

SUBJECT: VIDEO SURVEILLANCE	Effective Date: 5-31-11	Policy Number: 1.11	
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	Responsible Authority: Chief of Police		

APPLICABILITY:

This policy is applicable to all members of the University community, including all students, faculty, staff and all visitors, contractors and guests to the University or any of its campuses, facilities or events.

POLICY STATEMENT:

I. Introduction. Florida Atlantic University is committed to the enhancement of public safety, the quality of life, and providing an environment conducive to quality education, individual privacy, diversity, and freedom of expression. Accordingly, the University has elected to utilize closed-circuit television (CCTV) to monitor public areas in order to deter crime and assist the University Police Department (FAUPD) in maximizing the security and safety of individuals and property that are part of the University community. Any diversion of security technologies for purposes other than those listed in this policy would undermine the acceptability of these resources for critical safety goals and is therefore strictly prohibited.

II. Purpose. The purpose of this policy is to provide guidelines for the use of CCTV on University property and facilities in a way that enhances security, while at the same time respects privacy. Further, this policy is intended to formalize procedures for the installation,

hallways, classrooms, library, study rooms, computer labs, or residential common areas.

- c. *Private Area.* Areas where an individual might change clothing, such as bathrooms, shower areas, locker and changing rooms. This would also typically include private office spaces; however, exceptions are appropriate in those areas where monetary transactions occur or where the use of CCTV is needed to safeguard money or supplies from theft, destruction or tampering.
- d. *Video Surveillance Technology.* Any item, system, camera, technology device, communications device, or process, used along or in conjunction with a network, for the purpose of gathering, monitoring, recording, or storing an image or images of facilities and/or people. Images captured by video surveillance technology may be real-time or preserved for review at a later date. CCTV is one form of video surveillance technology.
- e. *DRV:* Digital Recording Device is a hardware item that stores all captured video activity. Video is recorded to this device and once the DRV is at capacity all new activity replaces the oldest recorded information. Under optimal conditions all recorded information should be available for review for thirty (30) days.

IV. Application. The University recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the institution's duty to promote a safe environment for all community members. In light of this recognition, the University will use CCTV to enhance security, safety and the quality of life of the campus community by integrating the best practices of "virtual policing" with state-of-the-art technology. CCTV technology will extend the protection of the FAUPD, even when law enforcement officers are not in the immediate area. And, while not a guarantee of safety, CCTV is a tool that can be used to assist FAUPD personnel.

The purpose of CCTV surveillance at the University is three-fold: First, to promote a safe environment by deterring criminal acts; second, to assist in the identification of individuals who commit damage to University property; and third, to assist law enforcement with regard to the investigation of any crime that may be depicted. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in active video monitoring will be appropriately trained in the responsible use of this technology.

The following uses of video technology are *not* prohibited or governed by this policy:

- a. *Academic Use.* This policy does not apply to legitimate academic use of video cameras for educational purposes.
- b. *Private Video Cameras.* This policy does not apply to private video cameras owned and operated by members of the campus community.
- c. *Law Enforcement Surveillance.* This policy does not apply to cameras used covertly by law enforcement for criminal surveillance. This includes any portable hidden cameras or recording equipment used by the FAUPD for criminal investigations with approval of the Chief of Police.

- c. *Residential Housing Views*: The Chief of Police shall ensure that camera positions and views of residential housing are limited. Any view of student housing will be no better than what is available with unaided vision. Furthermore, the view of a residential housing facility must not violate a students' reasonable expectation of privacy in that area.
- d. The FAUPD will advise departments on the appropriate application of surveillance technologies.
- e. *Changes in Law or Security Practices*: The Chief of Police shall monitor developments in the law and in security industry practices to ensure that camera surveillance is consistent with the best practices and complies with all applicable federal and state laws and regulations.

- c. *Viewing Access.* Access to video surveillance monitors will be limited. Specifically, the following guidelines shall apply in granting access to monitor the video

VII. Training. All personnel involved in the supervision, application, use or monitoring of video surveillance technology at the University must (i) be trained in the technical, legal and ethical parameters of appropriate camera use and (ii) receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.

VIII. Storage. All recorded vid

INITIATING AUTHORITY: Chief of Police

POLICY APPROVAL
(For use by the Office of the President)

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