

Dixie State University Policy

465 Video Surveillance



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I. Purpose

- 1.1 DSU reserves the right to conduct appropriate video surveillance on its campus in a professional, ethical, and legal manner in order to assist in providing public safety and security for the DSU community as well as for ensuring academic integrity, operational effectiveness, and compliance with University policy. This policy regulates all video surveillance on the Dixie State University (DSU) campus and applies to all employees and students as well as campus visitors.

II. Scope

- 2.1 Use or installation of camera or video equipment by any University department or entity for the express or implied purpose of surveillance is subject to this policy. Use or installation of video or camera equipment for purposes other than surveillance is not subject to this policy. Non-surveillance purposes include but are not limited to academic instruction, video conferencing, recording and/or transmission of public events or performances, use of web and mobile phone cameras, etc.

III. Definitions

- 3.1 **Camera:** Any digital or analog device that can capture or transmit visual images designed to monitor a specific area, including but not limited to video cameras, still cameras, cellular telephones, webcams, and electronic surveillance systems and computing devices.
- 3.2 **Campus:** The DSU campus and other owned or controlled properties, buildings, or facilities, including locations where an official University activity is being held.

- 3.3 ***Private Spaces:*** Areas in which individuals have a reasonable expectation of privacy, including but not limited to restrooms, locker and dressing rooms, and individual residential rooms.
- 3.4 ***Video Surveillance:*** Viewing, recording, or making available for viewing visual images of campus in the form of photographs, video recordings, live feeds, or in other formats.
- 3.5 ***Video Surveillance System:*** All components of video surveillance including hardware, software, camera installations, recording protocol, monitoring, etc.

IV. Policy

- 4.1 All public areas of the University campus are subject to video surveillance for the purposes defined by this policy. Except as directed by lawful court order, video surveillance cameras will not be directed at private spaces on or off-campus.
- 4.2 Recording audio data as part of video surveillance is specifically prohibited unless it is part of video monitoring excluded from this policy or is undertaken as the result of court order issued lawfully under State or Federal laws and regulations.
- 4.3 The University operates a central video surveillance system to manage all video surveillance installations and centralize viewing and recording of video feeds. This system is owned by and its uses directed by the Vice President of Administrative Affairs.
 - 4.3.1 Campus Police and Information Technology (IT) Services operate the central video surveillance system under the direction of the Vice President of Administrative Affairs and maintain standards and guidelines, governed by this policy, regarding use and operation of the University video surveillance system.
 - 4.3.2 All video surveillance installations are controlled by the Vice President of Administrative Affairs. University departments may fund specific surveillance installations in areas of campus under their control or interest but may not install or operate these installations. Unless otherwise arranged with the Vice President of Administrative Affairs, departments retain ongoing responsibility for fiscal maintenance of these sites.

- 4.3.3 IT Services will maintain site installation standards and is responsible for installation and technical maintenance of video surveillance sites.
- 4.3.4 Other specialized video surveillance systems for a specific purpose incompatible with the central University video surveillance system, or any other video surveillance installed on University premises for any purpose must be approved by the Vice President of Administrative Affairs.
- 4.4 Access for employees to view live video surveillance feeds must be approved by a University Vice President. Access to surveillance feeds must be based on an employee need-to-know basis and in harmony with the purposes for surveillance as defined by this policy. Access procedures will be maintained by Campus Police and IT Services.
 - 4.4.1 Campus Police shall have access to all live surveillance feeds only as it directly relates to the performance of their duties to provide public safety and security, including safeguarding University property and assets.
 - 4.4.2 IT Services shall have access to all live surveillance feeds only for the purposes of installation and maintenance of surveillance sites.
- 4.5 Access for employees to view recorded video feeds must be approved by the Vice President of Administrative Affairs. Campus Police are authorized to export recorded video surveillance data or feeds from the video surveillance system. Other employees may be authorized to export recorded video data on a case-by-case basis approved by the Vice President of Administrative Affairs when an appropriate academic or business purpose exists. All other requests to export recorded data must be requested from the Campus Police. Recorded video data may only be used for the following purposes.
 - 4.5.1 Investigations or prosecutions of actual or potential criminal actions and/or policy violations conducted by DSU Campus Police or other law enforcement agencies.
 - 4.5.2 Investigations by academic officials involving academic integrity and/or academic or professional misconduct as defined by the Code of Student Rights & Responsibilities (Policy 533) and/or the Faculty Rights & Responsibilities (Policy 633).
 - 4.5.3 Compliance with court orders, search warrants, subpoenas, and law enforcement requests issued lawfully under Federal regulations or State law.

4.5.4 Other circumstances, including public records requests, approved by the University President or Vice President of Administrative Affairs after consultation with the Director of Campus Police and/or University legal counsel.

4.6 Objections

4.6.1 Any member of the DSU community may submit a written request to the Vice President of Administrative Services to change the location or limit the visual range of video surveillance equipment based on a belief that use of the equipment infringes on that individual's reasonable expectation of privacy or protected rights.

4.6.2 Specific information regarding the location, the right believed to have been infringed, and how the installation infringes on that right is required.

4.6.3 The Vice President of Administrative Services or designee will, after consultation with University Legal Counsel and DSU Campus Police, respond to the complaint within 30 calendar days of receipt. The response from the Vice President of Administrative Services or his/her designee may not be appealed.

V. References – N/A

VI. Procedures

VII. Addenda – N/A

Policy Owner: Administrative Services, VP
Policy Steward: Information Security Officer

History:
Approved 4/29/16