



Office of Human Resources

Campus Safety and Security Video Surveillance and Monitoring Policy – Training for Surveillance Equipment Operators

4/12/13



General Purpose of Policy

- To enhance current crime prevention and community policing initiatives
- To promote widespread public awareness of the presence of video surveillance cameras (VSC) on campus
- To enhance current campus public safety strategy using VSC technology in public spaces
- To protect persons and property
- To sustain academic freedom and civil liberties, including:
 - Privacy
 - Freedom of Expression
 - Freedom of Assembly

Use of Video and Surveillance Equipment

- In the interest of safety and security, the University may monitor areas under its ownership or control
- The University may install video surveillance equipment to maintain a safe and secure environment for:
 - Students
 - Faculty
 - Staff
 - Visitors & University property
- Video surveillance devices
 - Serve as a useful and timely investigative aid
 - Provide useful and relevant evidence
 - Do not guarantee personal safety or protection

Use of Video and Surveillance Equipment

- Video monitoring for security reasons will be consistent with all existing University policies including, but not limited to:
 - SIUE Non-Discrimination Policy
 - SIUE Sexual Harassment Policy
 - SIUE Police Department Policies and general orders
 - SIUE Emergency Management Plan
 - Applicable state or federal laws, regulations or judicial orders
- Video surveillance signage will be displayed in all areas under video surveillance

Use of Video and Surveillance Equipment

- Video monitoring will not be used
 - For employee evaluation purposes
 - To monitor employment-related duties
 - As evidence for reprimand, discipline or arbitration purposes

- Video monitoring will be used if it reveals a criminal act or criminal offense committed by an employee that can be used by law enforcement/disciplinary purposes

Use of Video and Surveillance Equipment

- Video surveillance or monitoring upon University property can occur in:
 - Public areas and parking lots
 - Bus stops and sidewalks
 - Bike paths
 - Building entrances, lobbies, staircases, stairwells, hallways and corridors
 - ATMs and point of sale/monetary transaction areas

Use of Video and Surveillance Equipment

- Private areas that are not subject to video surveillance include
 - Residence hall rooms
 - Bathrooms and shower areas
 - Locker and changing rooms
 - Areas where a person might change clothes, any private/faculty offices
 - Rooms for medical, physical or mental therapy or treatment

Video Surveillance Systems (VSS) Approval

- Prior approval is required before placement of VSS
- Must be authorized by a Vice Chancellor
- Oversight by the Vice Chancellor for Administration
- Consultation with Information Technology Services for equipment compatibility

Surveillance Equipment Operators

- Surveillance Equipment Operators must understand the technical, legal and ethical use of video surveillance equipment:
 - Must be familiar with equipment and operations
 - Must be trained by his/her manager
 - Understand prohibition against surveillance of designated private areas
 - Use video cameras in other non-public areas to the maximum extent possible to protect money, property, documents, supplies, equipment and pharmaceuticals from theft, destruction and tampering
 - Adhere to applicable state and federal privacy laws

Surveillance Equipment Operators

- Surveillance Equipment Operators need to:
 - Read/retain a copy of the policy
 - This policy can be found at:
<http://www.siu.edu/policies/6f3.shtml>
 - Acknowledge in writing that they have read and understood the policy
 - Acknowledgement to be kept by department manager
 - Perform their duties in accordance with this policy
 - Access images only to the extent permitted and as stated by the Campus Safety and Security Video Surveillance and Monitoring Policy



Office of Human Resources

I certify that I have carefully read, reviewed and understand the content of the Campus Safety and Security Video Surveillance and Monitoring Policy and have been trained on my responsibilities under this policy. I also acknowledge that I am familiar with the campus safety and security video surveillance monitoring policy and that I will perform my duties in accordance with the policy.

Print Name and Title

Date

Signature

Department