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of VIRGINIA

SEC-034: The University's Use of Closed Circuit Television Monitoring and Recording for the Safety and Security of the University Community

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Policy Type: University

Contact Office: [Police Department \(University\), Safety and Emergency Preparedness \(Office of\)](#)

Oversight Executive: Executive Vice President and Chief Operating Officer

Applies To: Academic Division and the Medical Center.

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Reason for Policy:

The University endeavors to provide a safe and secure environment for members of its community through the use of closed circuit television cameras. To assist in reducing incidents of crime and recognizing members of the University community have reasonable expectations for privacy, guidelines have been established for the use of closed circuit television cameras for security purposes in University facilities and on University property.

Definition of Terms in Statement:

- Closed Circuit Television (CCTV) Camera:
Any camera and associated device or process, used with or without a network, for the purpose of gathering, monitoring, recording or storing an image or images of University facilities or properties and/or people in those areas for the purpose of identification or investigation. It should be noted that CCTV cameras used for alternative purposes such as broadcasting athletic events, determining whether parking lots are full, maintaining appropriate medical bed levels, and other usages, at times, temporarily may become security cameras because of the incidents occurring within their view. Images captured by CCTV cameras may be real-time or preserved for review at a later date. [Note: Cameras used for research and patient monitoring for medical purposes are not considered CCTV cameras]

while being used for those purposes.]

- **Closed Circuit Television (CCTV) Monitoring or Recording:**
The process of using a closed circuit television camera to observe, review or store visual images for purposes of identifying, investigating, deterring crime and protecting safety and security.
- **University Facility:**
Any defined space of the University, including a room, lab, series of labs, building or controlled outdoor area.
- **University Property:**
Land or buildings that the University owns or leases and that is under the direct control of the Board of Visitors. University property also includes premises the University uses for activities of its offices, departments, personnel or students.

Policy Statement:

The University of Virginia uses technology to improve security on Grounds through the use of closed circuit television (CCTV) monitoring or recording. The act of CCTV monitoring or recording at the University is limited to uses that do not violate a person's reasonable expectation of privacy as defined by law. CCTV cameras may be used to record images for identification of individuals or investigations in the event of legal, criminal or policy violations. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities, or employee evaluations - not including, for example, demonstrations, protests, or other potentially dangerous situations) would undermine the acceptability of these resources for safety purposes and is therefore prohibited.

CCTV camera observation, recording, and monitoring by the University of any location on University property will be conducted in a manner consistent with all existing University policies and in accordance with state and federal laws. The protocol for video monitoring prohibits monitoring based on the protected characteristics and classifications of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.

Any person who tampers with or destroys video security equipment will be subject to applicable University policies as well as possible criminal prosecution.

1.

Procuring and Installing CCTV Cameras:

The purpose of the CCTV camera is to improve safety, reduce criminal activity, aid criminal investigations, and assist in emergency responses. Procurement of CCTV cameras by a department, other than the University Police Department (UPD), must have the appropriate vice president/dean approval, or in the case of the Medical Center, the Chief Executive Officer (CEO) or designee. CCTV cameras may be installed in locations where the security of University property or people would be enhanced, such as parking lots or garages, athletic facilities, other public areas, and University facilities. Departments must consult with the UPD prior to procuring and installing CCTV cameras. The UPD will recommend camera locations for security purposes. CCTV cameras must be compatible with and connect to the UPD's monitoring system. For all new building projects and large renovations, the UPD will recommend the locations for the installation of CCTV cameras.

After consultation with the UPD, the respective University academic department or Medical Center unit is responsible for the purchase and installation of the cameras. Once installed, the cameras must be maintained at the department/unit's expense. Failure to properly maintain the CCTV camera(s) will be reported to the appropriate vice president or dean.

2.

CCTV Security Monitoring in the Workplace:

The University will **not** employ CCTV cameras in the following situations:

- Legitimate academic uses when privacy protection is required (e.g., protection of human subject research, etc.) which must have the appropriate approval(s). However, if the CCTV camera is networked with the police monitoring station, the police may access the camera in emergency situations.
- Observation of employee work areas without prior notification of employees, with the exception of police investigations of criminal activity. An employee work area may be observed by the appropriate employing department for a work-related purpose, such as to study a work process or to observe financial transactions or cash handling. Any video observation of an employee work area must be approved in advance by the Executive Vice President & Chief Operating Officer, or in the case of the Medical Center, from the Executive Vice President for Health Affairs. Prior to installing the CCTV camera, notification shall be provided to the employees.

It should be understood that CCTV cameras placed for security purposes in University facilities or on University property may include employees in its field of view, like a receptionist in a building lobby, but they are not there to monitor work-related activities.

NOTE: All networked cameras must be compatible with and have the camera feed available for use by the police monitoring station if an emergency or criminal situation occurs. Police monitoring station personnel should be provided with administrative rights to the system by the department.

a. Use of CCTV Cameras for Non-Security Purposes:

Departments may use CCTV cameras for non-security purposes to enhance their operations. Such examples include but are not limited to: determining if a parking lot/garage is full, reviewing pedestrian or traffic flow for a University event.

Departments must consult with the University Police Department prior to purchase so that issues of compatibility and coverage can be addressed. (Camera placement may provide an opportunity to enhance security while achieving departmental needs). If the CCTV camera is networked with the police monitoring station, the police may access the camera in emergency situations. Procurement of CCTV cameras must have the appropriate vice president/dean approval.

3. Appropriate Signage:

Signage may be used to indicate the use of such cameras and be appropriate for the facility and camera placement as determined by the University Police Department. [Note: Covert CCTV cameras may only be installed by the UPD in order to assist authorities in collecting evidence in a criminal investigation and thus do not require signage.]

4. Review of Information Obtained through Security Monitoring or Recording:

Police Department personnel will have access to video feeds and recordings during the normal course of their duties. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Recordings of

a possible evidential nature may be reviewed by other law enforcement agencies and the courts.

General Counsel for the University will have access to the recordings as needed and/or requested.

In other University or Medical Center departments, authorized personnel, as determined by the President or appropriate vice president/dean/CEO of the Medical Center or designee, will have access to security monitoring or recording results.

Monitoring station supervision, as needed, may supply real time video feeds to appropriate departments for weather-related observations. (For example, the monitoring station may provide video of snow fall on roads so that Facilities Management can more efficiently manage snow removal.)

Information obtained through monitoring security cameras will be used exclusively for safety, security, and compliance with University policy and for law enforcement purposes, except as listed above.

5.

Retention, Protection and Release of Recorded Information:

Images obtained through CCTV monitoring or recording may be retained for 30 days after creation by the department responsible for the CCTV cameras, unless such images have historical value or are being used for a criminal investigation. Security recordings must be stored in a secure location with access by authorized personnel only.

Due to legal requirements, UPD personnel must be involved when recordings are being retrieved for criminal investigations. Evidential recordings will be maintained according to police department procedures.

Recordings may be released to law enforcement agencies for investigative and legal purposes. Recordings are subject to Freedom of Information Act procedures. The Office of General Counsel will consider other requests and determine whether the information is to be released.

6.

Responsibilities:

The **University Police Department** is responsible for:

- Overseeing and coordinating the use of CCTV monitoring for safety and security purposes;
- Recommending camera locations for security purposes;
- Training and continuously supervising personnel involved in video monitoring in the responsible use of this technology; and
- Ensuring proper approval has been obtained prior to other authorized personnel gaining access to recordings.

University Departments/Units are responsible for:

- Consulting with the UPD prior to procuring and installing CCTV cameras for security and non-security purposes;
- Obtaining vice president/dean/CEO of the Medical Center of designee approval prior to procuring a CCTV camera;
- Purchasing, installing, and maintaining CCTV cameras at their expense; and
- Providing police monitoring station personnel with administrative rights to the

system.

Procurement and Supplier Diversity Services is responsible for:

- Ensuring that for all CCTV camera purchases over \$5,000.00, the procuring department/unit has consulted with the University Police Department prior to submitting the purchase.

Related Information:

[SEC-030, Regulation of Firearms, Weapons, and Destructive Devices](#)

Major Category: Safety, Security and Environmental Quality

Next Scheduled Review: 04/07/2018

Approved by, Date: Policy Review Committee,, 04/06/2015

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