

**University of Chicago Police Department
GENERAL ORDER**

<i>Effective Date</i> March 21, 2018		<i>Number</i> GO 710
<i>Subject:</i> Security Cameras		
<i>References:</i> CALEA Standards: 91.1.8		
<i>Reevaluation Date</i> Annually		<i>No. Pages</i> 3
<i>Amends</i> 09 SEP 2013 version (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	Signature: Original signed document of file in Accreditation Office	

710.1 PURPOSE

The purpose of this policy is to outline the responsibilities and regulations regarding the use of security cameras to monitor and record activity in public areas at the University of Chicago.

710.2 SECURITY CAMERAS

- A. The decision to deploy security cameras and the placement of those cameras falls under the authority of the Department of Safety and Security (DSS). DSS will base decisions on mitigating risks, vulnerabilities and history of criminal behavior. Camera locations may be assessed regarding anticipated operational needs, for instance new buildings.
- B. Video monitoring will be used exclusively for security and law enforcement purposes.
- C. Monitoring of security cameras will be conducted in a manner consistent with University policies, including the Non-Discrimination Policy, and the Unlawful Discrimination and Harassment Policy. Video monitoring based on legally protected bases alone (e.g., race, ethnicity, gender, sexual orientation, national origin, disability, religion, socioeconomic status, etc.), is prohibited. This does not prohibit monitoring protected groups or individuals if there is a pattern of victimization which is being addressed through monitoring.
- D. Under no circumstances will UCPD use security cameras to monitor Staff, Faculty, Other Academic Appointees, Postdoctoral Researchers, Students, Vendors, Contractors or other Visitors work behavior unless there is a legitimate investigation pertaining to conduct contrary to the law or University Policy. Any such monitoring or review must be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. UCPD will seek guidance from University Human Resource Services, the Office of the Provost, and the Office of Legal Counsel, to ensure legal and policy compliance.

E. Responsibilities

1. The Investigations Sergeant will annually reevaluate incidents and camera locations. This evaluation will be routed to the Executive Director of Campus Safety and the Professional Standards Commander.
2. The Executive Director of Campus Safety will review all requests received by DSS to release camera recordings. No release of recordings will occur without authorization by the Executive Director of Campus Safety, except for official requests directly related to a criminal investigation, arrest or subpoena. The Executive Director of Campus Safety may approve release of recordings only for legitimate purposes, such as to protect the University and its affiliates from lawsuits or harm. The Executive Director of Campus Safety will consult the General Counsel's office in these cases prior to the release of recordings.
3. Security Systems has the primary role overseeing maintenance and testing. Maintenance and testing will be conducted as needed.
 - a. ECC personnel who note a problem with the system shall contact Security Systems to report the problem and request repair.

F. Procedures

1. In most cases, recorded video media will be stored for a minimum of 30 days. An exception to this is video retained as part of a criminal investigation or court proceeding, or other bona fide use as approved by the Executive Director of Campus Safety. Images saved for such purposes may be recorded to a DVD or other multimedia storage device in accordance with applicable general orders. Only authorized personnel may make such recordings, subject to computerized security access protocols.
2. Monitoring personnel will be trained in the parameters of appropriate camera use.
 - a. Monitoring personnel will electronically receive and review this policy and acknowledge that they have read it and understood its content.
 - b. Monitoring personnel will receive training in cultural diversity and awareness.
3. Some campus security cameras will be passively monitored by ECC personnel.
 - a. If a police response is required concerning an incident viewed on the system, ECC personnel are responsible for assigning the appropriate number of responding officers based on the nature of the incident.

G. Security and law enforcement purposes for monitoring include, but are not limited to:

Protection of buildings and property

Monitoring of Access Control systems

Verification of security alarms

Monitoring of public areas for criminal or suspicious activity

Criminal investigation

Monitoring of pedestrians and traffic for safety purposes

Special Event Security