UWRF is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. The observation of public areas is intended to deter crime and assist in protecting the safety and property of the university. This policy addresses the university's safety and security needs while respecting and preserving individual privacy.

This policy is adopted to ensure the protection of individual privacy rights and formalize procedures for the installation of recording equipment and the handling, viewing, retention, dissemination, and destruction of recording records. This policy sets forth the way security camera systems will be used to observe and record public areas for the purposes of safety and security.

This policy is not intended to imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week. Each person is responsible for his or her own personal safety and security in accordance with University policy, state and federal law. Everyone is strongly encouraged to take proactive safety measures regarding both personal property and individual safety.

**Policy**

Campus Police has the authority to select, coordinate, operate, manage, and monitor all campus security camera systems pursuant to this policy. All departments using security cameras systems are responsible for implementing and complying with this policy in their respective operations.

All existing uses of security camera systems shall be brought into compliance with this policy by August 1, 2019. Unapproved or nonconforming devices will be removed.

A university Security Camera Group (SCG) is established to oversee implementation of this policy. Proposed policy revisions will be reviewed by the SCG. The SCG shall be comprised of three members:

- UW-River Falls Chief of Police or designee, Chair of the SCG
- One representative from DoTS
- One representative from Facilities

**Procedure**

1.0 Scope

This policy applies to all personnel, departments, and colleges in the use of security cameras and their video monitoring and recording systems. Security cameras may be installed at specific locations on university property (and property controlled by the university) to enhance the security and safety of individuals, university property and the campus community. The use of cameras shall be conducted in a manner consistent with this policy, state and federal law, and in a manner that does not violate the reasonable expectation of privacy of individuals as defined by law. Cameras may be placed inside and
outside of buildings and structures. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

- Property Protection: Examples include an unstaffed computer lab, an unstaffed science lab, or a parking lot.
- Personal Safety: Examples include a public walkway, residence hall, or a parking lot.
- Real Time Surveillance of Specific Location: In this case video may or may not be recorded. Examples: a computer lab or art gallery with multiple rooms and only one staff.

2.0 General Principles

Information obtained from the cameras shall be used exclusively for law and/or policy enforcement, including, where appropriate, student judicial functions. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual’s right to privacy and hold university information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to federal and state laws. Departments requesting security cameras will be required to follow the procedures outlined in this policy.

3.0 Placement of Cameras

All video camera installations shall be installed in a manner that is visible to the public, except for cameras that are installed and/or used for law enforcement purposes (such as a criminal investigation).

The locations where cameras are installed may be restricted access sites such as a departmental computer lab.

Camera positions and surveillance of residential housing shall be limited to extenuating circumstances as determined by the Chief of Police, Assistant Chancellor for Student Affairs and Director of Residence Life.

Except as authorized for law enforcement purposes, including criminal investigations, security cameras will not be installed in the following locations:

- Individual living spaces of students in the residence halls
- Bathrooms
- Locker rooms
- Individual offices of administrators, staff or faculty
- Classrooms not used as a lab

4.0 Access and Monitoring

The surveillance recording or monitoring of activities of individuals or groups using university security cameras will be conducted in a manner consistent with university policies, state and federal laws, and will not be based on a subject’s personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. All personnel with access to university security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.
University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following:

- high risk areas
- restricted access areas/locations
- in response to an alarm
- special events and/or
- specific investigations authorized by the Chief of Police or designee

Access to live video or recorded video from cameras shall be limited to persons authorized by the Chief of Police or designee.

When an incident is reported, the personnel responsible for the area in question may request the Chief of Police to review the images from the camera. As circumstances require, the Chief of Police may authorize others to review images. A record log will be kept of all instances of access to, and use of, recorded material. Nothing in this section is intended to limit the authority of Campus Police in law enforcement activities.

5.0 Appropriate Use of Information

Information that is recorded using university security cameras, and is not considered “public” in nature, may only be used for official university and law enforcement purposes subject to the approval of the Chief of Police or designee or the Chancellor or designee, except as otherwise provided by law.

Notwithstanding the above, information that is acquired and/or observed through the surveillance or monitoring of university security cameras and that is not considered “public” in nature shall be protected from disclosure to persons who do not have a legitimate educational or operational interest in the information and/or incident, subject to the provisions of this policy, except as otherwise required by law.

Information obtained using university security cameras that is considered “public” in nature (e.g. does not violate and individual’s right to privacy) shall be maintained in a manner that is consistent with other university-related records, information or documents, except as otherwise required by law.

6.0 Exceptions

This policy does not apply to:

- Cameras installed or utilized for official law enforcement purposes, and/or criminal investigations, since they are subject to appropriate Wisconsin and Federal laws.
- Campus Police audio/video recording equipment by the department.
- Recording of public performances or events, interviews, or other use for broadcast or educational purposes, such as videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, or videotaped interviews of persons.
- Automated teller machines (ATMs), which may utilize cameras.
Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Vice Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. Campus Police is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities

1. Campus Police and DoTS Responsibilities:

Advising departments on appropriate applications of surveillance technologies and for providing technical assistance to departments preparing proposals for the purchase and installation of security camera systems.

Monitoring developments in the law and in security industry practices and technology to ensure that camera use is consistent with the best practices and complies with all federal and state laws.

Reviewing proposals and recommendations for camera installations and review specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy.

2. Chief of Police and/or Campus Police Responsibilities:

Proposals for the installation of security cameras shall be reviewed by the Chief of Police or designee. Recommendations shall be forwarded to the SCG.

Campus Police will review any complaints regarding the utilization of security camera systems and determine whether this policy is being followed. Appeals of a decision made by the Chief of Police will be made to and reviewed by the SCG. The SCG will make a recommendation to the Vice Chancellor for Business and Finance, who will render a decision. An appeal of the Vice Chancellor’s decision may be taken to the university Chancellor, who is the final arbiter.

3. Security Camera Group (SCG) Responsibilities:

The SCG will be responsible for reviewing, approving, or denying all proposals for security camera equipment recommended by the Chief of Police. The SCG shall also be responsible for recommending changes to this policy to the Vice Chancellor for Business and Finance through either its own recommendation for changes or its review and input of proposed changes from other campus administrators, offices or students. Any changes or recommendations shall be subject to the approval of the Chancellor.
Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.