

**SHEPHERD UNIVERSITY**  
**POLICE DEPARTMENT**  
**SECURITY CAMERA POLICY**

**TITLE: UNIVERSITY SECURITY CAMERAS**

**COMPILED: 18 September 2017**

**SECTION 1. GENERAL**

1.1 Scope

This policy standardizes installation, regulates use, and clarifies user guidelines for security cameras on Shepherd University Campuses in an effort to achieve and maintain the security and safety of the campus and its inhabitants and to assist the Shepherd University Police Department (*herein SUPD*) in its response to appropriate issues on campus.

1.2 Effective Date

September 18, 2017

**SECTION 2. PARAMETERS**

- 2.1 The implementation of this policy – including, but not limited to, approval, placement and monitoring of campus all security cameras on campus properties – is the responsibility of the SUPD.
- 2.2 This policy does not apply to use of alternate surveillance and/or recording by the SUPD for criminal investigations or as sanctioned by a court of law.
- 2.3 This policy does not apply to authentic academic use of recording devices for academic, research, educational or journalism purposes, the use of WebCams by the University, or the use of recording devices during public events, performances, or interviews.
- 2.4 This policy does not guarantee or imply the security cameras will be monitored in real time.
- 2.5 The security system and its components will be used in a professional, ethical, and legal manner.

### **SECTION 3. DEFINITIONS**

- 3.1 *Equipment* refers to any Shepherd University item, system, device, or procedure used alone or in conjunction with a network with the purpose of obtaining, recording, storing, and/or monitoring an image and/or audio that may be viewed in real time and/or at a later date.
- 3.2 *Monitoring* is defined as the process of observing or reviewing real-time or captured images and/or audio from Shepherd University security cameras.
- 3.3 *Recording* is defined as the process of capturing and storing images and/or audio via Shepherd University security cameras.
- 3.4 *Shepherd University Property* refers to all land, internal and external structures – owned or leased –, and common areas operated by Shepherd University.
- 3.5 *Internet Protocol (IP)* is the communication protocol to collect and transmit recordings of the Shepherd University security cameras.
- 3.6 *Public Areas* are categorized as any portion of Shepherd University properties operated and maintained by the university including, but not limited to, facilities and buildings in which a person or persons do not have a realistic expectation of privacy.
- 3.7 *Private Areas* are categorized as any portion of Shepherd University properties operated and maintained by the university in which a person or persons have a realistic expectation of privacy including, but not limited to, locker rooms, restrooms, residence hall rooms, or personal offices (this does not include reception, informational, or waiting areas).
- 3.8 *Restricted Access Areas* are areas of Shepherd University property that are not accessible to the general public; however may be accessible to authorized employees. These areas are separate from Private Areas.

### **SECTION 4. PROCEDURE**

- 4.1 Any and all requests to view security camera recordings and/or equipment are to be made in writing to the Shepherd University Chief of Police. The request must include the solicitor's name and/or department, the purpose of the request, desired area or equipment, and, if applicable, the date(s) and time(s) in question. The request will be reviewed with consideration to security issues, institutional needs, and Shepherd University policy. The Shepherd University Chief of Police will make the final decision on all requests.
- 4.2 Cameras will only be permitted to be placed in public or restricted areas on Shepherd University property. Cameras will not be permitted or placed in private areas or public areas with the intent of monitoring private areas.

- 4.3 Any equipment already in place as of this policy date will come under the control and authority of SUPD. This department will determine if the equipment currently in place adequately meets and adheres to Shepherd University's institutional policies and needs, as well as meets the current technological standards for the security camera system. In collaboration with other departments on campus, SUPD will determine if new equipment is essential and permitted and will determine if replacement or removal of current equipment is necessary. No recording equipment of the security/surveillance nature is permitted unless recorded and controlled by the SUPD or a specific exception is given by the SUPD. If an exception is granted, the department and individuals are still required to comply with all other terms of this policy.
- 4.4 All equipment, where able, will utilize IP technology to transmit recordings, unless an exception is granted by the SUPD.
- 4.5 When an incident is reported or circumstances raise safety or security issues, the SUPD may request others to observe or review recordings or images to aid with the investigation of an incident.
- 4.6 The Shepherd University Chief of Police shall be notified of any future University construction, or any upgrading of existing University facilities, prior to approval of the final design of said facility if the facility is to include security camera equipment. The Chief of Police or designee appointed by the Chief of Police shall provide input to the placement of the equipment during the design stage and work collaboratively with Facilities and other departments on new equipment installation.
- 4.7 The SUPD shall be responsible for contacting the Shepherd University Information Technology (IT) department via University work order to report any trouble or outage with the system and/or cameras. The IT department will evaluate the problem and contact the appropriate vendor for repairs.
- 4.8 Any complaints involving violations of this policy shall be made to the University Office of General Counsel and/or Chief of Police.

## **RETENTION AND RELEASE OF INFORMATION**

- 5.1 It is the goal of the SUPD to retain recordings in a secure location for up to thirty (30) days; however there are numerous factors that can limit this retention including, but not limited to, equipment capabilities. Specific images and/or audio files may be required to be kept for a longer period at the direction of the SUPD and/or office of the University General Counsel.
- 5.2 Recordings containing information about a specific Shepherd University student are considered law enforcement records unless the recording(s) are used by Shepherd University for disciplinary purposes or inclusion as part of the student's educational record.

- 5.3 Requests to view or receive recording files from persons not authorized to access the system will be reviewed by the Office of the General Counsel or the SUPD. The requested files will be distributed in an appropriately secured method.

## **SECURITY CAMERA MAINTAINANCE AND OPERATION RESPONSIBILITIES**

- 6.1 The Shepherd University Police Department will monitor security camera recordings, images, and audio for investigative purposes
- 6.2 The Shepherd University Police Department will monitor to assure security camera equipment and system is properly functioning.
- 6.3 The Shepherd University Police Department will report any equipment and/or system outages to the Shepherd University IT Department via work order.
- 6.4 The Shepherd University IT Department will evaluate the reported outage
- 6.5 The Shepherd University IT Department will contact the appropriate outside contractor deemed appropriate to fix the reported outage.
- 6.6 The Shepherd University IT Department will assure the reported outage is appropriately resolved.
- 6.7 The Shepherd University IT Department will notify the Shepherd University Police Department when the outage has been resolved.