

## University of Maine Security Surveillance Camera Policy

### 1. Policy

The University of Maine employs the use of security cameras in support of its security and crime prevention efforts. Security cameras are utilized to promote public safety and protect personal and university property. The University of Maine respects the right to privacy of the entire university community and the need for the campus population to feel safe and secure. This policy has been developed by the Campus Security Committee to help standardize and authorize security cameras on campus and to ensure that such cameras are used judiciously. Authority for and use of police procedures will not be compromised by this policy. For a complete description of the members of the Campus Security Committee see Appendix A.

#### 1.1 Camera Use

This policy applies to all university personnel related to their use of university owned and authorized security cameras, including, but not limited to their monitoring and recording systems. Security cameras are to be installed in situations and places where the security of either property or persons should be enhanced. Cameras will be limited to uses that do not infringe on the reasonable expectation of privacy as defined by law. Cameras may be placed campus-wide, either inside or outside of buildings.

Camera intent and function fall into three main categories:

1.1.1 Property Protection: Where the primary intent is to monitor property and capture imaged media, in case of theft or damage, to be stored on a remote device for possible later use, including but not limited to identifying those responsible.

Examples:

- an unstaffed computer lab,
- an unstaffed science lab, or
- a parking lot.

1.1.2 Personal Safety: Where the primary intent is to capture imaged media, in case of an incident, to be stored on a remote device for possible later use.

Examples:

- a public walkway, or
- a parking lot.

1.1.3 Extended Responsibility: Where the primary intent is to have the live image stream in one area monitored by a staff member in close proximity. In this case imaged media may or may not be recorded.

Example:

- a computer lab with multiple rooms and only one staff.

With the exception of Extended Responsibility cameras, university authorized security cameras are not monitored continuously under normal operating conditions, but may be monitored for legitimate safety and security purposes that include the following:

- High risk areas.
- Restricted access areas/locations.
- In response to an alarm.

- For special events, and/or specific investigations upon authorization from the Chief of Police and/or his/her designee(s).

This policy does not apply to cameras used for academic purposes. Further, cameras being used for research are governed by other policies involving human subjects and are therefore excluded from this policy.

Requests to add / remove / relocate security cameras shall be made to CSC and/or Police Department who will approve, deny, or amend the request(s). (See Appendix - B, Request for Security Surveillance Equipment Form - MCSF0001)

## 1.2 Limits of Use


1. Information obtained from the cameras shall be used exclusively for law and/or policy enforcement purposes including, where appropriate, student and/or employee discipline processes.
2. All camera installations and uses are subject to federal and state laws.
3. Departments and units requesting security cameras shall follow the procedures outlined in this policy. Breaches of this policy may result in disciplinary action, in accordance with applicable employee handbooks and collective bargaining agreements.
4. Cameras may be installed in restricted-access sites such as a departmental computer lab, but may not be located in places where a person has a reasonable expectation of privacy.
5. Every effort shall be made in camera placement to protect personal privacy.
6. Unless a camera is being used for a specific criminal surveillance, as in exceptional circumstances (see 9.a.), the following places are not to be monitored by security cameras:
  - a. Bathrooms,
  - b. Locker rooms,
  - c. Offices,
  - d. Classrooms not used as a lab.
7. The installations of "dummy" cameras that do not operate on a regular basis are prohibited.
8. All imaged media camera installations are to be visible unless under exceptional circumstances and approved by UMPD.(9.b.)
9. Areas where imaged media cameras are in use are to be clearly identified with signs stating that, "security camera in use." These signs are to be at the main entrances to buildings and in the other areas where cameras are located. Signs are to include a contact number that interested persons can call to receive information regarding the cameras. It is the responsibility of the requesting department / unit to install appropriate signage in the building / area a security camera is located.
  - a. Exceptional circumstances include the use of security cameras by the University of Maine, Police Department for covert surveillance purposes. Covert surveillance is governed by the U.S. Constitution; Maine State law, and policies set forth by the University of Maine and the Police Department. No further announcement need be made prior to the actual placement of imaged media equipment for these purposes.
  - b. Covert use of security cameras will be disclosed in Campus Security Committee audits, after resolution of the case(s) so as not to interfere with law enforcement activities.
  - c. Requests for access by non-university employees or organizations to recorded media from cameras are to be made to the Chief of Police or his/her designee(s).

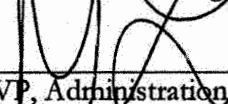
- i. The Chief or their designee will determine if the request is permitted under State of Maine Freedom of Information laws and/or university policy/practice. If necessary the Chief is to consult with the University General Counsel.
10. For Extended Responsibility cameras, any recorded media is to be stored on site and access limited to those authorized by the Chief of Police or his/her designee(s).
11. Recorded media is to be retained for a period of at least one week and no longer than 28 days unless it is part of an ongoing investigation or presentation. Information that directly affects an investigation will be kept for a period of time determined by the investigating agency.
12. Organizations, units or departments installing camera and recording systems shall comply with the following:
  - a. The Security Committee shall approve the following:
    - i. Plans of camera placement
    - ii. Type and functionality of camera and recording equipment
    - iii. Plans allowing for UMaine Police accessibility to cameras and stored data.
    - iv. Plans detailing data load on University electronic networking infrastructure.
  - b. UMaine Police accessibility to cameras and data.
    - i. Digital video – The equipment operating system allows for user and recording access by UMaine Police.
    - ii. Analog video – UMaine Police have access to recordings and cameras.
  - c. UMaine Police will maintain a log of all camera and data viewings and all copies made of stored data. See Appendix - C, UMPD Security Camera Recording Log)
  - d. This section does not preclude departments from entering into agreements with UMaine Police to constantly monitor and/or record video.
13. Personnel are prohibited from using or disseminating information acquired from university authorized security cameras except for official purposes and/or pursuant to court order. All information and/or observations made in the use of university authorized security cameras are considered confidential and can only be used for official university and/or law enforcement business upon the approval of the Chief of Police, or his/her designee(s).
14. Any cassette or disk storage drive is to be erased or reformatted prior to disposal. Minimum storage time: 28 days or as needed for ongoing investigation / prosecution as determined by the Chief of Police or their designee.
15. All recording or monitoring of activities of individuals or groups by university owned and authorized security cameras will be conducted in a manner consistent with university policies, state and federal laws, not based on race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status. All recording or monitoring will be conducted in a professional, ethical, and legal manner.
16. All personnel with access to university authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment, and expectations related to confidentiality.
17. Auxiliary Services will maintain a list of the locations of all university-authorized security cameras that are used for the recording or monitoring of public areas. (See Appendix - D, UMaine Surveillance Equipment Inventory)

18. A camera location list will be made available to the Campus Security Committee as updated, and the university community upon request throughout the academic year.
19. An external audit of this procedure, the equipment locations, use, and effectiveness of all university authorized security cameras used for the recording or monitoring of public areas shall be conducted by the Campus Security Committee, as needed/requested by the Vice President for Student Life, the Vice President for Administration and Finance or the President of the university, the results of which shall be disseminated to the university community.
20. Any member of this committee who might have a conflict of interest regarding this audit shall recuse him/herself from the process.
21. Concerns about any possible infringements of this policy are to be directed immediately to the Chair of the Campus Security Committee, and the Director of the Equal Opportunity Office.

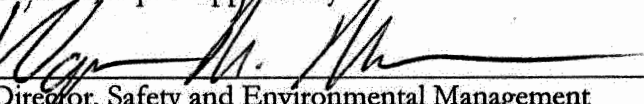
## 2. University of Maine Approval

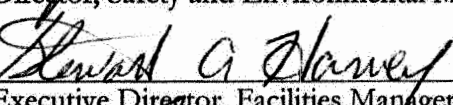
The University of Maine is committed to providing a safe and supportive campus community. Security cameras are utilized to promote public safety and protect personal and university property. This policy/program has been reviewed and approved by:

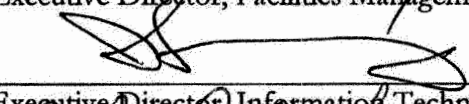
  
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President, or Designee 26 Feb 2015  
Date

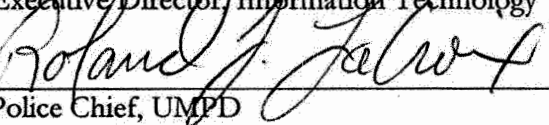
  
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VP, Administration and Finance 2/23/15  
Date

  
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Director, Equal Opportunity 1/28/15  
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Director, Safety and Environmental Management 2/4/15  
Date

  
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Executive Director, Facilities Management 2/2/15  
Date

  
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Executive Director, Information Technology 1/28/15  
Date

  
\_\_\_\_\_  
Police Chief, UMPD 01/28/15  
Date

## **Appendix A Security Committee Structure**

Whereas it is the understanding that a Campus Security Committee exists responsible to the President, and whereas the President has identified the Campus Security Committee as being appropriate to carry the responsibilities identified in this Security Camera Policy, the following recommendations are proposed regarding the composition of the Campus Security Committee.

Policy will not be written in a manner that limits the authority of the Chief of Police in law enforcement activities.

### **Recommendations:**

The Committee is to be comprised of at least one (1) and not more than (2) members from the following University of Maine Departments:

- Chair – Chief of Police
- President's Office
- Athletics
- Facilities Management
- Residence Life
- Student Life
- Safety and Environmental Management
- Security
- Police
- Auxiliary Services
- Faculty Senate Representative
- Student Government

## Appendix B Request for Security Surveillance Equipment Form

### Request for Security Surveillance Camera

This form must be completed and submitted electronically by the department or division manager to the University of Maine Police Department prior to ordering and installation/placement of any surveillance device, in accordance with the University of Maine Security Surveillance Camera Policy.

Requestor:		Date:	
Unit:		Unit Manager:	
Number of Cameras / Equipment Requested:		Camera / Equipment location(s) <i>building, floor, room or specific area:</i>	
Purpose:			
<input type="checkbox"/> I have read the current University of Maine Security Surveillance Camera Policy <i>For multiple locations, please attach an explanation sheet.</i>			
<b>University of Maine Police Approval -</b>			
<input type="checkbox"/> Approved (forward to Security Committee for approval) <input type="checkbox"/> Denied			
Comments / reason for denial:			
Police Designee Signature:		Date:	
<b>Security Committee Review</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
<input type="checkbox"/> If approved, University of Maine Security Surveillance Camera Training completed			
Comments / reason for denial:			
Security Committee Signature:		Date:	

CC: Police Chief, Department Dean/Director, Requestor, Procurement

## **Appendix C**

### **Security Camera Recording Log**

*Police Department*

In order to clarify the responsibilities of UMaine Police personnel granted access to security cameras in the course of their normal work, and to protect the University from liabilities incurred due to incomplete record keeping, the Campus Security Committee recommends that the following guidelines be observed with regard to any audit of security camera usage requested by the Campus Security Committee.

1. UMaine Police personnel are to log the time and date of all requests to view the security camera recordings. The log is to clearly indicate the reason for the request. It is to also indicate the particular dates and times security camera recordings were accessed.
2. The log is to note whether the accessed recordings were relevant to the purpose of the request.
3. The log documentation is to be retained for at least seven (7) years, or as required by legal mandate. The log documentation will be submitted annually to the Campus Security Committee for the purpose of an audit by the Chief of Police, or their designee.
4. The audit is to be overseen by members of the committee not from the Police Department for the purpose of impartiality.
5. The results of the audit are to be made available to the campus community.

## **Appendix D UMaine Surveillance Equipment Inventory Form**

**Insert**

**UMaine Surveillance Equipment Inventory Form**

**Here**