



SURVEILLANCE CAMERA POLICY

Responsible Department: ACU Police Department

Responsible Administrator: Chief of Police and Director of Public Safety

Effective Date: April 2018

Date of Scheduled Review: April 2021

I. PURPOSE

The purpose of this policy is to provide guidelines for the use of surveillance cameras on property owned and/or utilized by the University in a way that enhances security and aids law enforcement while respecting the privacy expectations of members of the University community.

The primary purpose of utilizing surveillance cameras in public areas is to deter crime and to assist law enforcement in enhancing the safety and security of members of the University community and University property. The primary use of security cameras will be to record video images for use by law enforcement and other University officials charged with investigating alleged violations of law or University policy.

Note: The existence of this policy does not imply or guarantee that surveillance cameras will be monitored in real time.

II. SCOPE

This policy applies to all University employees, offices, and departments.

III. DEFINITIONS

- A. “Surveillance cameras” – any system or device, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of University Property and/or people on University Property. Such devices may include, but are not limited to the following: analog or digital surveillance cameras or systems, closed circuit television, and computerized visual monitors.
- B. “University Property” – all property owned, leased, or controlled by the University.
- C. “Surveillance cameras Images” - images captured by Surveillance cameras, which may be real-time or preserved for review at a later date.

IV. PROCEDURE

- A. Installation and Placement of New Surveillance cameras
 - 1. The installation of new surveillance cameras must be approved in advance of purchase by the ACU Chief of Police (or his designee), who will serve as the Surveillance camera Coordinator (“SCC”).

2. In order to seek such approval a department chair, dean, director, or vice president will submit a Surveillance camera Request form, which is available at the ACU Police Department (“ACUPD”), to the SCC.
3. In determining whether a new surveillance camera will be approved, both the person seeking approval and the SCC should consider the following:
 - a. Surveillance cameras may not be installed or operated where they will violate the reasonable expectation of privacy as defined by law. That includes but is not limited to the following areas: faculty/staff personal offices, residence hall bedrooms, restrooms and showering facilities, and locker/ changing rooms.
 - b. Surveillance cameras should not record or monitor sound unless the recording or monitoring takes place in an public or common area in which there is no expectation of privacy;
 - c. The use of the surveillance cameras must be consistent with all other existing laws and University policies; and
 - d. Surveillance cameras must be of the type and technical specifications that can be connected to and operated on the University’s network. Determination of technical specifications and equipment appropriateness will be determined by the SCC.
4. If approved, the requesting party will assume all financial responsibility for all costs associated with the purchase, installation, configuration, and maintenance of the surveillance cameras and associated components and servers.

B. Installation, Operation and Access

1. For new cameras, all installation, configuration, and maintenance will be completed by or coordinated by ACUPD subject to any customary charges.
2. At least one sign must be posted where surveillance cameras are being used on University property. This requirement applies to cameras being used both inside and outside of University buildings. The SCC will provide standard language for placement in those areas.
3. The SCC, in consultation with the applicable department chair, dean, director, or vice president, will determine which employees should have access to the Surveillance camera images and whether any training will be required. In carrying out their duties, sworn personnel of the ACUPD will have access to all Surveillance camera images. All requests from sources external to the University to release Surveillance camera images should be directed to ACUPD.
4. When an incident is suspected to have occurred, only pre-designated and pre-approved personnel may review the relevant surveillance camera images. Sworn personnel of the ACUPD are exempt from this provision.

5. At no time may the images be altered or shared outside the approved users or ACUPD. Unauthorized release of surveillance footage is strictly prohibited. The surveillance camera images may not be recorded on a removable storage device without permission of SCC.
6. Departments will be required to work with the ACUPD Systems Manager to examine surveillance cameras in their area once a year for functionality.

C. Storage and Destruction of Images

Surveillance camera images and data will be retained and stored in a secure location for at least thirty days (unless server space fills up before the thirty days is up which causes an over-write to occur), and should be destroyed after ninety days unless such images are being used for a criminal investigation or court proceeding, or unless otherwise notified by ACUPD or the Office of General Counsel.