

UNIVERSITY OF WISCONSIN – STEVENS POINT SECURITY CAMERA POLICY

Security cameras may be installed in situations and places where the security of either equipment or people would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. When appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

- 1.) **Anti-theft and Vandalism:** Where the main intent is to take pictures and store them on a remote device so that if an item is discovered stolen or vandalized, the pictures will show the perpetrator. Examples: an un-staffed computer lab, an un-staffed science lab, or a parking lot.
- 2.) **Personal Security:** Where the main intent is to take pictures and store them on a remote device so that if a person is assaulted, the picture will show the perpetrator. Someone from Protective Services may also monitor these cameras live. Examples: a major hallway, or a parking lot.
- 3.) **Extended Responsibility:** Where the main intent is to have the video in one room monitored by staff member in a different room who is responsible for people and equipment in both rooms. In this case, pictures may or may not be stored. Example: a computer lab with multiple rooms and only one staff.

This policy does not apply to cameras used for instructional purposes. Further, cameras being used for research would be governed by other policies involving human subjects and are therefore excluded from this policy. Requests for installation of security cameras should be made to and approved by the Security Camera Officer (a position appointed by and responsible to the Provost).

- Information obtained from the cameras would be used exclusively for law and/or policy enforcement.
- All camera installations are subject to federal and state laws.
- The places where these cameras may be installed may be restricted access sites such as a departmental computer lab; however, they are not places where a person has a reasonable expectation of privacy. Cameras will be located so that personal privacy is maximized. No audio should be recorded.
- Unless the camera is being used for criminal surveillance, or in extraordinary circumstances, the following places should not be monitored by security cameras:
 - Bathrooms
 - Locker rooms
 - Offices
 - Residence Hall rooms
 - Classrooms not used as a lab

For Anti-theft/Vandalism and Personal Security cameras, access to images from cameras should be limited to the Security Camera Officer and other persons authorized by the Provost. For Extended Responsibility Cameras, the live video can be monitored live by the staff person, however any images stored must be stored remotely and access limited to the Security Camera Officer. If images are retained, the images should be retained for a period of at least one week and no longer than 28 days, unless it is part of an investigation. Information that directly affects an investigation will be kept for at least one year (or for a period of time determined by the investigating agency.) Anti-theft/Vandalism cameras requested in locations that may not be utilized for extended periods (such as a storage room during summer break) may have images retained for a period longer than 28 days as determined appropriate by the Security Camera Officer.

When an incident has been reported or is suspected to have occurred, personnel responsible for the area in question may request that the Security Camera Officer review the images from the camera. As circumstances require, the Provost may authorize others to review images. A record log will be kept of all instances of access to, and use of recorded material. The Security Camera Officer will give a semi-annual report to the University Affairs Committee.

Units requesting security cameras will be required to follow the procedures outlined in this policy. Concerns or questions should be directed to the Security Camera Officer. The Security Camera Officer's job description needs to clearly outline his/her responsibilities, and his/her performance in these areas will be evaluated by the Provost on an annual basis. Breaches of this policy can result in disciplinary action.

Unless the camera is being used for criminal surveillance, areas being monitored should have at least two signs indicating that security camera monitoring may be taking place. The wording on the signs should not create a false sense of security to lead someone to believe that the cameras were being monitored live when in fact they were not. These signs should be at the entrance to the area being monitored and should identify a contact person who can answer questions regarding the cameras.