

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SECURITY CAMERA AND VIDEO SURVEILLANCE POLICY

<u>Number</u>	06.08.09
<u>Division</u>	Finance and Administration – Office of Risk Management and Compliance
<u>Date</u>	June 1, 2015 – Revised August 12, 2021
<u>Purpose</u>	To establish a framework of rules and requirements that govern the installation and use of Security Cameras and related Security Camera Equipment on University property.
<u>Policy</u>	<p>Scope: This Policy applies to all faculty, staff, students, and visitors while on the campus of The University of Alabama in Huntsville (“UAH” or “University”) or at off campus locations controlled by the University.</p> <p>Policy Statement: Security Cameras and associated Security Camera Equipment may only be installed on University property in a manner consistent with this Policy. This Policy supersedes any previous policy relating to Security Cameras and video surveillance.</p> <p>Responsibilities and Authority: The Vice President for Finance and Administration (“VPFA”) has delegated authority and responsibility to the Security Camera Administrator (as defined below) for:</p> <ul style="list-style-type: none">• Developing and reviewing implementation strategies, standards, and procedures for security camera hardware and software application, operations, and maintenance;• Authorizing the placement of security cameras and any related equipment;• Maintaining the operational functionality of existing Security Cameras and

home department/unit will be responsible for requesting and funding background checks required under this Policy. Notice of acceptable/unacceptable background check results relating to Security Camera access will be provided to the Chief of Police by the Human Resources department.

Placement Decision Making and Installation

The Security Camera Administrator shall be solely responsible for the technical oversight and functional operation of all Security Cameras on campus.

Colleges, departments, and other units desiring the installation and use of Security Cameras shall submit a request for such installation to the Security Camera Administrator. The Security Camera Administrator will consult with the Chief of Police or designee on camera placements where there is a public safety concern, criminal investigation, or where audio recording is requested, prior to approving requests.

The Security Camera Administrator shall work with stakeholders and/or the University Police Department as appropriate to determine the types of cameras and associated equipment needed to meet the intended application, and shall make recommendations on equipment specifications to ensure system interoperability and compliance with this Policy.

Installation of Security Cameras and other associated equipment shall be the financial responsibility of the requesting entity. Funding for maintenance and

needed, privacy masking will be utilized so a camera cannot inadvertently capture such images.

Use of mock or simulated security cameras are prohibited.

Notification to the Public

The University will not generally provide notice that video recording systems in public areas are in use. Video with audio recording will typically be utilized in locations where the safety and security of minors is involved or financial transactions take place. For such areas, there shall be an approved notification placard or warning posted in plain view. Video with audio recording requires the written approval of the Chief of Police.

Use of Security Camera Recordings

Security Camera recordings are intended to be used for the purposes of enhancing public safety, deterring criminal activities, surveilling an area in real time, as an investigative tool to solve crimes and prosecute offenders after the crime has occurred, and as an investigative tool for accidents/injuries and other risk-related incidents.

The Security Camera System shall be utilized in a professional, ethical, and legal manner consistent with this Policy, other applicable University policies, and federal and state laws. Access to review live video feeds or recordings will be limited to those who have been properly authorized and vetted in accordance with the Policy.

Requests for regular, ongoing permissions to access recordings and/or obtain ongoing export permissions must be approved in writing by the Chief of Police or designee. Requests must originate from the employee's supervisory chain. Requests must include proof that the required background check, as outlined herein, has been completed and that the results of the check are acceptable. The

Release of Recorded Material

Requests for release of recorded material set forth in subpoenas, or other legal mechanisms compelling disclosure of said recordings, must first be submitted to the Office of Counsel, which will be responsible for reviewing the request with the appropriate University executives and administrators.

Approval of request for release of recorded material must be coordinated between the Office of Counsel, University administration, and the Chief of Police.

Release of recorded material beyond those described in this section shall be governed by applicable University policies and federal and state law.

Security Camera Monitoring

All

06.08.09

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playgrounds, courtyards, breezeways, conference rooms, meeting rooms, loading docks, classrooms (with approval of responsible Academic Affairs unit[s]),

