

# AURARIA CAMPUS POLICY



Policy Title:	Safety & Security Camera Surveillance System		
Approval Authority:	Chief Executive Officer		
Approved:	March 19, 2019	Category:	AHEC Administrative Policy
Last Reviewed:	March 19, 2019	Effective:	March 19, 2019

## 1. Purpose

The Auraria Higher Education Center (AHEC) is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a video surveillance system. AHEC utilizes live-view and recorded video surveillance on its property 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. This policy addresses the campus' safety and security needs while respecting and preserving individual privacy.

## 2. Audience

This policy applies to all AHEC departments and employees involved in the design, installation, and use of electronic video surveillance systems and equipment, and anyone who requests or obtains access to recorded data from such systems.

## 3. Policy

### GENERAL PRINCIPLES

- AHEC is committed to the use of reasonable measures to mitigate potential threats and improve solvability factors related to crime on the Auraria Campus. A critical component that assists in this endeavor is the use of video surveillance cameras and other image capturing tools.
- 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 recorded video.
- Any use or disclosure of recorded footage or live view outside of the provisions of the "Records Management" section below is prohibited and subject to potential administrative, civil, and criminal action.
- Cameras will not be installed or monitored in locations where an individual has a reasonable expectation of privacy, such as:
  - Restrooms
  - Locker rooms
  - Private offices
  - Classrooms
- Cameras may be installed in locations where employees are engaged in a work environment or action to mitigate potential crime, protect campus assets, and/or improve safety. While cameras may be used to determine whether an employee has violated

policy or law, cameras will not be accessible to managers for viewing the performance of their employees unless approved by the Chief of Safety & Communications and the Director of Human Resources.

- Covert cameras may be used under circumstances to aid in criminal investigations by the Auraria Campus Police Department (ACPD). If the location for a covert camera comes into conflict with any part of this policy, the ACPD will confer with the Chief of Safety & Communications and/or the AHEC General Counsel for guidance prior to use.
- Installation and use of audio and video equipment for educational, social, promotional, or research purposes, rather than for the protection of persons and property, prevention of crime, or auditing of business activities, is not “surveillance” within the scope of this policy. For example, lectures may be recorded for educational purposes; researchers may use their own video cameras and recording equipment to document their research; or an event, speech, conference, or gathering may be recorded for promotional or historical purposes, and such use does not fall within the scope of this policy.

## RECORDS MANAGEMENT

- The ACPD is the custodian of all video surveillance records.
- Information obtained through the use of the video surveillance system will be used exclusively for police/public security purposes, facilities safety operations (e.g., weather closures), and department operations; and will be handled according to accepted law enforcement procedures and rules governing the handling of evidence. Dissemination of such information will be conducted on a need-to-know basis in accordance with applicable laws.
- The ACPD will review all external requests to release records obtained through video surveillance.
- Video surveillance is retained for varying lengths of time, depending on camera location, sensitivity of area being monitored, and server storage performance. In no case is video surveillance retained on camera servers beyond 30 days.

## RESPONSIBILITIES

- The ACPD, in conjunction with AHEC Information Technology (IT) and the Safety & Communications Division, is responsible for realization and assimilation of the policy.
- The ACPD, AHEC IT, and AHEC Facilities Services are responsible for advising departments on appropriate applications of surveillance technologies and for providing technical assistance to departments preparing proposals for the purchase and installation of security camera systems. All new proposed camera installations must be submitted to and approved by the AHEC Chief Business Officer, in advance. The proposal must include a source of funds and a plan for ongoing maintenance and replacement.
- Once approved by the Chief Business Officer, all new camera installations by AHEC departments must receive final approval by the Chief of Safety & Communications, in advance.
- The Chief of Police and Chief of Safety & Communications will monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with the best practices and complies with all federal and state laws.
- AHEC IT is responsible for the proper function and management of the authorized 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 that unrequested recorded video is kept, per the limitations of the video servers. Access to

live view and recorded video is limited to IT employees responsible for the video surveillance program and the Director of Information Technology when the access is specifically necessary for the maintenance of the system.

#### **4. Resources**

- The *Auraria Campus Police Department Policy Manual, Policy 338: Public Safety Video Surveillance System* will govern the practices of ACPD employees as it relates to the day-to-day use of video surveillance assets.
- All video surveillance system users will complete and submit a [Camera Access Request](#) form, signed by their department director. This form will be approved by the Chief of Safety & Communications and retained for recordkeeping purposes.

#### **5. History and Updates**

Policy approved March 19, 2019 by Chief Executive Officer Barbara Weiske