**Video Surveillance Standard Operating Procedure (SOP)**

1. Purpose
   1. The purpose of this SOP is to regulate the use of the video surveillance system (VSS) used to monitor and record public and restricted areas for the purposes of campus safety and security.
2. Scope
   1. This SOP governs the use of video recording and surveillance equipment when utilized for the purpose of ensuring the safety of persons and property on campus, including such equipment when used for the deterrence and the investigation and potential prosecution of criminal behavior.
3. Definitions/Terms

* Surveillance Equipment Operator - A person viewing or controlling a video surveillance system.
* Video Surveillance System (VSS) - A video installation with the capacity to view or record university owned or controlled spaces, when used for the purposes set forth in this policy. Personal Web cameras ("Web Cams") connected to personal computers are not subject to this policy. University police body cams are subject to this policy.
* Director of Public Safety/Chief of Police – Head of University Police department (UPD) operations.
* AVP Technology/CIO - Associate Vice President for Information Technology/Chief Information Office

1. General Principles
   1. Overview
      1. Surveillance cameras must be used in a professional, ethical and legal manner. Their use must avoid unnecessary intrusions upon academic freedom and individual civil liberties such as privacy, freedom of expression and freedom of assembly.
      2. Only authorized personnel, as determined by the Senior Vice President for Student Affairs and University Administration, Director of Public Safety/Chief of Police or his designee, will be permitted to access cameras governed by this policy and the images that they produce. Access comes from active directory, so the individual will not have access once removed/upon termination.
   2. Appropriate and Prohibited Use

4.2.1   The Video Surveillance Systems addressed in this policy shall not be installed in, or used to monitor or record, areas where there is a reasonable expectation of privacy in accordance with accepted social norms, such as restrooms, locker rooms, or individual residential rooms.

4.2.2   Information and images obtained through video surveillance systems shall not be accessed, used, or disclosed except as outlined in this policy.

4.2.3   Video surveillance systems shall be used in a manner consistent with all university policies, including those that cover non­discrimination, sexual harassment, privacy, and freedom of expression.

4.3      Management and Operations of Video Surveillance Systems

4.3.1   All video surveillance operators will:

* Be trained on technical, legal, and ethical use
* Provide written acknowledgement that they have read and understand this policy
* Perform their duties in accordance with this policy
* Access surveillance images only to the extent permitted by this policy.
  + - Operator’s duties will consist of monitoring all cameras, servers and reporting problems to their supervisor. Assist IT technician in troubleshooting camera problems. Assist in researching video footage as requested by officers as part of an investigation. Export video footage to CD or portable media if required. Video Surveillance Monitors hired by UPD may be assigned other duties.

4.3.2   Video surveillance operators are prohibited from:

* Monitoring individuals based on characteristics of race, gender, ethnicity, national origin, sexual orientation, or disability
* Monitoring intimate behavior
* Viewing the interior of residential rooms through windows, doors, or other means
* Duplicating images or permitting access to others to surveillance images except as specifically permitted by this policy
* Using the equipment addressed in this policy for viewing, recording, accessing or otherwise using a video surveillance system or surveillance images in any manner that is inconsistent with this policy and/or outside the scope of the usage approved by the designated campus authority

4.3.3    Video surveillance system operators will be provided with appropriate work facilities so that the surveillance images they are required to view cannot be viewed by unauthorized persons.

5    Procedures

5.1     Approvals

5.1.1   All video surveillance systems subject to this policy will be listed in a database to be maintained by the Chief of Police or designee.  Requests for new video surveillance systems, with appropriate justification, must be submitted to the Director of Public Safety/Chief of Police, who will consider and either approve or reject the application.

5.1.2 Video surveillance systems used for other than University Police Department sanctioned safety purposes must be standalone systems and non-network based. These systems will not be supported by university police or iTech and must be purchased, administered, maintained, secured, and replaced strictly by the college or department that purchased the system.

5.1.3   Any existing video surveillance systems installed or utilized for the purpose of ensuring the safety of persons and property on campus must be brought into compliance with this policy within 6 months of the implementation of this policy.

5.2    Signage

5.2.1   Conspicuous public signage may be displayed at common surveillance locations.  While surveillance installations may not necessarily be monitored on a regular basis, the signage should state:

THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND RECORDING FOR SECURITY PURPOSES, UNDER THE AUTHORITY OF THE UNIVERSITY POLICE DEPARTMENT

5.3    Storage and Retention of Recorded Material

5.3.1   Surveillance images obtained pursuant to this policy must be stored in a secure location and configured to prevent their unauthorized access, modification, duplication, or destruction.

5.3.2   Surveillance footage obtained pursuant to this policy will normally be kept for no longer than thirty (30) days based on storage capacity unless a specific extension is requested in writing or when period of storage must be increased due to criminal or civil investigation or for System or university specific investigations or disciplinary processes. Requests for extensions must be submitted directly to the Chief of Police within 30-days of the date on which the video footage was recorded.  The request must explain who is making the request, the date on or around which the video footage was recorded, and the request for requesting the extension.

5.4    Obtaining Release of Recorded Material

5.4.1    Information and results obtained through surveillance monitoring or recording will only be released when authorized by the Senior Vice President for Student Affairs and University Administration or Director of Public Safety/Chief of Police.

5.4.2   All requests from sources external to the University for the release of information and results obtained through Surveillance Monitoring or recording must be submitted to the Compliance Office for approval prior to release. Open records/public information request may be submitted here: <http://www.tamuk.edu/compliance/open_records.html>

5.5    Installation and Operation

5.5.1   Video Surveillance Systems installed or utilized for the purpose of ensuring the safety of persons and property on campus should only be installed and operated following prior review and written approval by both the Director of Public Safety/Chief of Police, AVP Technology/CIO, and only in accordance with the procedures outlined in this policy.

5.5.2   Video surveillance systems shall be installed and operated by a limited number of authorized operators, a registry of whom will be maintained by the Director of Public Safety/Chief of Police. Each authorized operator will receive appropriate training and will certify that they have read and understood this policy.

5.6    Emergency Use of Video Surveillance Systems Equipment

5.6.1   Exceptions to the above paragraph may be made in the event of an emergency or other situation reasonably appearing to pose an imminent threat to the safety and security of the university community, with the approval of the Senior Vice President for Student Affairs and University Administration or Director of Public Safety/Chief of Police.

5.7    Sanctions or Failure to Comply

5.7.1    Violations of this university policy, including the failure to avoid a prohibited activity or obtain required approvals, will be dealt with in accordance with applicable university policies and procedures.

* + 1. Maintenance
       1. The repair and maintenance of the video surveillance equipment must be on a maintenance contract with a local video surveillance integrator. Replacement cost of equipment that cannot be repaired will be the responsibility of the college or department.
       2. Additional equipment and/or replacement equipment must be approved by UPD Chief of Police and will be dependent upon need, new construction, and funding availability.

6    Duration

6.1     This University Standard Operating Procedure is revocable by the President at any time and without notice.

7    Effective Date

7.1      This Standard Operating Procedure is effective upon issuance.

**Contact Office**

For More Information, Contact: University Police Department

MSC 126, 700 University Blvd., Kingsville, TX 78363-8202

Contact Phone: 361-593-2611

**Request for Installation of Additional Video Surveillance Equipment,**

**Request to Move Cameras or Modifications to Existing Equipment, or Request to monitor building cameras**

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All requests will be submitted to the UPD for review. UPD will be available to assist in preparing this form upon request.

All costs for additional equipment installation or existing system modifications will be the responsibility of the requestor/department.

Requests for Installation of Additional Equipment must include:

1. This form as a cover sheet.

2. Inventory of equipment to be installed.

3. Exact location of cameras to be installed.

4. Reason for the additional installation of equipment.

5. A building floor plan (the fire exit floor plan will suffice) indicating the cameras to be installed and location of existing cameras in the vicinity. The direction the camera will be pointed. Indicate if the requested camera is a pan-tilt-zoom (PTZ) camera.

Requests to Move Cameras or Modify the Existing VSS will include:

1. This form as a cover sheet.

2. Reason for the requested movement or modification.

3. A building floor plan detailing existing cameras to be moved and where they will be moved.

Requests to monitor building cameras will include:

* 1. This form as a cover sheet.
  2. Building to be monitored.
  3. Reason for monitoring the cameras.

**University Police Department Approval**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_