University of Chicago Police Department
PROCEDURAL ORDER

Effective Date:		*Number:*
	July 6, 2015	**PO 701-02**
Subject: **ECC Active Video Monitoring**		
References:		
Reevaluation Date		*No. Pages:* 2
Amends:		*Rescinds:*
Approved By: Marlon C. Lynch, Associate Vice President & Chief of Police	*Signature:* Official Signed document on file in Accreditation Office.	

I. PURPOSE

The purpose of this order is to provide procedures for active video monitoring by Emergency Communication Center (ECC) personnel.

II. POLICY

Use of the security cameras will be consistent with G.O. 710, Security Cameras.

III. PROCEDURES

A. Personnel assigned to ECC will receive training on the NICE video management platform provided by Security Systems. Security Systems will provided updated camera listings to the ECC, as cameras are added to or removed from the system. These listings will include the address and location of the camera, camera type and number of available views.

B. When not assigned to other duties, ECC Video personnel will conduct systematic video monitoring of the designated campus "Hot Spot" locations. The assigned ECC personnel will cycle through live camera views at these locations observing for suspicious activity and overt criminal activity.

C. If criminal activity is observed or suspected, a CAD Call for Service will be initiated and UCPD units will be dispatched to the location.

D. ECC Video personnel will coordinate with Investigations and the Community Relations Unit to conduct live camera monitoring of designated mission areas (bike theft missions, theft missions, etc.).

E.   ECC personnel will report camera outages or other technical or maintenance issues immediately to Security Systems team via email (dss-securetech@uchicago.edu) or the on-call Security Systems number. Personnel will work with Security Systems to identify video system improvements including camera placement, camera type, and suggestions for the installation of new cameras.

F.   A log will be maintained in the ECC containing all requests for video reviews and assigned missions. The log will include the name of the requestor, date and time of the request, location of request and the name of the ECC personnel who conducted the video review or monitoring.