

# Video Surveillance Policy

## Purpose

University of South Alabama is committed to enhancing the quality of life for the University community by integrating the best practices of campus security. Video surveillance of public areas is a critical component of our comprehensive security plan. The University may install video surveillance systems on University property for the purpose of providing safety, deterring crime, assisting with criminal investigations, and protecting University property.

Video surveillance devices are not a guarantee for a person's individual safety or protection. However, video surveillance does serve as a useful and timely investigative aid in regard to criminal acts or omissions. Relevant and useful evidence may be obtained in order to investigate and solve a crime.

## Use of Video Surveillance Equipment

Any use of video recording equipment must conform to state and federal laws and be managed in a professional, ethical manner. Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy and Sexual Harassment Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.). Video surveillance of public areas for security purposes is limited to uses that do not violate the reasonable expectation to privacy as defined by law. No video surveillance or recording equipment may be installed on campus without the approval of the University Police Department Police unless it is explicitly excluded in this policy.

The purchase of all security related video surveillance and recording equipment must be approved through University Police Department and Computer Services Center. All security cameras and equipment/components must comply with current University standards. All surveillance camera systems must connect to the University's centralized surveillance system. Security camera video and images will be stored for a period of 30 days and thereafter may be erased, if not otherwise required for any related investigation, claim, or other University requirement.

## Exclusions

This policy does not apply to video recording devices that are used for educational purposes by faculty, staff or students in accordance with an academic course, research or training program, such as video recording devices used for mass communication classes or secure testing activities specifically equipped for such a purpose. This policy is not intended to prohibit the use of video recording devices used to record campus life activities such as sporting events or other University-sponsored events.

## Monitoring and Recording Evidence

Any information collected through the use of video surveillance equipment is considered University property and/or records. The appropriate Vice President or his/her designee in each division will be responsible for determining the specific personnel in the division who will have access to video surveillance equipment and recordings.

Upon notification of potential criminal or unauthorized activity in a particular location, University Police may review information obtained from the video surveillance equipment in conjunction with its investigation of such activity.

Disclosure of information obtained from video surveillance to non-University officials or personnel will be subject to review by University Police and the Attorney's Office, and will be handled in accordance with any applicable state or federal laws or regulations.

The University will take reasonable security precautions to prevent unauthorized access to, use or disclosure of data recorded by video surveillance systems.

Video surveillance recordings may not be distributed to non-University officials without written approval from the appropriate Vice President, Campus Police, and the University Attorney.

**Disciplinary**

Disciplinary actions for violating this policy may include but are not limited to a written warning, suspension of employment, termination of employment, and/or criminal prosecution.

**Applicability**

This policy applies to all University personnel, including faculty/staff, temporary employees, student employees/interns, and contractors involved in the use of video surveillance.

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