

SYRACUSE UNIVERSITY
Closed-Circuit Television (CCTV)
Monitoring and Recording Policy

I. Scope

This Policy is applicable to all Syracuse University students, faculty, staff and University owned, leased, and controlled facilities.

II. Policy Statement

Syracuse University is committed to enhancing the safety of the campus community by integrating the best practices of campus safety and security with state of the art technology. A critical component of a comprehensive campus security and crime prevention program is the use of CCTV.

The purpose of this Policy is to regulate the use of CCTV on Syracuse University property in a way that enhances safety and security, but also respects the expectation of reasonable privacy among members of the community.

III. Code of Procedures

Syracuse University authorizes the Department of Public Safety (DPS) to oversee the use of CCTV in order to detect, to help deter, to investigate, and to record activity, including criminal activity that violates University policies and rules and Federal, State, or local laws. Additional responsibilities are outlined in section *IV-Responsibilities*.

An institutional Physical Safety and Security Systems Committee (PSSSC) is established to oversee implementation of this Policy.

Any diversion of security technologies for purposes other than the safety and security purposes contemplated by this Policy is prohibited. Violations of this Policy may result in disciplinary action consistent with the policies governing employees of the University and are subject to all applicable Federal, State, and local laws.

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

- Protection of invited individuals, including students, faculty, staff and visitors;
- Protection of University owned and/or operated property and buildings, including perimeters, entrances and exits, lobbies and corridors, loading docks, special storage areas, laboratories, and cashier locations;
- Verification of alarms and access control systems;
- Patrol of common areas and areas accessible to the public, including parking lots, garages, streets and pedestrian pathways;
- Investigation of criminal activity and serious disciplinary activity.

This Policy does not address non-law enforcement monitoring and recording that may be for general use by Syracuse University. Examples of such include use of Webcams; or recording of research

experiments or projects; or videotaping lectures, concerts, athletic events, plays, interviews, or other public performances.

The DPS does not authorize any public access to the CCTV system.

Non-DPS personnel that are authorized to view live video are not permitted to view recorded or archived video without prior approval of the Director of Public Safety.

The existence of this Policy does not imply or guarantee that cameras will be constantly monitored in real time.

IV. Responsibilities

A. Responsibilities of the Department of Public Safety (DPS)

Training

- a. The DPS camera operators and supervisors will be trained in the technical, legal, and ethical parameters of appropriate camera use.
- b. All DPS personnel will receive a copy of this Policy and provide written acknowledgment that they have read and understood its contents.

Monitoring

- c. All operators and supervisors involved in camera monitoring will perform their duties in accordance with this Policy.
- d. CCTV monitoring will be conducted in a professional, ethical, and legal manner.
- e. Monitoring will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination and Anti-Harassment Policy, the Sexual Harassment Policy and other relevant policies. Monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g. race, color, creed, religion, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, or any other status protected by applicable law to the extent prohibited by law) is prohibited.
- f. Monitoring will be based on identifying suspicious behavior, not individual or group characteristics.
- g. Operators will not spot and continuously view people becoming intimate in public areas.
- h. Monitoring will be limited to uses that do not violate the reasonable expectation to privacy. Monitoring private rooms or areas, such as residential spaces, through windows is prohibited. The CCTV system will be configured to prevent monitoring through residential windows.

Recording

- i. Recorded video will be used for official law enforcement purposes only.
- j. Recorded video will be reviewed only by authorized personnel and in the presence of a supervisor to maintain the integrity of the recording.
- k. Attempt to alter any part of recorded video is prohibited. The CCTV system will be configured to prevent camera operators from tampering or duplicating recorded information.

- l. Recorded video will only be released to non law enforcement agencies, when approved by the Director of Public Safety or designee and the appropriate cabinet member will be notified. Video related to litigation defense may be released to the University's legal counsel, insurance carriers and/or Risk Management Department as warranted.
- m. The DPS will notify University General Counsel to respond to legally subpoenaed or requests for release of recorded content.
- n. Under no circumstance will the content of any captured recordings be exploited for purposes of profit, commercial publication, or publicly distributed.
- o. Recorded content will be archived no more than 90 days (Currently at 14 days retention) and will be promptly erased unless retained as part of a criminal investigation or court proceedings (criminal or civil). Other bona fide uses shall be approved by the appropriate University Cabinet officer or designee.
- p. Recorded video will be stored and secured in a secure location with access limited to authorized personnel only.

Other

- q. The DPS is the sole entity authorized to have full administrative rights to CCTV applications and video.
- r. The Director of Public Safety or designee has the responsibility to authorize any temporary installation as deemed necessary in connection with a criminal investigation, for enhanced security for special events or otherwise deemed necessary to protect the safety and security of the University.
- s. The DPS will 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 Federal, State and Local Laws.

B. Responsibilities of the Physical Safety and Security Systems Committee (PSSSC)

Role

- a. Syracuse University recognizes that the PSSSC will provide general oversight of the processes related to CCTV and its current and future planning and operations related electronic safety and security systems.
- b. Committee membership include:
 - 1. Co-Chairs:
 - 1. Director and Chief of Public Safety
 - 2. Director of Risk Management , Environmental Health & Safety, and Chief Emergency Management Officer
 - 2. Executive Vice-President and Chief Financial Officer;
 - 3. Senior Vice-President and Dean of Student Affairs;
 - 4. Vice President for Information Technology/Chief Information Officer;
 - 5. Dean, appointed by the Vice Chancellor and Provost;
 - 6. Director of Campus Planning, Design and Construction;
 - 7. Director of Energy and Computing Management;
 - 8. Director of Academic Applications and Service Centers;
 - 9. Recording Secretary (non-member): DPS Manager, Technology and Security Services
- c. The PSSSC may audit or request an audit of any or all CCTV operations, including recording storage and retention.

Policy Changes

- d. The PSSSC will be responsible for making decisions related to changes in this Policy and procedure;
- e. The PSSSC may amend this Policy at anytime provided that notice is given to the University community in the form of posting of a revised Policy on the University Policies website.

Installation

- f. Individual colleges, departments, programs, campus organizations, or any affiliates of Syracuse University wishing to change, install new, or expand CCTV camera(s) on University property must petition the PSSSC. The petition must include (1) a description of the safety or security issue warranting the installation of the camera(s); (2) the number and proposed location of camera(s) to be installed; (3) proposed one time and on-going funding source(s) for equipment and maintenance.
- g. The PSSSC will consider the petition and make equipment and maintenance funding recommendations to the Executive Vice-President and Chief Financial Officer through the following process:
 - 1. Any proposed changes, new or expanded CCTV systems will be approved by the director of Campus Planning, Design, and Construction (CPDC). Prior to approval, the director of CPDC will obtain confirmation from ITS that the proposed changes or expansions conform to information technology architecture; and confirmation from the Department of Public Safety (DPS) that changes or expansions conform to current public safety standards.
 - 2. If the petition is approved, and for a common/public area where more than one or more colleges, department, programs, or campus organizations will benefit from its installation, the PSSSC will make a funding recommendation to the Executive Vice-President and Chief Financial Officer.
- h. The PSSSC reserves the right to deny the petition or propose an installation that is less or more extensive than described in the original petition.
- i. The Executive Vice President and Chief Financial Officer will make the final decision regarding the appropriateness of any and all installations weighing the concerns of the petitioner(s), recommendations from the PSSSC and funding sources available.

Grievances

- j. Students, faculty, and staff entering certain sensitive areas on campus may have an increased concern for privacy or confidentiality. Concerned persons may petition the PSSSC to forgo the installation of a proposed camera or for the removal of an existing camera. The petition should identify the location(s) and should detail the basis for the request.
- k. The PSSSC will consider the petition and make recommendation to the Executive Vice-President and Chief Financial Officer.
- l. The Chancellor or designee will make the final decision regarding the appropriateness of foregoing to install or the removal of camera(s), weighing the concerns of the person(s) and the safety and security of the entire community.

C. Responsibilities of the Office of Campus Planning, Design and Construction (CPDC)

Project Lead

- a. CPDC is responsible for taking project management lead for all CCTV projects aspects, including schedules, plan execution, and the direction and management of funding for new installations.

D. Responsibilities of the Office of Information and Technology Services (ITS)

Technical, Network and Security

- a. ITS is responsible for network quality of service (QOS) and all technologies related to network connectivity, bandwidth and security planning including applying best practices to meet the demands and expectations of the system and applying security to ensure the CCTV system is best protected from unnecessary interruption and/or intrusion.
- b. ITS is responsible the physical security of the backend infrastructure in the data center. The DPS will report all system failure notification alarms to the ITS who will record malfunctions and/or or damages/losses and report on such as needed.
- c. ITS is responsible for network cable and UPS installation and maintenance in telecommunication rooms.

Maintenance

- a. ITS is responsible for managing the server and storage, operating system, backups, network, network wiring, and camera components. ITS may elect to outsource or in-source some or all of this work to minimize University expenditures.

E. Responsibilities of Physical Plant

Installation Conduits, Power Wiring and Cameras

- a. The CPDC is responsible for coordinating Physical Plant Electronics Shop and/or outside vendors for conduit build-out, hanging cameras, and ensuring proper power cabling.