

University of Northern Colorado Video Surveillance Policy

I. Purpose

The University of Northern Colorado utilizes live view and recorded video surveillance on its properties for the express purposes of crime deterrence and asset protection, to assist in criminal investigations, and to facilitate and enhance general safety measures on campus. To that end, video cameras should be utilized only in areas where an individual does not have a “reasonable expectation of privacy.”

- A) Cameras may be utilized for live view for certain operations and departments on campus. With the exception of cameras used in SMART classrooms, the Camera Review Committee (“CRC”) determines whether live view requests are granted on a need basis. Recorded video is made available to the University Police Department, University General Counsel, and Information Management & Technology restricted to its department mission.

II. Definitions

Live View Video:	A video feed directly to a monitor showing live image recording.
Recorded or Captured Video:	Images stored on a server for later viewing.
Camera Review Committee (CRC):	A review board consisting of the Chief of Police (or designee), Environmental Health and Safety Officer, and Information Technology (IT) representative.
Credentialed User:	A University employee given clearance through the CRC to observe live view monitors.
Stationary Camera:	A video camera ‘locked’ into a single view.
Pan/Tilt/Zoom Camera (PTZ):	A video camera that is controlled by select credentialed users to change the viewing area of the camera manually or by program. Ordinarily defaults to a stationary camera view.

III. General Principles

- A) The University of Northern Colorado is committed to the use of reasonable measures to mitigate potential threats and improve solvability factors related to crime on our campus. A critical component that assists in this endeavor is the use of video surveillance cameras and other image capture tools.
- B) The vast majority of cameras on campus are not monitored in real time. Any reference to real time view of a video image is referred to as live view. Any other reference to the viewing of a video image in this policy references a taped or recorded event image.

- C) Any use of recorded footage or live view for the purpose of individual gain or other benefit is prohibited and subject to potential administrative, civil and criminal action.
- D) Cameras will not be installed or monitored in locations where an individual has a reasonable expectation of privacy.
- E) Cameras may be installed in locations where University employees are engaged in a work environment or action to mitigate potential crime, protect University assets and/or improve safety. Cameras will not be accessible to managers for viewing the performance of their employees unless approved by University General Counsel
- F) Covert cameras may be used under circumstances to aid in criminal investigations by the University Police Department. If the location for a covert camera comes into conflict with any part of this policy, the Police Department will confer with University General Counsel for guidance prior to use.

IV. Request Process

A department may make two types of survey requests related to video surveillance assessments: (1) a request for a video surveillance assessment related to a building or location that is currently 'unfunded' or (2) a request for video cameras related to a 'funded' project or new construction.

Projects without an identified funding source or approval:

- A) An unfunded project does not need the formal video surveillance request paperwork, and instead the department head, manager or project leader should request an assessment directly to the Chief of Police or designee. The Chief of Police or designee will arrange a time for the project manager and the Environmental Health and Safety Officer ("EHSC") to meet and complete a walk-through of the building/area.
 - 1) The project manager will need to discuss the likelihood of future funding and the expected time frame for future funding.
 - 2) The project manager will identify up to two tiers of priorities for camera locations based on anticipated funding. The first tier identifies the most desired camera locations. The second tier identifies cameras first to be eliminated depending on project cost overruns or other events that may have a fiscal impact on the project.
- B) Based on the priorities identified, the Chief of Police or designee and the EHSC will recommend the most advantageous positions to maximize the effectiveness of the requested surveillance. This recommendation will not consider limitations related to the wire pulls or other physical barriers upon implementation of the project later identified that may prevent full installation.

- C) The CRC may deny a request for video surveillance based on University priorities, IT infrastructure impact, and/or other concerns. The following tier will be a general guideline as to priorities for video surveillance:
- 1) Life Safety Concerns relating to exterior locations on campus.
 - 2) Life Safety Concerns relating to interior locations on campus.
 - 3) Critical Infrastructure Surveillance (e.g.- the Computer Platform in Carter Hall or Heating Plant).
 - 4) Property loss prevention and criminal vandalism.

This tiered structure is a guideline only and the determination to add video surveillance coverage to a location is made on a case-by-case basis based on the relevant facts and circumstances.

Projects with identified funding source:

- D) Projects with an identified funding source are broken down into two categories based on the total cost of the project.
- 1) Capital Projects – These are projects over \$15,000 in cost and are tracked through facilities’ Capital Request Process. The department requesting this install must have the approval of its department head and must have the additional approval of the University President (or designee) if CRC recommends that the request be granted.
 - 2) Work Request - These are projects under \$15,000 and must have the approval of the department head requesting the install. Upon approval of the CRC, the University’s Information Technology Department will generate a work order for completion of the project.

Process for Submitting a Request

- E) The Department head (or designee) requesting the review must complete the video surveillance form on the police website and submit the form to the UNC Chief of Police or designee.
- 1) If the review requested is related to a Capital Project for an amount \$15,000 or greater, the Capital Project Request form on the facilities department website must also be completed and submitted to the facilities management department
- F) Non-recording webcams and cameras intended to show live view of the general campus accessible remotely by computer are not subject to the CRC review. Any such request must be approved by University General Counsel.

V. Responsibilities

- A) The Information Management & Technology Department is responsible for the proper installation, function and management of the video surveillance hardware and software on campus. This includes all cameras, computers, and servers that may be used in support of the video surveillance efforts on campus. This also includes decisions on storage capacity of servers and the length of time unrequested recorded video is kept, per the limitations of the video servers. Access to live view and recorded video is limited to the IT Security Professionals in charge of the video surveillance program and the Director of Information Technology when the access is specifically necessary for the maintenance of the system. Under no circumstances will the aforementioned IMT personnel serve as the investigative arm for criminal or administrative purposes related to video surveillance use. IMT is not responsible for the replacement costs of any damaged cameras or cameras that are defective after successful installation.
- B) The University Police Department is responsible for video investigation of events that may lead to criminal or administrative actions on campus. Any video review requested by a department related to an employee's actions must be an issue specifically related to criminal activity, asset protection and/or significant safety violations, unless otherwise directed by University General Counsel. Access to the video surveillance recordings for investigative purposes is limited to Investigations and Police Command Staff.
- C) University General Counsel will be the final authority on questions of law related to use of video surveillance tools. Any court ordered, public records, or public information act requests for recorded video will be routed through the University General Counsel, unless the recording is part of a criminal filing, which is subject to the rules of discovery. University General Counsel will coordinate any such requests with the University Police Chief. University General Counsel must give approval for non-recording webcams and cameras intended to show a general view of campus accessible remotely by personal computer, internet, or television by the public.
- D) Individual University Departments that have access to live view monitoring of select areas should provide training to employees regarding this policy and responsibilities specifically related to appropriate use of live view cameras. Employees should not have access to recorded view permissions unless specifically allowed by University General Counsel.
- E) Any perceived misuse of the video surveillance system must be reported to the Chief of Police and/or University General Counsel for their review and resolution. Misuse of the video surveillance system may result in criminal, civil and administrative actions.