POLICY STATEMENT

Subject: Surveillance Camera Policy

Date:
March 3, 2010
November 9, 2009
November 20, 2017

Distribution Code:

Reference Number:

Addition _X_
Deletion ____
New Item ____

Originating Office:
Office of Public Safety / Police

President's Approval

Purpose

This University Policy regulates the use of surveillance cameras and surveillance monitoring.

Scope

This policy is applicable to all University employees requesting approval to purchase, install and operate surveillance cameras on campus. *All costs associated with the purchase, installation, and operations of equipment will be the responsibility f the requesting department.*

Objective

The objective of this policy is to regulate the use of surveillance cameras in order to protect the legal and privacy interests of the University and the University community.

Policy

All surveillance cameras will only be installed with the advance approval of the Vice President for Administration and Finance and the Surveillance Review Panel ("Panel") as defined by this policy. Only authorized personnel, as determined by the Vice President for Administration and Finance and the Panel, will be involved in, or have access to, surveillance monitoring.

Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplicating of recorded information.

For all existing systems installed prior to the issuance of this policy, supervisors must submit a Security Camera Location Document (appendix A) to Public Safety.

The conduct of surveillance monitoring or recording, and the use of surveillance cameras, must be in a manner consistent with all University administrative policies and procedures.

The conduct of surveillance monitoring or recording, and the use of surveillance cameras at the University are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

The Surveillance Review Panel will limit camera positions. Any view will be no greater than what is available with unaided vision.

Images obtained through surveillance monitoring or recording must be retained by the department sponsoring the authorized surveillance cameras for a length of time deemed appropriate for the purpose of monitoring, but not to exceed 90 days, unless such images have historical value, or are being used for a criminal investigation in accordance with this policy. University Police must be involved when recordings are being retrieved for criminal investigations, and those recordings must be stored in the Investigations Evidence Room of the Public Safety Office. Surveillance recordings will be stored in a secure location with access by authorized personnel only.

Any employee violating this policy may be disciplined, up to and including termination under relevant provisions of collective bargaining agreements. Employees will be provided due process consistent with the PASSHE Board of Governors policies and labor agreements.

Information inappropriately obtained in violation of this policy shall not be used in any disciplinary proceeding against any University employee or student.

This policy does not apply to the use of legally permissible wiretapping or electronic surveillance by University Police or other law enforcement agencies during criminal investigations, or in legitimate academic uses of a surveillance camera that have been approved by the University's Institutional Review Board for the Protection of Human Subjects.

Definitions

Surveillance Camera — Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of university facilities and/or people in university facilities. Images captured by surveillance cameras may be real-time or preserved for review at a later date. Such devices may include, but are not limited to the following: close circuit television, web cameras, real-time surveillance systems, and computerized visual monitoring.

Surveillance Monitoring or Recording	The process of using a surveillance camera to observe, review or store visual images for purposes of deterring crime and protecting safety and security.
University Facilities	All University space on University owned, leased or controlled property, both internal and external, and includes all buildings, offices, common spaces, labs, grounds, and all other spaces.
Surveillance Review Panel	A group comprised of the Vice President for Administration and Finance, Director of Public Safety and Police, and one delegate each from the Office of Human Resources and Information Technology Services.

Responsibilities

Surveillance Review Panel –

- Reviews all requests for installation and/or placement of surveillance cameras.
- Reviews complaints regarding surveillance camera locations and determines whether the policy is being appropriately followed. Periodically reviews existing surveillance camera locations to ensure that the placement of fixed location surveillance cameras conforms to this policy.
- Provides a copy of this policy to supervisors involved in surveillance monitoring and recording.

Supervisors of Operators Involved in Surveillance Monitoring and Recording- Provide a copy of this policy to camera operators.

All Operators Involved in Surveillance Monitoring and Recording- Receive a copy of this policy and provide written acknowledgement that they have read and understood its contents and will perform their duties in accordance with this policy.

Vendor from whom surveillance camera system is purchased – Conduct initial training for all operators and provide certification for each person who is trained.

Procedures

1. Requests for installation and/or placement of surveillance cameras in university facilities must be approved by the Vice President for Administration and Finance and the Review Panel.
    a. The requestor must submit the Request for Surveillance Camera Form (Appendix B) to their immediate supervisor to obtain approval from the manager of the department or division.

b. The manager of the department or division must submit the request form electronically to the Review Panel.

2. The Review Panel will consider all requests and make a recommendation for approval or denial to the Vice President for Administration and Finance.

3. Upon approval of the Panel, the requesting supervisor should consult the Procurement Office regarding the type of equipment to be purchased. Equipment should not be ordered prior to receiving installation approval.

4. University Police will designate appropriate locations for required signage indicating surveillance cameras are in use.

5. Signs shall also be posted in areas where cameras are conspicuous, such as computer labs, indicating surveillance cameras are in use.

6. It is the responsibility of the supervisor of the department to train operators in how to handle images and respond to images of alleged criminal or university policy violations.

Recision: Not applicable

Publications Statement: Will be published annually by Public Safety/Police

Distribution:

Distribution Code	Description
A	All Employees All union leaders

Appendix A

SURVELLIANCE CAMERAS
CURRENTLY IN USE ON CAMPUS

Department or College: _____

Department Manager or College Dean: _____

Date submitted: _____

Cameras are permanent: Yes ___ No ___

Are cameras linked to IUP's main system: Yes ___ No ___

Number of cameras in operation: _____

Location of cameras (building, floor, room or area):

1.
2.
3.
4.
5.

** If more than five cameras give the location of each camera on a separate piece of paper.

What is the purpose of the camera(s)?

Are cameras in proper working order? Are images clear and recognizable?

Are there cameras in place that are:

Not working - Yes_____ No_____

Dummy cameras - Yes _____ No _____

RETURN COMPLETED FORM TO IUP PUBLIC SAFETY OFFICE, UNIVERSITY TOWERS

Appendix B

REQUEST FOR SURVEILLANCE CAMERA

This form must be completed and submitted electronically by the department or division manager to the Surveillance Review Panel(see below) prior to ordering and installation/placement of any surveillance device, in accordance with the IUP Surveillance Policy.

Requestor: _____Date _____

Department/Division Manager: _____

Division: _____

Number and Purpose of camera(s):

Camera location(s) (building, floor, room or specific area):

CLICK HERE TO SUBMIT TO REVIEW PANEL

Panel Recommendation:

Director of Public Safety	Approved ____	Denied _____
Director of Human Resources	Approved ____	Denied _____
IT Technical Services Manager	Approved ____	Denied _____

Comments and/or reason for denial:

Vice President for Administration and Finance

Approval _____

Denied _____ Reason for denial:

_____
Signature

For distribution after decision:

cc: Department Vice President
Requestor
Department head or college dean
Director of Public Safety
Director of Human Resources
IT Technical Services Manager