



Security Camera Policy	
Responsible Official: Chief Operating Officer	Responsible Office: Department of Public Safety

Policy Purpose

Security cameras have come into increasing use on college and university campuses, principally as part of crime prevention strategy, to aid in the protection of public safety and personal property. Because East Tennessee State University (ETSU) respects the privacy of all of the members of the university community, this policy has been developed to govern the use of university authorized security cameras on campus, to ensure that such cameras are used judiciously.

Policy Statement

ETSU's Department of Public Safety determines the appropriateness of installing university authorized surveillance cameras on campus that are used for non-instructional purposes. The Chief Operating Officer has established a Security Camera Advisory Group to review and make recommendations regarding locations of security cameras based on the parameters described below.

Policy History

Effective Date: 11/15/10, 11/22/19

Revision Date: 11/22/19

Procedure (s)

Appropriate Uses of Security Cameras on Campus

Security camera use on campus for non-instructional purposes is considered appropriate when it enhances:

- The protection of individuals, equipment and facilities
- The monitoring of public areas
- The monitoring of building entrances and exits
- The investigation of criminal activity

Security camera use on campus is considered inappropriate when it entails:

- The installing of dummy cameras that do not operate on a regular basis
- Infringement on a persons' reasonable expectations of privacy
- Filming as a means of surreptitiously evaluating employee performance

Principles Regarding the Use of Security Cameras at ETSU for Non-Instructional Purpose

All recording of the activities of individuals or groups by university authorized security cameras will be conducted in a manner consistent with existing university policies and will never be based on the subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability, or other protected classifications.

All recording of video records will be conducted in a professional, ethical, and legal manner. University public safety or other university department personnel assigned to review video records will receive training in the effective, legal, and ethical, use of the recording equipment. Misuse of security camera recordings will subject the individual to appropriate disciplinary action up to and including termination.

All recording of public areas for security and safety purposes by university authorized security cameras is limited exclusively to practices that will not violate the standard of a reasonable expectation of privacy.

Recorded images made by university authorized security cameras will be archived for the university in a security location for a specific predetermined period of time by Information Technology Services and will be accessible to authorized university personnel on an as-needed basis only. All video surveillance records shall be stored in a secure university centralized location for a period of no less than 14 days and then be erased or written over as needed, unless retained as part of a criminal investigation or court proceedings (criminal or civil), as part of a bona fide use as approved by the Chief of Police, or in response to a preservation request issued by the Office of University Counsel. The alteration of previously recorded images is strictly prohibited.

Signage giving notice of recording by security cameras will be posted in areas as deemed appropriate by the Security Camera Advisory Group.

Notwithstanding the provisions herein, the university will comply with its legal obligations with respect to search warrants.

Concerns about the possible infringement of these principles should be directed immediately to the Department of Public Safety.

Any persons who tamper with or destroy video security equipment are subject to criminal proceedings and/or campus judicial action.

Implementation

Departments wishing to install cameras in departmental controlled areas may make a request using the Renovation and/or Change of Space Utilization Form located on the Facilities Management website. If approved, the equipment and installation cost as well as a prorated amount of ongoing maintenance costs is the responsibility of the requesting department. Any cameras purchased by the department must conform to the university standard and be placed on the university system. In no case will departments be allowed to have cameras controlled exclusively by the department.

Disclaimer

Camera images are recorded and are not normally monitored in real time mode unless considered necessary by Public Safety.

Effective Date: 11/22/19
Revision Date: 11/22/19

Scope and Applicability

Primary: Facilities and Operations
Secondary: Information Technology