Fitchburg State University
Police Department

Subject: VIDEO SURVEILLANCE	**General Order**
Reference: **MPAC: N/A** **IACLEA:** 12.2.2	**12.4**

Effective Date: October 6, 2020	**Review Date:**

By Order of: Michael J. Cloutier, Chief of Police

PURPOSE:

The purpose of this policy is to regulate the use of video surveillance cameras to monitor and record public areas for the purposes of safety and security. Fitchburg State University's video monitoring policy titled **Video Management Solution (VMS) USE POLICY**. The university's policy will take precedent over this policy on any area that is inconsistent, while not affecting the rest of this directive.

POLICY:

The Fitchburg State University Police Department recognizes the need to provide safety and security to the university community. The use of video surveillance equipment will enhance this service. While being mindful as to not infringe upon ones expectation to privacy and to protect the confidentiality of information obtained through video monitoring/recording.

DEFINITIONS:

Responsible and Proper Camera Monitoring Practices means operating cameras only for purposes authorized by this policy and within any established laws governing their use.

Academic Research Video Monitoring System means any closed circuit or other camera system installed for the purpose of conducting academic research or instruction and not connected to or associated with the Fitchburg State University VMS.

Operational / Planning Purposes means utilizing video from the VMS to analyze movements of people and vehicles for improving the campus (e.g., infrastructure improvements, traffic routing, etc.).

GENERAL PRINCIPLE:

A. A critical technological component of Fitchburg State University's commitment to providing a safe and secure campus environment is a VMS. The system consists of cameras (fixed and moveable) as well as network video recorders (NVR) devices.

B. The purpose of VMS monitoring of public areas by university police and/or other authorized personnel is to detect and deter crime and to assist in the protection of the Fitchburg State University community. Any diversion of VMS and/or operational personnel for other purposes (e.g., monitoring of political or religious activities or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.

C. VMS monitoring will be conducted in a professional, ethical and legal manner. Personnel involved will be appropriately trained and supervised in the responsible use of VMS. Violations of procedures outlined in this policy will result in disciplinary action consistent with the rules and regulations governing an individual's status at Fitchburg State University. (e.g., employment, student, or vendor status).

D. Images and/ or information obtained through VMS monitoring will be used exclusively for security, law enforcement, and other campus operational and/or planning purposes. Images and/or information obtained through VMS monitoring will only be released to those outside of law enforcement when authorized by the Chief of Police or designee, or the Assistant Vice President of Finance Administration according to the procedures established herein. Public request forms are available at the Police Department. (see G.O 12.3 Public Relations and G.O. 16.1 Reports and Record)

E. VMS monitoring of public areas will be conducted in a manner consistent with any and all existing Fitchburg State University policies, including the Non-Discrimination Policy, the Sexual Harassment Policy and other relevant policies. The procedures for VMS monitoring prohibit monitoring based on race, gender, sexual orientation, national origin, disability, or other similar characteristic.

F. VMS monitoring of public areas at Fitchburg State University is limited to uses that do not violate the public's reasonable expectation of privacy as defined by law.

G. Images and/or information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of the Fitchburg State University faculty, staff or student body.

RESPONSIBILITIES:

A. The Fitchburg State University Police Department is the primary department authorized to oversee and coordinate the use of VMS at Fitchburg State University. The Fitchburg State University Police Department have primary responsibility for disseminating the policy and assisting others in its implementation and use.

B. The Assistant Vice President of Finance and Administration in conjunction with the Chief of Police has the responsibility to authorize all VMS monitoring for safety and security

purposes. All new installations will follow the operating principles set forth. All existing VMS monitoring systems will comply with this policy.

C. All requests for VMS installations should be submitted in writing on the appropriate form to the Assistant Vice President of Administration or his designee. Requests will be reviewed for conformance with established guidelines and assurance that the proposed system is compatible with the general principles of this policy as well as the installed hardware and software. Incompatible VMS project requests will be rejected.

D. No VMS cameras and/or recording systems will be purchased or installed at Fitchburg State University or any of its facilities without the review and written approval of the Assistant Vice President of Finance and Administration or his designee.

E. The Fitchburg State University Police Department will monitor new developments in the relevant law and in security industry practices to ensure that VMS monitoring at Fitchburg State University is consistent with the highest standards and protections.

F. Dispatch personnel will monitor the cameras during their shift and report any camera(s) that is inoperable to Chief Technology Officer via email. Inoperable includes no picture (blue screen), severely distorted pictures, and/or obstruction of camera.

G. The VMS system should be tested at the beginning of each shift to ensure that the playback feature is working.   *IACLEA 12.2.2 b*

PROCEDURES:

A. Operators and supervisors involved in VMS monitoring of public areas will perform their duties in accordance with this policy at all times.

B. Police supervisors will assure that trained control operators continuously exercise responsible and proper camera monitoring practices, as defined below.

C. Residence halls, parking areas, and other facilities with VMS in place will have the following signage posted at appropriate locations: **NOTICE: THIS AREA IS SUBJECT TO RANDOM MONITORING BY SECURITY CAMERAS**

D. Signs consistent in size, shape, color, and composition provided and installed by the facilities department will be used throughout Fitchburg State University facilities.

E. The Police Department Dispatch Center and any other security monitoring centers will be configured to prevent VMS operators from tampering with or duplicating recorded information.

F. Recorded video not separately retained as part of a criminal investigation, legal process, or other bona fide use will be stored for approximately 30 days on the main server and 7 days on the university's back-up server, prior to being overwritten by the video storage system. The number of days stored can vary a few days either way based upon system utilization and storage capacities.   *IACLEA 12.2.2 d*

G. VMS components containing video images (e.g., network video recorders, etc.) and any copies of video recordings will be installed/stored in a secure location with access by authorized personnel only. A record of the release of any video images will be maintained at the police department on the appropriate form.

H. VMS control operators will only conduct video observation of areas in plain view of others situated in viewable public areas. In the event of a criminal investigation or documented administrative directive, operators may be required to view additional areas within the view of installed cameras.

I. VMS control operators will be trained in the technical, legal and ethical parameters of appropriate camera use.

J. VMS control operators will receive a copy of this policy and provide written acknowledgment that they have read and understood its contents.

K. VMS control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the Fitchburg State University's Nondiscrimination Policy. VMS control operators will monitor based on suspicious or unusual behavior, not individual characteristics.

L. VMS control operators will not deliberately focus on and continuously view people becoming intimate in public or private locations, unless probable cause of a crime is known.

M. VMS control operators will not view private rooms or other such areas. Whenever possible, the VMS system will be programmed to block view of windows whether they are on or off campus. Under exigent circumstances (e.g., a barricaded suspect within a residence hall), supervisory staff may override programmed blocked viewing areas in order to best serve public safety and law enforcement needs.

N. Examples of Video Monitoring and Recording of Public Areas:

  1. Legitimate safety and security purposes include, but are not limited to, the following:

      a. **Protection of buildings and property:** Building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, vending machines, laboratories, cashier locations, etc.

      b. **Monitoring of access control systems:** Monitor and record activity at entrances to buildings and other areas where access controls are in place

      c. **Verification of security alarms:** Intrusion alarms, exit door controls, hold-up alarms, etc.

      d. **Video patrol of public areas:** Transit stops, parking lots, vehicle intersections, etc.

      e. **Criminal investigation:** Robbery, burglary, and theft surveillance

f. **Protection of pedestrians:** Monitor pedestrian and vehicle traffic and vehicles in traffic areas at intersections

IACLEA 12.2.2 a

Approval:

_M. A. Clo_____   _10/06/2020_
Chief of Police   Date