



NORTHWEST

MISSOURI STATE UNIVERSITY

Policy Name:	Video Recording System
Effective Date:	April 14, 2021
Last Date of Revision:	
Approving Authority:	Northwest Leadership Team
Responsible Office:	University Police Department
Category:	Operations

Purpose

The purpose of this policy is to provide guidelines for the installation and use of the University’s video recording system and the use, retention, and storage of the resulting video surveillance recordings.

Policy

The University uses video surveillance and recording system to assist in providing for the security and safety of individuals and property and enforcement of University policy. The equipment and resulting recordings will be used in a manner that enhances public safety and respects reasonable expectations of privacy of students, faculty, staff, and visitors.

This policy applies to all property owned or leased by the University, subject to the exceptions set forth below.

Use and Confidentiality

1. All information obtained and/or observations made in the use of surveillance video are considered confidential and will be treated as such. University personnel are prohibited from using or disseminating information acquired from surveillance video except for official purposes as authorized under this policy.
2. Employees of the University Police Department and/or employees of the University that have been authorized by the Police Chief with a professional need to do so may monitor and review all video surveillance feeds and recordings as needed to support investigations and to enhance public safety.
3. Videos may be used for criminal, Title IX, student conduct, disciplinary and/or other investigations deemed appropriate by the Police Chief.

4. Requests from University personnel, other than employees of the University Police Department, to view any recordings shall be initiated through the appropriate Senior Leadership Team member who will consult with the University Police Chief to determine if the requested viewing is appropriate. The University Police Chief, in consultation with the General Counsel, as necessary, will make the final determination regarding whether the viewing is allowed. A log shall be maintained by the Chief of Police or designee of all persons given access to video recordings and the specific recordings shared.
5. Requests by non-University personnel (with the exception of other law enforcement agencies conducting a criminal investigation) for access to a video surveillance recording shall be reviewed by General Counsel, as third party access to the recordings should be allowed only when required by law. A log shall be maintained by the Chief of Police or designee of all persons given access to video recordings and the specific recordings shared.
6. The University Police Chief may authorize the viewing of live images or recordings by other law enforcement agencies conducting a criminal investigation.
7. Security cameras will be clearly visible to the public in the areas where they are used.

Limitations of Video Surveillance Systems

1. Most University cameras are not monitored continuously.
2. The video surveillance system has cameras that cover only a small fraction of the total campus.
3. The system will not detect every incident taking place in areas of coverage.
4. In areas where camera coverage exists, the resulting footage may not provide the level of detail necessary to spot suspicious activity or identify criminals.

Prohibited Uses

1. Cameras will not be used to track the work habits or productivity of individual employees.
2. Cameras will not be used in places where a person would have a reasonable expectation of privacy.
3. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited unless the characteristic is part of a suspect's description in a specific offense.
4. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group.
5. The University will not use fake cameras. Inoperable cameras will be removed and replaced or repaired as soon as practicable.

Covert Monitoring

1. Use of covert video surveillance equipment must be authorized by the University Police Chief and be directly related to the investigation of a suspected criminal offense.
2. Covert monitoring must cease following completion of an investigation.
3. Covert monitoring will not be used in areas where there is a reasonable expectation of privacy.
4. The University Police Chief will cooperate as appropriate with outside law enforcement agencies with the legal authority to conduct covert video surveillance on University property.

Management of the video surveillance system

1. The University Police Chief or designee has the authority to coordinate and manage all campus video surveillance systems subject to this policy, including but not limited to final authority for approval of video camera deployment and placement.
2. Cameras installed by the University for marketing purposes to communicate construction progress or other University related projects of general interest to constituents are not governed by this policy.
3. The Police Chief, in consultation with the Assistant Vice President of Information Technology, shall create specifications for equipment and software.
 - a. Cameras and the camera network should be equipped with only those features or capabilities reasonably necessary to serve the purpose of the system. Technological features like magnification, night vision, infrared detection, and automatic identification and tracking, should be used only where they are needed.
 - b. The system shall be designed in a manner that allows for authentication and establishment of a chain-of-custody for data that will potentially be used as evidence.
 - c. The system shall be capable of securing and storing data that must be retained as evidence.
 - d. The system should provide for operator logon, access control, and other standard audit features to ensure a clear audit trail is maintained of access to the system.
 - e. All video surveillance equipment purchased after effective date of this policy must meet the specifications determined by the Police Chief and Assistant Vice President of Information Technology.
 - f. Video surveillance equipment will be inspected at least annually to make sure that it is working appropriately. Any nonfunctioning equipment will be removed and replaced or repaired as soon as practicable.
4. Video storage hardware will be maintained by University Police and Information Technology.

5. Concerns about violations of the policy, including the placement of cameras and the use of the video surveillance equipment or recordings, should be referred to the University Police Chief.
 - a. The University Police Chief, along with a committee of stakeholders appointed by Faculty Senate, Staff Council, and NLT, will make up the Compliance Team. The Compliance Team is responsible for assuring compliance with this policy on a case-by-case basis and as part of an annual review.
 - b. The Compliance Team will weigh the potential security and safety benefits against any concerns expressed and will make a recommendation to the University Police Chief.
 - c. The University Police Chief will issue a written decision regarding whether the concerns raised constitute a violation of University policy.
 - d. Complainants will be notified of the University Police Chief's decision in writing.
 - d. Appeals of the decision will be referred to the University President/Vice President of Student Affairs/Provost or his/her designee. Decisions rendered on appeal are final.

Tampering

1. Any person who tampers with or destroys video surveillance equipment will be subject to University disciplinary procedures and/or criminal prosecution.
2. Any person altering or attempting to alter any part of a surveillance recording will be subject to University disciplinary procedures and/or criminal prosecution.

Video Retention Requirements

1. Audio/video surveillance recordings will be retained for a minimum of 30 days prior to destruction or re-use of the recording medium.
2. The University will destroy all video surveillance recordings after 30 days unless otherwise required to retain.
3. Videos depicting criminal or other liability concerns should be preserved until all administrative/judicial proceedings are complete and consistent with the University's record retention policy.

Policy Does Not Apply To (Although the policy does not apply, the resulting footage may still be used in the context of an investigation as appropriate.)

1. Police body cameras worn by members, vehicle or dash cameras, or recordings of interviews/interrogations conducted.
2. Cameras used for academic or marketing purposes.
3. Cameras used for research that is regulated by the University's Institutional Review Board or the Institutional Animal Care and Use Committee.

4. General performances or events captured by the University, *e.g.*, commencement, athletic events, lectures, Board of Regents meetings, etc.
5. ATMs with video cameras.
6. Cameras used for video conferencing and/or cameras attached to individual computers.
7. Personal cameras.