



Policy Title: Video Surveillance

Policy Number:

Date Issued: October 22, 2018

Responsible Executive: Director of Technical Security

Date Last Revised: October 22, 2018

Responsible Office: Department of Public Safety

Video Surveillance Policy

Policy Statement

The purpose of video and CCTV monitoring governed by this policy is for enhanced safety and security. Any interception, duplication, transmission, or other diversion of video and CCTV technologies for purposes other than the safety and security and/or duly authorized Baylor University (“Baylor” or the “University”) administrative investigations is prohibited.

Reason for the Policy

Enhancement of campus safety and security.

Individuals/Entities Affected by this Policy

This policy applies to Baylor students, faculty, staff, and approved contractors.

Exclusions

University-sanctioned video recording of University athletic or performing arts events is excluded from this policy.

Web cameras used in an office or private space are excluded from this policy.

Video conference equipment installed on campus is excluded from the policy.

Web cameras installed by the University to communicate construction progress or other University-related project of general interest to constituents.

Covert camera installations utilized for criminal investigations are excluded from

this policy. Covert camera installations can only be authorized by the Associate Vice President of Public Safety and Security and/or the Baylor University Chief of Police.

This policy is not intended to address the Baylor University Police Department's use of audio video digital recorders in police units, and/or the use of body worn audio video digital recorders.

Definitions

These definitions apply to terms as they are used in this policy.

Network Video Recorder (NVR)	Any device that is used to record, store and play video for video camera(s)
Baylor University Department of Public Safety (BUDPS)	Department within Baylor University that oversees all police, parking and transportation, emergency management, and physical security operations
Baylor University Police Department (BUPD)	Department within Baylor University that provides police services.
Baylor University Technical Security Assessment Team (TSAT)	A group consisting of BUDPS and ITS personnel
Baylor University Technical Security Branch	The group within BUDPS that provides the strategic direction for campus security
Forensic video retrieval/review	Security video retrieval involving criminal investigations performed by BUPD
IP Cameras	Internet protocol (IP) cameras that use the protocol used most by Local Area Networks (LANs) to transmit video across data networks in digital form. IP video used for security purposes pursuant to this policy must always be restricted to a secure private network or VPN (Virtual Private Network) which may only be accessed by authorized persons.

Contacts

Subject	Contact	Telephone	Office email/web site
Policy	Director of Technical Security	254-710-6617	

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Responsibilities

TSAT	Responsible for approving and coordinating the installation of all security related equipment.
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Principles

When deploying CCTV and/or video security systems on campus, all individuals granted access to those systems are required to abide by the responsibilities and procedures set forth in this policy.

Safety and Security Purposes

Safety and security purposes include, but are not limited to:

- Protection of individuals, including students, faculty, staff, and visitors
- Protection of University owned and/or operated property and buildings, including building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, and cashier locations
- Monitoring of common areas and areas accessible to the public, including transit stops, parking lots, public streets, and pedestrian walks
- Investigation of criminal activity
- Authorized administrative investigations
- Situational awareness during emergency operations
- Protection against an act of terrorism or related criminal activity
- Protection of critical infrastructure

Requirements

Any use of video recording equipment must conform to state and federal laws and be managed in an ethical manner.

Forensic video retrieval shall be conducted utilizing an evidence chain of custody procedure.

Security cameras shall not view places where people have a right to privacy, including but not limited to restrooms, dressing rooms, locker rooms, or private rooms.

Monitoring or recording of audio is strictly prohibited.

Monitoring shall be limited to uses that do not violate a reasonable

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expectation to privacy.

No video security or CCTV system may be accessible from the public internet.

No video surveillance or recording equipment may be installed on campus without the approval of BUDPS or the TSAT unless explicitly excluded in this policy.

The purchase of all security related video surveillance and recording equipment must be coordinated through TSAT.

Virtual or fake cameras cannot be installed on campus.

Confidentiality

Video monitoring shall be conducted in a professional, ethical, and legal manner.

Recordings which are not related to, or of value to an investigation, are to be kept strictly confidential.

Video cameras shall not be purposefully directed through windows of any residential dwelling (including off campus private residences) or any non-university location where an individual has a reasonable expectation of privacy.

Copies of recordings shall only be made for investigative and/or evidence purposes and shall be controlled by the Director of Technical Security.

Security of Recordings

Information obtained through video monitoring shall be used exclusively for security and law enforcement purposes and only be released in accordance with this policy.

Video recordings shall be stored in a secure manner.

No attempt shall be made to alter any part of a recording. An exception is the redaction of video to comply with the Texas Public Information Act.

When a recording is used as evidence, the name of the investigating officer, date and time of the recording shall be entered into an official police report.

Release of recordings to the media for the purposes of identifying suspects, or crime prevention education, requires the authorization of the Associate Vice President of Public Safety and Security and the Office of General Counsel.

The Director of Technical Security shall be responsible for security video evidence retrieval and preservation of evidence from the security camera system. In most instances, security video evidence shall be retrieved and submitted to authorized BUPD Officers, other sworn law enforcement officers, Baylor Student Conduct Administration and the Title IX Office without delay.

Recordings in the possession of BUDPS are records of a law enforcement unit as defined in 34 CFR Section 99.3, and are therefore not subject to disclosure under the Family Education Rights and Privacy Act (FERPA). Further, recordings in the possession of BUDPS are not records of a law enforcement agency subject to the Texas Public Information Act. Recordings contain information relating to the specifications, operating procedures, and location of the Baylor video surveillance system, which are considered confidential under Section 418.182 of the Government Code. To the extent any such recordings are in the possession of a law enforcement agency for purposes of a criminal investigation, they are protected from Public Information Act disclosure pursuant to Section 552.101. Accordingly, a recording should not be produced in response to a PIA request without the direction of the General Counsel.

Procedures

Retention

Video review documentation generated for criminal investigations will be maintained in BUPD's central records until the evidence in the case reaches its final legal disposition date. All video evidence will be stored, maintained, and destroyed in accordance to the Texas State Library and Archives Commission and Texas Commission on Law Enforcement requirements.

Recorded media will be stored in a secure location accessible by authorized personnel only.

Recorded media will be stored for a minimum period of not less than 14 days unless retained as part of a criminal investigation or court proceedings (criminal or civil) or other use as approved by the Associate Vice President of Public Safety and Security and/or the Baylor University Office of General Counsel.

Testing

During regularly scheduled work weeks, BUDPS personnel will test Baylor University owned security cameras weekly to ensure they are functioning properly.

BUDPS personnel will prepare and submit a report to the Director of Technical Security at a minimum of once per week during regularly scheduled work weeks.

The security camera test report will include the number of security cameras malfunctioning and location and identification number of the security camera that is not functioning.