



UNIVERSITY of
DENVER

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POLICY MANUAL
SECURITY CAMERAS

Responsible Department: Campus Safety
Recommended By: Director of Campus Safety,
Executive Director of Risk Management, and SVC
Business and Financial Affairs
Approved By: Chancellor

Policy Number
SAFE 7.10.030

Effective Date
9/14/2021

I. INTRODUCTION

- A. The purpose of this policy is to protect the safety and privacy of persons and property on campus by regulating and controlling the use of electronic (video and audio) surveillance systems.
- B. This policy does not apply to the use of video cameras used for non-security purposes, including but not limited to, (i) recording of live lectures or performances or for research or instructional purposes, (ii) viewing and/or recording public images in public spaces for University purposes, including video conferencing, marketing and recruitment, employee training, athletic coaching, or public observation, such as construction sites, or (iii) security cameras used, either overtly or covertly, on a short-term basis for legitimate law enforcement purposes including, but not limited to, the gathering of evidence for a criminal investigation. This policy also does not apply to the private use of video and audio equipment by persons who are not acting pursuant to their employment or agency relationship with the University, or under its direction and control.

II. POLICY OVERVIEW

- A. Security cameras are utilized to enhance the health and safety of the campus community and protect University property.
- B. Copies of information obtained by security camera recording will be released internally or to law enforcement personnel only as authorized by the Director of Campus Safety and the Vice Chancellor of Legal Affairs/General Counsel. Copies will not be released to any other party except pursuant to valid subpoena that has been reviewed and approved by the Vice Chancellor of Legal Affairs/General Counsel.
- C. The University will use security cameras in a professional, ethical and legal manner in accordance with applicable University policies and federal, state, and local laws and regulations. The University's use of security cameras to record

public areas for security purposes will be consistent with existing University policies, including but not limited to Policy EOIX 3.10.010 - *Discrimination and Harassment*, and applicable laws and regulations, including but not limited to Family Educational Rights and Privacy Act (FERPA).

- D. Images and related data collected by security cameras are the property of the University, will be retained for a reasonable period of time, and will be destroyed thereafter.

III. PROCESS OVERVIEW

A. Responsibilities

1. The Director of Campus Safety has the responsibility to authorize all security camera operations for the safety and security purposes at the University in consultation with the Provost, Vice Chancellor of Legal Affairs/General Counsel, Associate Vice Chancellor of Human Resources and Inclusive Community, and Vice Chancellor of Student Affairs and Inclusive Excellence.
2. Campus Safety is authorized to oversee and coordinate the use of security camera equipment, including video cameras, at the University. Campus Safety has the primary responsibility for disseminating and implementing policy and procedures regarding the use of security cameras.
3. Campus Safety, the Office of Enterprise Risk Management, and the Office of General Counsel will monitor new developments in the law and industry standards and protections.
4. Campus Safety is responsible for authorizing the installation and placement of CCTV system equipment.

B. Procedures

1. All operators and supervisors involved in security camera recording of public areas will be regularly trained to perform their duties consistent with University policy and local, state and federal laws and regulations.
2. Video recording of public areas for security purposes at the University is limited to uses that do not violate the reasonable expectation of privacy as defined by law.
3. Campus Safety will limit camera positions and views of residential academic spaces to exterior spaces and cameras will not be situated to allow viewing of resident hall rooms through windows. Any view given will be no greater than what is available with unaided vision.

4. The security camera recording equipment will be configured so as to prevent the tampering with or duplicating of information.
5. Security camera recordings will be stored for a period not to exceed 30 days then subsequently erased, unless retained as part of a criminal investigation or court proceedings (civil or criminal), or as approved by the Director of Campus Safety.
6. Video media will be stored in a secure location with access by authorized personnel only.
7. Mobile or portable security camera equipment may be used in compliance with this policy to ensure the safety and security of the University community and its property.

C. Compliance

The Director of Campus Safety will ensure that records related to the use of security cameras and recordings from security cameras are sufficient to validate compliance with this policy.

IV. DEFINITIONS

- A. **“Closed circuit television (CCTV)”**: A generic term used to describe a variety of video surveillance technologies. More specifically, CCTV refers to a system in which one or more video cameras are connected in a closed-circuit loop, with images produced being sent to central television monitors or recorded.
- B. **“Security camera”** - a camera used for recording in public areas for the purposes of enhancing public safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents. The most common security cameras rely on CCTV.

Revision Effective Date	Purpose