

Monitoring and Recording Policy

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras, (security cameras), to monitor and record campus areas for the purposes of safety and security. The use of security cameras is one tool used by Drake University Public Safety to fulfill its Departmental Mission Statement.

Scope

This policy applies to all CCTV monitoring conducted by Drake University Public Safety personnel. Uses of CCTV monitoring by other University departments, colleges or schools, if any, is not governed by this policy.

General Principles

1. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV). The Department of Public Safety is committed to enhancing the quality of life of the campus community by integrating the best practices of private campus safety with CCTV technology.
2. The purpose of CCTV monitoring of campus areas by campus security personnel is to deter crime and to assist the Public Safety Department in protecting the safety of persons and property on the University campus.
3. Personnel involved in CCTV monitoring will be trained and supervised in the responsible use of this technology. Violations of this policy will result in disciplinary action consistent with the

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- rules and regulations governing employees of the University.
- Information obtained through CCTV monitoring will be used exclusively for security, law enforcement, and official University business purposes.
 - CCTV monitoring of campus areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy, the Sexual Harassment policy, Open Expression Guidelines, other relevant University policies and applicable Civil Rights laws. Therefore, CCTV monitoring will not be conducted based on a person's race, gender, sexual orientation, national origin, disability or other protected characteristics.
 - To help maintain an informed University community, the Department of Public Safety will post this policy on its web site as well as location information for all CCTV monitoring locations.

Responsibilities

- The Department of Public Safety shall oversee and coordinate the use of CCTV monitoring for safety and security purposes.
- The Department of Public Safety will monitor new developments in the relevant law and in security industry practices to help ensure that its CCTV monitoring operations are consistent with accepted standards and practices.
- Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use. Camera control operators will receive a copy of this policy and provide written acknowledgment that they have read and understood its content.

Operation and Procedures

- The master program/computer for the CCTV system will be locked in a separate limited access room away from the communications/dispatch area. Only the Director of Public Safety and Administrative Assistant will be authorized to alter the master program and/or save video from the master program.
- Recorded video media will be stored for a period not to exceed 30 days and will then be erased, unless retained as part of an investigation or court proceedings (criminal or civil), or for other official University business purposes, as determined by the Director of Public Safety in consultation with the Vice President for Business and Finance.
- Saved video media will be stored in the departmental electronic data fire proof safe which can be accessed only by the Director of Public Safety and the Administrative Assistant. Saved video data will be coordinated with departmental case reports through normal evidence procedures and logs.
- Camera control operators will conduct CCTV observation in open view of others at the Drake Public Safety office.
- No cameras will be placed in locations of expected privacy, i.e., rest rooms, dressing rooms, athletic locker rooms, etc. Interior cameras may be placed in locations of high foot traffic, suspected criminal activity and/or high value equipment where personal and/or University property safety is a concern.
- Camera control operators may monitor individuals based on suspicious behavior, but not based upon protected individual characteristics as set forth in University Policies and applicable Civil Rights laws.
- Windows of Residence Halls and private living quarters on the University campus will not be monitored or viewed by CCTV. All other buildings and grounds on the campus, as well as parking lots, sidewalks, and campus grassy areas will be assumed "public" and may be viewed and monitored by CCTV.

8. Information obtained through CCTV monitoring may be released to persons or entities outside the University (such as law enforcement) only when compelled by lawful means, such as a subpoena, or when authorized by the Director of Public Safety, in consultation with the Vice President of Business and Finance, and in accordance with this policy. CCTV video data will not be released to news or media sources without the additional approval of the Executive Director of University Communications & Marketing.
9. CCTV video may be viewed by University employees outside Campus Public Safety on a “need to know” basis, as determined by the Director of Public Safety, in consultation with the Vice President of Finance and Administration.
10. Members of the campus community, individuals or small groups, may observe “live” CCTV monitoring operations at the Drake Public Safety Communications Center by making an appointment with the Campus Public Safety Department.

CCTV is not a guarantee of Safety on Campus

No one should assume that the presence of a CCTV system on campus will guarantee safety for persons or property at all times. Rather, it is one more tool in Drake Public Safety’s continuing efforts to increase campus security and safety. Additional information may be found on the Public Safety website.

Not A Contract

This policy is not intended by Drake University to form a contract between it and any person or entity. These procedures may be amended by authorized University officials at any time without prior notice.

Contact Us

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