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.siue.edu/policies/6f3.shtml](http://www.siue.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
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