retention Schedule** - An approved policy that lists common record series found in university departments. It provides retention guidelines for the office of record and copy holders based on administrative, fiscal, historical, and legal value. It also provides guidance on the proper disposal methods for each record series after the approved retention period has been met.

**Webcams** -A camera designed to take digital photographs and transmit them over the Internet or other network.

#### **IV. Procedures**

- A. All operators and supervisors involved in video surveillance of public areas will perform their duties in accordance with this policy.
- B. Appropriate signage will be placed at building entrance doors if such signage is deemed to be practical and effective. Signage will state the following or similar wording: "THIS AREA IS SUBJECT TO VIDEO SURVEILLANCE." In addition, as signage will not be practicable in all areas, students, faculty, and staff should be notified via website or other means that areas of the campus are under video surveillance for their protection.
- C. The Department of Public Safety will limit camera positions and view of residential housing. Any view of housing will be no greater than what is available with unaided vision. Furthermore, the view of a residential housing facility must not violate the standard of "reasonable expectation of privacy."
- D. Surveillance centers will be configured to prevent camera operators from tampering with or duplicating recorded information.
- E. Recorded video must be stored for a period of 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Associate Vice President for Public Safety/Chief of Police.

- F. Video footage will be stored in a secure location and/or on servers accorded appropriate computer security with access by authorized personnel only.
- G. Camera control operators who view recorded video footage must do so in the presence of a supervisor to maintain the integrity of that video footage.
- H. Cameral control operators will be trained in the technical, legal, and ethical parameters of appropriate cameral use. Cameral control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
- I. Cameral control operators will NOT monitor individuals on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University's Equal Opportunity/Affirmative Action Policy. Camera control operators will monitor based on suspicious behavior, not individual characteristics.
- J. Camera control operators will NOT view private rooms or areas through windows. This does not relieve the Department of Public Safety of responsibility to ensure that cameras viewing residential housing cannot be remotely manipulated to allow such viewing.
- K. Prior to purchasing or installing any surveillance equipment, a Surveillance Equipment Request Form must be completed and sent to the Department of Public Safety and will be routed through the approval process. The Surveillance Equipment Request Form is available online at <http://und.edu/finance-operations/university-police/forms>

## **V. Responsibilities**

- A. The UND Associate Vice President for Public Safety/Chief of Police is authorized to oversee and coordinate the use of CCTV and web camera surveillance for safety and security purposes at the University. All University departments or unites using CCTV and web camera surveillance are responsible for implementing this policy in their respective operations. The Department of Public Safety has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.
- B. The Associate Vice President for Public Safety/Chief of Police, or designee, has the responsibility to authorize all CCTV and web camera surveillance for safety and security purposes at the University. All new installations will follow this University Policy. The Vice President for Finance and Operations and Office of General Counsel will be notified of any and all camera surveillance operations.

C. The Department of Public Safety will monitor new developments in the relevant law and in security industry practices to ensure that CCTV and web camera surveillance at the University is consistent with the highest standards, protections, and compliant with all Federal, State, and local law.

D. The Department of Public Safety will accept input and recommendations on camera locations, and also review camera locations to ensure the scope of view of fixed location cameras conforms to this policy.

E. The proposed location of permanent CCTV/web cameras will be reviewed by the Associate Vice President for Public Safety/Chief of Police, or designee, for approval before installation. The locations of temporary cameras to be used for special events will also be reviewed by the Associate Vice President for Public Safety/Chief of Police, or designee. (*Note: "Temporary" does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.*)

F. Included with the list of CCTV/web camera locations will be a general description of the technology employed and the capabilities of the cameras.

G. Students and staff entering certain sensitive locations on campus may have an increased concern for privacy or confidentiality. In order to prevent a possible chilling effect at these locations, concerned persons may petition the Department of Public Safety to forgo the installation of a proposed camera or for the removal of an existing camera. The Associate Vice President for Public Safety/Chief of Police, or designee, will determine the appropriateness of an installation weighing the concerns of the person(s) making the requests and the safety and security of the entire community.

H. In recognizing students may also have an enhanced expectation of privacy in hallways and lounges of residence facilities, CCTV/web camera surveillance for safety and security purposes will be used solely on exit or entry doors in those facilities unless the Associated Vice President for Public Safety/Chief of Police, or designee, determines that a specific safety/security risk exists. This should not be construed as prohibiting installation of CCTV/web cameras inside residence hallways when their use is strictly confined to viewing exit or entry doorways.

I. The Department of Public Safety will review complaints regarding camera locations and determine whether this CCTV/web camera surveillance policy is being followed. The Associate Vice President for Public Safety/Chief of Police, or designee, will determine whether the potential increment in community security outweighs any likely infringement of individual privacy. Any appeal of a decision by the Associate Vice President for Public Safety/Chief of Police, or designee, will be reviewed by the Vice President for Finance and Operations who will render a decision.

J. The Associate Vice President for Public Safety/Chief of Police, or designee, will review all requests received by outside police departments to release recordings obtained through CCTV/web camera surveillance. Excluded from above are recordings required by court order or subpoena.

K. The Associate Vice President for Public Safety/Chief of Police, or designee, may audit any college or department's CCTV/web camera surveillance operations, including recording storage, at any time.

L. All existing uses of surveillance equipment will be brought into compliance with this standard practice within 30 days of the approval of this standard practice.

M. The Emergency Management Subcommittee of the UND Loss Control Committee will develop and maintain this policy and any supplemental operating procedures.



FORM 240a
Surveillance Equipment Request

PLEASE CHECK ONE: New Request for Video Surveillance Change to Existing Surveillance

Date: \_\_\_\_\_

Department Requesting Surveillance Equipment: \_\_\_\_\_

Building/Location for Equipment Installation: \_\_\_\_\_

Room Number(s): Location within room:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Departmental Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Surveillance Equipment Request:

Department Head Approval: \_\_\_\_\_ (Printed Name of Department Head) Phone: \_\_\_\_\_
\_\_\_\_\_ (Signature of Department Head) Date: \_\_\_\_\_

RETURN COMPLETED FORM TO DEPARTMENT OF PUBLIC SAFETY, STOP 9031
email: UND.safety@UND.edu Fax 701.777.4132

AVP Dept of Public Safety (or Designee): \_\_\_\_\_ (Printed Name of AVP or Designee) Phone: \_\_\_\_\_
\_\_\_\_\_ (Signature of AVP or Designee) Date: \_\_\_\_\_