

Auburn University

Video Surveillance Policy

I. PURPOSE

The purpose of this policy is to provide guidelines regarding the use of security cameras to include Closed Circuit Television (CCTV) and web cameras, and of recordings made from these security cameras, at Auburn University.

II. POLICY

- A. Auburn University is committed to enhancing the quality of life of the University community by integrating the best practices of campus security with state-of-the-art technology. Video surveillance of public areas is a critical component of a comprehensive security plan.
- B. The purpose of CCTV and web camera surveillance of public areas is to deter crime and to assist the police and security personnel in protecting the safety and property of the University community. Any diversion of security technologies and personnel for other purposes (e.g., surveillance of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.
- C. Video surveillance for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video surveillance will be appropriately trained and supervised in the responsible use of this technology. Violations of the Code of Procedures for Video Surveillance referenced in this policy may result in disciplinary action consistent with the rules and regulations governing employees of the University (see section VIII below).
- D. Information obtained through video surveillance will only be released when authorized by the University Executive Director of Campus Safety and Security according to the procedures established in this policy.
- E. Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy and Sexual Harassment Policy. The Code of Procedures for Video Surveillance prohibits surveillance based on the characteristics and classifications contained in the Nondiscrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.).
- F. Video surveillance of public areas for security purposes at the University is limited to uses that do not violate the reasonable expectation to privacy as defined by law.

III. EFFECTIVE DATE

8/15/2009

IV. APPLICABILITY

This policy applies to all personnel, including employees, temporary employees, student employees and interns, and contractors involved in the use of CCTV and web camera surveillance and recording at AU.

V. RESPONSIBILITY

- A. The Auburn University Office of the Executive Director of Campus Safety and Security is authorized to oversee and coordinate the use of CCTV and web camera surveillance for safety and security purposes at the University. All University departments or units using CCTV and web camera surveillance are responsible for implementing this policy in their respective operations. The Office of the Executive Director of Campus Safety and Security has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.
- B. The Executive Director of Campus Safety and Security has the responsibility to authorize all CCTV and web camera surveillance for safety and security purposes at the University. All new installations will follow this University Policy. The Auburn University President's Office and the Auburn University Office of General Counsel will be notified of any and all camera surveillance operations.
- C. The Office of the Executive Director of Campus Safety and Security will monitor new developments in the relevant law and in security industry practices to ensure that CCTV and web camera surveillance at the University is consistent with the highest standards, protections, and compliant with all Federal, State, and local laws.
- D. The Office of the Executive Director of Campus Safety and Security will accept input and recommendations on camera locations, and also review camera locations to ensure the scope of view of fixed location cameras conforms to this policy.
- E. The proposed location of permanent CCTV/web cameras will be reviewed by the Executive Director of Campus Safety and Security for approval before installation. The locations of temporary cameras to be used for special events will also be reviewed by the Executive Director of Campus Safety and Security. (*Note: "Temporary" does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.*)
- F. Included with the list of CCTV/web camera locations will be a general description of the technology employed and the capabilities of the cameras.

- G. Students and staff entering certain sensitive locations on campus may have an increased concern for privacy or confidentiality. In order to prevent a possible chilling effect at these locations, concerned persons may petition the Office of the Executive Director of Campus Safety and Security to forgo the installation of a proposed camera or for the removal of an existing camera. The Office of the Executive Director of Campus Safety and Security will determine the appropriateness of an installation weighing the concerns of the person(s) making the requests and the safety and security of the entire community.
- H. In recognizing students may also have an enhanced expectation of privacy in the hallways and lounges of residence facilities, CCTV/web camera surveillance for safety and security purposes will be used solely on exit or entry doors in those facilities unless the Executive Director of Campus Safety and Security determines that a specific safety/security risk exists. This should not be construed as prohibiting installation of CCTV/web cameras inside residence hallways when their use is strictly confined to viewing exit or entry doorways.
- I. The Office of the Executive Director of Campus Safety and Security will review complaints regarding camera locations and determine whether this CCTV/web camera surveillance policy is being followed. The Executive Director of Campus Safety and Security will determine whether the potential increment in community security outweighs any likely infringement of individual privacy. Any appeal of a decision by the Executive Director of Campus Safety and Security will be reviewed by the office of the Executive Vice President who will render a decision.
- J. The Executive Director of Campus Safety and Security will review all requests received by authorized police departments to release recordings obtained through CCTV/web camera surveillance. No releases of CCTV/web camera recordings will occur without authorization by the Executive Director of Campus Safety and Security. Excluded from above are recordings required by court order or subpoena.
- K. The Executive Director of Campus Safety and Security may audit any college or department's CCTV/web camera surveillance operations, including recording storage, at any time.

VI. DEFINITIONS

CCTV – Closed circuit (non-broadcast) television

Web Camera – Camera utilizing TCP/IP (transmission control protocol/internet protocol) technology

Surveillance Center – Area under control of the Executive Director of Campus Safety and Security in which video footage from cameras can be monitored and/or recorded

VII. PROCEDURES

- A. All operators and supervisors involved in video surveillance of public areas will perform their duties in accordance with this policy.

- B. Appropriate signage will be placed at all camera locations if such signage is deemed to be practical and effective. Signage will state the following or similar wording: “THIS AREA IS SUBJECT TO VIDEO SURVEILLANCE.” In addition, as signage will not be practicable in all areas, students, faculty, and staff should be notified via website or other means that areas of the campus are under video surveillance for their protection.
- C. The Office of the Executive Director of Campus Safety and Security will limit camera positions and views of residential housing. Any view of housing will be no greater than what is available with unaided vision. Furthermore the view of a residential housing facility must not violate the standard of “reasonable expectation of privacy.”
- D. Surveillance centers will be configured to prevent camera operators from tampering with or duplicating recorded information.
- E. Recorded video may be stored for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Executive Director of Campus Safety and Security.
- F. Video footage will be stored in a secure location and/or on servers accorded appropriate computer security with access by authorized personnel only.
- G. Camera control operators who view recorded video footage must do so in the presence of a supervisor to maintain the integrity of that video footage.
- H. Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use. Camera control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
- I. Camera control operators will NOT monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University’s Non-Discrimination Policy. Camera control operators will monitor based on suspicious behavior, not individual characteristics.
- J. Camera control operators will NOT view private rooms or areas through windows. This does not relieve the Office of the Executive Director of Campus Safety and Security of responsibility to ensure that cameras viewing residential housing cannot be remotely manipulated to allow such viewing.

VIII. SANCTIONS

AU employees are subject to disciplinary measures as set forth in Section 8.3 of the Employee Conduct and Job Rules; specifically Classification of Rules and Regulations Group I, Group II and Group III and Section 8.4 Progressive Disciplinary Procedures.

Temporary employees are subject to disciplinary actions ranging from oral reprimand to dismissal from employment.

Security service personnel and contractors are subject to disciplinary actions ranging from oral reprimand and notice to supervisor to dismissal.

Student interns are subject to disciplinary actions ranging from oral reprimand to removal from University program(s).

IX. EXCLUSIONS

This policy does not apply to:

1. Mobile video equipment operated by law enforcement personnel.
2. Recordings required by court order or subpoena.
3. Legitimate academic uses of CCTV technology.
4. Portable hidden cameras with recording equipment used for criminal investigation by authorized police agencies (with the approval of the Executive Director of Campus Safety and Security).

X. INTERPRETATION

Questions regarding this policy should be directed to the Auburn University Executive Director of [Campus Safety and Security](#).