UNIVERSITY OF
TEXAS
ARLINGTON

Security Camera Policy CO-PD-PR11

Responsible Officer: Vice President for Administration and Campus Operations
Sponsoring Department: Police Department
Revision Date: 02 July 2007
Errors or changes to: aim@uta.edu

Contents

I. **Purpose**

The purpose of this policy is to provide guidelines regarding the use of security cameras to include CCTV and Web cameras at the University of Texas at Arlington, but excludes mobile video equipment operated by law enforcement personnel. For the purpose of this policy security camera is defined as cameras used to enhance security, safety and quality of life of the campus community with state-of-the-art technology. The existence of this policy does not imply or guarantee that a camera will be monitored in real time 24 hours a day, seven days a week.

II. **Scope**

This policy applies to all personnel, departments, and colleges of the University of Texas at Arlington in the use of CCTV and Web camera surveillance and recording. Legitimate academic uses of this technology are covered by University policies governing research with human subjects and are, therefore, excluded from this policy.

III. **Policy Statement**

The University of Texas at Arlington is using security cameras to monitor public areas in order to deter crime and to assist campus police in providing for security and safety of individuals and property of the University community. Video monitoring of public areas for security purposes at the university is limited to uses that do not violate the reasonable expectation of privacy.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited.

All requests for installing security cameras on university property must be routed to the University Police Department for approval, through the University Police Department Crime Prevention Office and must outline in detail why such a unit is needed in the location being requested.

The University Police Department Crime Prevention Office will then conduct a security assessment forwarding the results for camera location and other security recommendations to the requesting department and the University Police Support Services Commander for review and approvals.

Legitimate safety and security purposes for security camera monitoring include but are not limited to the:

- **Protection of individuals, property and buildings**

  Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.

- **Monitoring of Access Control Systems**

  Monitor and record restricted access transactions at entrances to buildings and other areas

- **Confirmation of alarms**

  Intrusion alarms, exit door controls, hold-up alarms

- **Patrol of public areas**

  Transit stops, parking lots/garages, public/campus streets, shopping areas, etc.

- **Investigation of criminal activity**

  Robbery, burglary, theft surveillance, etc.

- **Protection of pedestrians**

  Monitoring of pedestrian and vehicle traffic activity

- **Hazardous material response**

Any department requesting the ability to view cameras will be setup up in a fixed panel setup and the department will not have network access to the system to ensure system integrity and security.

Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes. Recorded information will be stored in a secure location with access by authorized staff only.

All information gathered through the security camera monitoring system will be exclusively for security and law enforcement purposes. All information collected through recordings will only be released per the university open records policy.

IV. **Responsibilities**

The University Police Department oversees and coordinates the use and installation of security cameras on the campus. The Chief of Police or designee authorizes all security camera monitoring for safety and security purposes on the campus.

University Police Department staff involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology. No staff other than those approved and trained in the use of the security camera system will operate cameras at any time.

The Police Department Communications component supervisor will assure responsible and proper camera monitoring practices by personnel. The Chief of Police or designee may appoint a person to audit the monitoring of the operations, including image storage.

The University Police Department employees and/or contractors under the direction the Department are responsible for the daily operation of the cameras. All university policies, procedures, and guidelines will be followed in the monitoring of security cameras.

Network security will be the responsibility of the University's Office of Information Technology working in conjunction with the University Police Department.

V. **Procedures**

Members of the University Police Communications component will:

- Conduct video observation of public areas that are in plain view

- Be trained in the technical, legal, and ethical parameters of appropriate camera use

- Monitor based on suspicious behavior, NOT group characteristics

VI. **Quality Assurance Procedures**

The University Police Department's Support Services division commander and communication's supervisor will provide ongoing oversight of security camera operator activities and performance. Periodically and without prior notice, supervisors will have communications operators demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.

The Office of Information Technology in conjunction with the University Police Department will conduct periodic, unscheduled reviews of the cameras, network, and hardware associated with the security camera system.

VII. **Documentation**

Each incident that is supported or initiated by the security camera system will be documented. In the record of the incident the reporting officer will enter:

- Security camera system was used in the incident

- The specific camera used; and

- Any pertinent information gathered by the security camera system