

University of North Dakota Loss Control Committee

Standard Practice 240	Surveillance Equipment Effective 12/2005 Revised 10/07
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I. Purpose

The purpose of this standard practice is to regulate the use of Surveillance Equipment for the purpose of security.

II. Scope

This standard practice applies to all personnel, schools, and centers of the University in the use of surveillance equipment. This standard practice is not intended to cover the use of Web cams unless the Web cam is used for surveillance.

III. Definitions

Audio surveillance - Close observation or recording of a person, group, or an area relating to or used in the transmission or reception of sound.

Campus Security Subcommittee – A task group reporting through the campus Loss Control Committee to the VP for Finance and Operations. The mission of the subcommittee is to review security needs relating to University personnel, students, visitors, buildings and grounds, events, research, information, and operations; review and recommend policies regarding security, priorities, and standards; provide guidelines to assist departments in monitoring adherence to policies and procedures designed to prevent breaches of security; monitor new information regarding security materials from federal, state, local, and University regulations and disseminate as appropriate; review and recommend training regarding security policies and procedures; review incidents involving security breaches; make recommendations to the main committee.

Criminal investigation – An organized effort, typically conducted by a law enforcement agency, for the purposes of gathering information concerning criminal intent.

Law enforcement purposes – The broad term used to describe efforts of law enforcement agencies targeted at insuring obedience to the laws.

Public areas – Areas maintained for and used by people for which there is no expectation of privacy.

Record series – A group of records/files having similar characteristics. Names are provided for the record series, and retention times and destruction methods are established.

Surveillance - The careful watch or recording of persons, places, things, and/or areas for the purpose of obtaining information concerning the activities and identity of individuals.

Surveillance equipment – The implements used for the purposes of surveillance.

Surveillance Equipment Request Form (240a) – The document that must be filled out and submitted to the University Police when an individual or department wishes to have surveillance equipment installed and used in their facilities.

Visual surveillance - Close observation or recording of a person, group, or area attained or maintained by sight.

University's Record Retention Schedule - An approved policy that lists common record series found in university departments. It provides retention guidelines for the office of record and copy holders based on administrative, fiscal, historical, and legal value. It also provides guidance on the proper disposal methods for each record series after the approved retention period has been met.

Webcams -A camera designed to take digital photographs and transmit them over the Internet or other network.

IV. General Principles

- A. The purpose of surveillance equipment is to deter crime and to assist in protecting the property of the University community. As a general policy, only visual recordings will be utilized. The exception to this policy is the possible use of both audio and visual surveillance equipment in a criminal investigation. A criminal investigation will be done by the University Police Department (UPD) or other trained law enforcement unit when approved by the Chief of Police.
- B. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources and is therefore prohibited by this policy.
- C. Prior to purchasing or installing any surveillance equipment, a Surveillance Equipment Request Form (see attached form 240a) must be completed and submitted to the UPD. The Surveillance Equipment Request Form will initiate the request for surveillance equipment, and will be routed by the UPD through the approval process. The Surveillance Equipment Request Form is available online at <http://departments.und.edu/police/>
- D. The use of surveillance equipment for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved will be appropriately trained and supervised in the responsible use of this technology. Violation of the

- use of surveillance equipment as outlined in this standard practice will result in disciplinary action consistent with the rules and regulations governing students and employees of the University.
- E. Information obtained through surveillance equipment will be used exclusively for security, law enforcement purposes, and enforcement of appropriate UND and North Dakota University System policies and procedures and is not intended for the enhancement of personal safety.
 - F. The use of any surveillance equipment in public areas for security and law enforcement purposes will be conducted in a manner consistent with all existing University policies and legal requirements.
 - G. The use of surveillance equipment for security and law enforcement purposes at the University is limited to uses that do not violate the reasonable expectations of privacy as defined by law. Surveillance equipment installed for security purposes will not be placed in such a manner that confidential or sensitive information is visible or recorded.
 - H. Information obtained in violation of this standard practice may not be used in a disciplinary proceeding against a member of the University faculty, staff, or student body.
 - I. All existing uses of surveillance equipment will be brought into compliance with this standard practice within twelve months of the approval of this standard practice.
 - J. The UPD or their designee will post signage at appropriate locations. Signage will specify:

VIDEO SURVEILLANCE ON PREMISES
 - K. Data captured by surveillance equipment will be stored for a period not less than 7 days and not to exceed 30 days and will then be erased unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Campus Security Subcommittee.
 - L. Portable hidden cameras with recording equipment will only be used for criminal investigation by trained law enforcement units with the approval of the Chief of the UPD or designee.
 - M. Any data that is retained for investigations or proceedings as described in sections K and L of this standard practice will be held for the appropriate retention time in accordance with the University's Records Retention Schedule. The record series in which this data will be retained under will be determined by the nature of content, investigation, and/or processing.

V. Responsibilities

A. The UPD has the responsibility for the following:

1. Receiving and processing Surveillance Equipment Request Forms through the established approval process.
2. Overseeing and coordinating the installation and use of surveillance equipment for security and law enforcement purposes at the University. All new installations will follow this standard practice and any supplemental operating procedures applicable to the installation. All existing surveillance equipment systems will be evaluated for compliance with this standard practice.
3. Disseminating information regarding the use of surveillance equipment and assisting other units in implementing this standard practice and supporting procedures.
4. Consulting with the UND Office of General Counsel to monitor new developments in the relevant law and in security industry practices to ensure that surveillance equipment use at the University is consistent with the highest standards and protections.

B. The Campus Security Subcommittee has the responsibility for the following:

1. Establishing and maintaining this standard practice and any supplemental operating procedures.
2. Authorizing the use of surveillance equipment for security purposes at the University as described on Surveillance Equipment Request Forms. Campus Security Subcommittee approval not required for law enforcement purposes.

C. Deans and Department Heads have the responsibility for the following:

1. Implementing this standard practice in their respective operations.
2. Coordinating specific duties relating to the daily operation and maintenance of surveillance systems installed in their departments as directed by the UPD or Security Subcommittee.
3. Providing the necessary financing for the proper installation, operation and maintenance of surveillance equipment present in their department.
4. Communicating any problems regarding the use of surveillance equipment to the UPD.

VI. Examples of use of surveillance equipment in public areas

A. Legitimate security purposes include, but are not limited to, the following:

1. Protection of buildings and property - Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
2. Monitoring of access control systems - Monitor and record restricted access transactions at entrances to buildings and other areas.
3. Verification of security alarms - Intrusion alarms, exit door controls, hold-up alarms, etc.
4. Criminal investigation - Robbery, burglary, and theft surveillance.

**FORM 240a
Surveillance Equipment Request**

Please Check One:	New Request For Surveillance Equipment <input type="checkbox"/>	Change to Existing Surveillance Request <input type="checkbox"/>
Department Requesting Surveillance Equipment:		Date:
Building/Location for Equipment Installation:		
Room Number(s):	Location within room:	
Departmental Contact:		Phone:
Reason for Surveillance Equipment Request:		

RETURN COMPLETED FORM TO UPD BOX 9035 FAX 777-6474
UPD/Security Committee use only below line

Date Received by UPD:		Received by:	
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Date of design review by UPD Surveillance Equipment Coordinator:		Design Approved <input type="checkbox"/>	Design Denied <input type="checkbox"/>	Design Tabled <input type="checkbox"/>
Signature:				

Date reviewed by Security Subcommittee:		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Tabled <input type="checkbox"/>
Signature of Security Subcommittee Chair:				

Date of final approval by UPD Surveillance Equipment Coordinator:		Installation Approved <input type="checkbox"/>	Installation Denied <input type="checkbox"/>	Tabled <input type="checkbox"/>
Signature:				