## Revision Control

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### Review/Approval History

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Video Camera Monitoring and Recording Standard

Purpose:
Cal Poly Pomona (CPP) is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the CPP community. This standard addresses the university’s safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the university's core values and state and federal laws, this standard is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this standard is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

The existence of this standard does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.

Scope
This standard applies to all personnel, departments, and auxiliary organizations in the use of security cameras and their video monitoring and recording systems. Security cameras may be installed in situations and places where the security and safety of persons and property owned or leased by CPP would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed campus-wide, inside and outside buildings. The use of security cameras generally falls into three main categories:

A. Property Protection: Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video may show the perpetrator. Examples: an unstaffed computer lab, an unstaffed science lab, or a parking lot.

B. Personal Safety: Where the main intent is to capture video and store it on a remote device so that if a person is assaulted, the video may show the perpetrator. Examples: a public walkway, or a parking lot.

C. Monitor: Where the main intent is to have the live video stream in one area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: a computer lab with multiple rooms and only one staff member.
Standard
The CPP University Police department and IT have the authority to select, coordinate, operate, manage, and monitor all campus security surveillance systems pursuant to this standard. All departments using camera surveillance are responsible for implementing and complying with this standard in their respective operations.

All existing uses of security camera systems will be required to comply with the standard at a future date. A notification of the compliance date will be made 12 months in advance. Unapproved or nonconforming devices will be removed prior to the compliance date.

Information obtained from the cameras shall be used for safety and security purposes and for law and policy enforcement, including, where appropriate, student judicial functions. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual’s right to privacy and hold university information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to governing laws. Please see reference section on governing laws.

Exceptions
The standard does not apply to cameras used for academic purposes. Cameras that are used for research would be governed by other policies involving human subjects and are, therefore, excluded from this standard.

This standard does not apply to the use of video equipment for the recording of University sanctioned performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures or videotaped interviews of persons.

This standard does not address the use of web cameras for general use by the University. Web cameras installed by the University to communicate construction progress or other University-related projects of general interest to constituents are excluded from this standard.

This standard does not apply to cameras used by University Police or another law enforcement agency for criminal surveillance as governed by federal and state laws.
Responsibilities:

University Police

- Advise departments on the appropriate applications of surveillance technologies
- Review and approve the installation of any surveillance and security camera systems
- Approve the access to and reproduction or distribution of all recorded images created by cameras subject to this policy
- Release video security and access control applications data upon authorization by the Chief of Police or designee. No other University department may release data obtained through video security and access control applications.

Information Technology (IT)

- Review and consult with University Police regarding the selection and installation of video security systems and equipment
- Define the technical standards for equipment and software applications, provide network and central server/storage for the system, and provide software support, troubleshooting and configuration assistance
- Determine the appropriate placement of all cameras with University Police
- Approve the purchase of camera equipment
- Identify contractors who can perform new camera installations
- Consult for network connection needs for new installations.
- Provide estimates for network needs for new installation requests.
- Work with CPP Facilities department to ensure that installation adheres to the approved standards and complies with all relevant building and fire codes.
- Administer the central video surveillance application
- Manage the support contract for the provided camera service for the Cal Poly Pomona environment.
- Maintain and document the location of permanent video camera installations on campus.
- Monitor changes in the law and security industry practices and technology to ensure that camera surveillance is consistent with best practices and complies with federal and state laws.

Colleges, Departments, Programs, or Campus organizations installing video surveillance equipment responsibilities

- IT will coordinate the installation of the cameras with the approved security camera contractor. The contractor will coordinate the integration of the security cameras with IT.
• Departments with existing video security applications must have their applications approved by the University Police, and their existing video security applications brought into conformance with the campus standard.
• Departments wishing to install new video security applications must submit their request to the Video Surveillance Oversight Committee for review. The request shall state the reason, the number, and location of installation(s). Department heads or their designees charged with overseeing video security applications must arrange for University Police and IT management of their video security applications.

**Video Surveillance Oversight Committee (VSOC)**

The Video Surveillance Oversight Committee (VSOC) will be responsible for reviewing and approving all proposals for security camera equipment recommended by the Chief of Police and IT. The VSOC shall be responsible for the following:

- Review any complaints regarding the installation or utilization of surveillance camera systems.
- Determine the appropriateness of an installation weighing the concerns of the person(s) making the request and the safety and security of the entire campus community.
- Determine whether the potential increment in campus security outweighs any likely infringement of individual privacy.

The VSOC shall also be responsible for reviewing any exceptions to this policy. Appeals of a decision made by the VSOC will be made to and reviewed by the Vice President of Student Affairs, who will render a decision. An appeal of the decision by the Vice President of Student Affairs may be taken to the University President who is the final arbiter.

The VSOC shall be comprised of the following members:

- The Chief of Police, Chair of the VSOC
- Chief Information Security Officer
- Vice President of Administrative Affairs or designee
- Associate Vice President for Facilities Planning and Management or designee
- Director Environmental Health & Safety (EH&S) or designee
- Student representative
- Faculty representative
- Emergency Services Coordinator
Principles

Placement of Cameras
The locations where cameras are installed may be restricted access sites such as a departmental computer lab or a work counter where cashiering services are performed or money is exchanged during the regular course of business; however, these locations are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized.

No audio shall be recorded except in areas where no one is routinely permitted. Requests to utilize audio surveillance that does not comply with this requirement will be evaluated on a case-by-case basis by the Chief of Police.

Camera positions and views of residential housing shall be limited. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Unless the camera is being used for criminal investigations, monitoring by security cameras in the following locations is prohibited:
  - Student dormitory rooms in the residence halls
  - Bathrooms
  - Locker rooms
  - Classrooms not used as a lab

The installation of “dummy” cameras that do not operate is prohibited. Dummy cameras may lead the viewer to a false sense of security that someone is monitoring the cameras.

Unless being used for criminal investigations, all video camera installations should be visible.

Some exceptions to camera placement may be made in testing locations.

Access and Monitoring
All recording or monitoring of activities of individuals or groups by university security cameras will be conducted in a manner consistent with university policies, state and federal laws, and will not be based on the subjects’ personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to university security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: high risk areas,
restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the Chief of Police or designee.

Access to live or recorded video from Property Protection and Personal Safety cameras shall be limited to authorized personnel of the department which installed the cameras, the University Police Department and other persons authorized by the Chief of Police or designee. No researcher or organization, whether faculty, staff, student, or the general public, is authorized to use these cameras or recordings from the cameras for research purposes.

Monitors for video equipment shall be installed in controlled-access areas and shall not be viewable by unauthorized persons.

The copying, duplicating and/or retransmission of live or recorded video shall be limited to persons authorized by the Chief of Police or designee.

A record log will be kept of all instances of access to, and use of, recorded material. Nothing in this section is intended to limit the authority of the CPP University Police in law enforcement activities.

**Appropriate Use and Confidentiality**

Personnel are prohibited from using or disseminating information acquired from security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official university and law enforcement purposes. Personnel are expected to know and follow the Campus Appropriate Use policy.

**Notification**

A posting indicating the presence of a video camera system will be affixed near the entrance of facilities with cameras operating on the interior portions of the building. The posting should state, “This facility uses video cameras”. The location and design of the postings will be in accordance with this standard.

**Use of Cameras for Criminal Investigations**

CPP University Police may make use of mobile or hidden video equipment in criminal investigations. Covert video equipment may also be used for non-criminal investigations of specific instances which may be a significant risk to public safety, security and property as authorized by the Chief of Police or designee.
Standard Definitions

Monitoring - Monitoring refers to viewing live or recorded images from cameras and monitors that have been approved for the purpose of enhancing security and aiding law enforcement.

Surveillance - Surveillance refers to a more focused type of observation on an individual or group of individuals that involves a closer degree of scrutiny for which there are reasonable grounds to believe such person(s) are engaging in or have engaged in unlawful activity.

References

Governing Law

Silent video surveillance (involving no recording of sound) in public places is permissible. Individuals and transactions in plain view in a public setting have no reasonable expectation of privacy; therefore the use of video is allowable. See Katz v. United States 389 U.S. 347, 88 S.Ct.507 (1967), “that there is no expectation of privacy in a public place”; United States vs. Sherman, 990 F. 2nd 1265 (9th Cir. 1993); Dow Chemical Co. vs. United States, 106 S. Ct. 1819 (1986); People vs. Mackey, 121 Michigan App. 748, 329 N. W. 2nd 476 (1982).

California Penal Code sections 631, 632 expressly prohibit the unauthorized installation or use of cameras in private places. Installation or use of any device for photographing, observing or overhearing events, or sounds, in a private place without permission of the people photographed or observed is against the law.

The California Constitution contains a guarantee of privacy. For this right to be violated, video surveillance must fulfill three criteria:

1. It constitutes an intrusion
2. It intrudes in a location or context where there is a reasonable expectation of privacy
3. It outweighs other interests by the gravity of the alleged violation