



**Effective:** *January 1, 2017*  
**Last Revised:** *February 19, 2014*

**Responsible University Office:**  
*Police Department*

**Responsible University Administrator:**  
*Vice Chancellor Business and Finance*

**Policy Contact:**  
***Jim Davis, Director***  
***Police Department***  
***(davisjf@unk.edu)***

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# Video Security System Policy

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## Scope

This policy applies to video security camera monitoring and camera recording. Cameras used for instructional, research, promotional or personal purposes are not subject to this policy.

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## Policy Statement

The University of Nebraska Kearney is committed to protecting the safety and property of the University community while respecting the privacy rights of our faculty, staff, students, and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach University policies and/or commit criminal acts. The use of security cameras extends the ability of the UNK Police Department when officers are not immediately available. Cameras are not a guarantee of safety; however, they do serve as deterrents and can alert police to potential danger. The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy.

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## Reason for Policy

The reason for this policy is to establish standards for the installation and operation of a video security system, either overt or covert, for security, supervisory and law enforcement purposes.

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## Procedures

- A. Requests for system implementations changes or additions shall be sent to the Assistant Vice Chancellor for Business and Finance. A four-person committee will review all requests for video security installations. This committee will consist of a member from the offices of Police Department, Facilities Management and Planning, Business Services and Information Technology Services.
- B. The Assistant Vice Chancellor for Business and Finance will oversee the implementation of the video security system, while the other departments will have direct responsibilities in its installation (see Related Information section)
- C. All departments will utilize the University approved video security system and compatible equipment.
- D. Unless otherwise specified in a written agreement, departments are responsible for payment of all purchases and services related to the installation of video security equipment within their facility and ongoing maintenance and fee costs.
- E. The Police Department oversees and coordinates the video security system.
  - 1. The Director of the office acquiring the system or their designees may access live or archived video associated with their department. The Director of the Police Department and Assistant Vice Chancellor for Information Technology or their designees, and others as designated in writing by the Director of the Police Department will have full administrative access to the video security system. Others may be granted access to specific areas of the system as designated if so approved in writing by the Director of the Police Department
- F. All installation of video security systems must comply with standards for hardware and software specified by the university.
- G. Video security systems will be randomly monitored by UNK Police or the department who acquired the system.
- H. All recorded images will be stored for a minimum of 30 days on the University designated security camera server. Surveillance records will not be stored on individual department computers or servers.

I. Video recordings gathered through the use of video security, either overt or covert, shall be stored, retrieved and used in accordance with state and federal law and University of Nebraska policy.

1. A video recording that is thought to contain evidence relevant to a criminal case or a civil case involving UNK shall be preserved by UNK per their evidence operating procedure and held until it is no longer needed per their record retention operating procedure.
2. Recordings within a department's controlled space may be released to that department if the recording is not being held for any criminal or civil case or any other legal holds. Recordings from cameras outside of a department's controlled space shall be released only with the permission of the UNK Police Director. Requests for copies of video recordings from University offices must be made in writing to the Director of Police. Copied recordings will be held by the Director/Dean for the requesting department and kept in a secure location. The Director/Dean will track and account for all copies.
3. Video security images requested by all individuals and agencies outside of the University will be honored only through service of a duly authorized subpoena or in response to a public records request.

J. The four-person committee established in 5 will determine the location of all overt video security cameras. While the Director of UNK Police or his/her designee will determine the locations for any covert video security cameras.

1. Overt video security will be utilized in public areas where there is no reasonable expectation of privacy. Such public areas may include hallways, dining areas, sales areas, gymnasiums, parking lots, exits, entrances, roadways, walkways, athletic fields and Police Department vehicles.
2. UNK Police will restrict views of areas where there is a reasonable expectation of privacy.
3. UNK Police shall notify individuals of the presence of the video security system through pre-approved signage. Information regarding the purpose of video surveillance in campus locations will be provided at the Police Department web site.  
[http://www.unk.edu/offices/Police/crime\\_prevention/video\\_security.php](http://www.unk.edu/offices/Police/crime_prevention/video_security.php)
4. Covert video security may be utilized for criminal investigations when appropriate to accomplish certain unique objectives related to theft detection, security of assets and safety of persons. Covert video security shall only be utilized in accordance with State and Federal law.
  - a. Covert video security used in public places where there is no reasonable expectation of privacy shall be installed only after appropriate approvals have been obtained through the UNK Police Director.

b. Video security for investigative purposes in non-public places, which include personally assigned offices or work places, shall be installed only after appropriate approvals/notifications have been obtained.

i. The Vice Chancellor for Business & Finance shall approve the installation and ensuing surveillance in writing prior to any installation of equipment. Department supervisors will be notified unless such notification would interfere with the ensuing investigation.

ii. In the event a Vice Chancellor is a subject of the requested covert video security, the approval/notification of the Chancellor shall be obtained, in writing, prior to installation of equipment.

iii. If judicial authorization is required, Police and Parking Services shall submit an affidavit showing sufficient probable cause to the County Attorney.

5. The four-person committee established to determine the location of all-overt video security cameras shall consist of representatives from:

- a. Assistant Vice Chancellor of Business and Finance
- b. Facilities
- c. Information Technology
- d. Police Department

K. All video security systems must comply with this policy immediately with the exception of equipment requirements. Any video security system installed and operational prior to the approval of this policy will be reviewed and a plan will be developed, in cooperation with the owner/department, to comply with the equipment portions of the policy by July 2015.

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## Definitions

A. Instructional, research, promotional and personal camera usage is defined as those video applications that assist faculty in teaching a course or conducting research, video recordings that assist the university or a university organization in promoting the university or organization's activities, and personal video recordings that are used for a single event of short duration. This includes:

1. Recordings or images of receptions, banquets, organizational events and graduations
2. Recordings of audio or video conferences
3. Recordings or images of research activities
4. Recordings or images from cell phones and personal cameras
5. Recordings or images from news media cameras

The intended purpose of an instructional, research, promotional or personal video recording or image *cannot* be for security, supervisory or law enforcement purposes. Video recordings and images which are not made by the University are not the responsibility of the University.

B. Video security, including purchasing, installing, maintaining, monitoring, networking, duplicating images, managing public expectations of security and the public's right to know the location of video security, will be conducted in a professional, ethical and legal manner and in accordance with accepted legal concepts regarding privacy. Personnel involved in video recording will be trained and supervised in the responsible use of video surveillance.

C. Information obtained using a video security system will be used exclusively for security, supervisory and law enforcement purposes. Dissemination of such information shall be conducted on a need to know basis in accordance with applicable State and Federal laws and University policies.

D. Video security monitoring will be conducted in a manner consistent with University policies governing non-discrimination and sexual harassment.

E. Individuals who violate this policy may receive disciplinary action consistent with the rules and regulations governing employees and students of the University of Nebraska up to and including termination/expulsion. In addition, civil or criminal liability under applicable state and federal laws governing video security monitoring may apply.

F. Individuals who are aware of any violation of this policy should report them to the UNK Police.

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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Jane Sheldon	Asst. Vice Chancellor B & F	865-8427	sheldonj@unk.edu
Jim Davis	Police Dept.	865-8911	davisjf@unk.edu

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## Forms

Campus Security Camera Request Form

Located under SAPPHIRE

(Business Forms>UNK>Miscellaneous>Campus Security Camera Request Form (PDF))

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## Related Information

### RESPONSIBILITIES

A. The Assistant Vice Chancellor for Business and Finance will oversee the implementation of the video security system and consult and coordinate with campus departments on the installation of video security systems.

B. Police and Parking Services is responsible for coordinating the use of video security and administering operating procedures as follows:

1. Monitor relevant law and security practices to ensure all video security systems are consistent with appropriate standards.
2. Assess compliance with security camera policy.
3. Review privacy issues in the placement of cameras.
4. Review any signage needs.
5. Provide all personnel involved in the supervision, administration, use or monitoring of video security installations, collection of video or digital images, or other aspects of video security use, with the appropriate instruction including, but not limited to, applicable campus policies, civil and criminal laws.

C. Business Services will assess compliance with purchasing policies, obtain pricing for and order equipment.

D. Facilities Management & Planning is responsible for reviewing proposed camera locations and the mounting details to ensure compliance with all relevant building codes. They will further oversee all structural installation of the cameras.

E. Information Technology Services is responsible for addressing network access and data security issues. Information Technology Services:

1. Will be responsible for setting up the operating systems.
2. Install application software upgrades and patches
3. Oversee all aspects of the video security installation and connections to the network system.
4. Provide instruction in the use of the video security system.

F. Finance Office will assess departments an annual maintenance and upgrade fee proportional to the number of video cameras in use and their data storage requirements. This annual fee will reflect costs including, but not limited to, any maintenance agreements to support the video security systems and network infrastructure for video security operations, passive monitoring, and archival video or data retrieval.

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## History

12/07/2016 - Replaces current policy on file dated 02/19/2014, p. 257.