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|  | Campus Security Camera Policy | Responsible Administrative Unit: Finance & Administration |
| | Issued: April 2009 Revised: November 2009 | Policy Contact Director of Facilities Management Gary.Bowersock@is.mines.edu |

1.0 BACKGROUND AND PURPOSE

Closed circuit television (CCTV) cameras are used in various locations on the Colorado School of Mines campus. CCTV cameras, also known as security cameras, are utilized as one tool to help enhance the security of the campus community and real property. As the campus constructs new buildings and remodels space, there is a need for a streamlined approach to the installation and management of security cameras and access to their recordings. There is also a need to standardize the network technology appropriate to the use of CCTV cameras.

2.0 POLICY

The Colorado School of Mines may use CCTV cameras to monitor public areas as a tool to deter crime and to assist the Office of Public Safety in protecting the safety of persons and property on campus. This policy shall apply to all CCTV monitoring conducted by the Colorado School of Mines. Monitoring of campus areas for security purposes will be conducted in a manner consistent with all existing Colorado School of Mines policies and applicable state and federal law.


2.1 Camera Placement: All buildings and grounds on the campus, as well as parking lots, sidewalks, and campus green space areas may be subject to CCTV coverage. Cameras may be placed in locations including, but not limited to areas with high foot traffic, where there is suspected criminal activity, or with high-value equipment. Cameras will not be placed in locations where there is a reasonable expectation of privacy (i.e., restrooms, dressing rooms, athletic locker rooms, residences, etc.).

2.2 Equipment and Technology: As the campus moves to a centralized CCTV system, existing video monitoring equipment such as analog cameras and Digital Video Recorders (DVR) may be utilized through the remaining usable life of the equipment. Maintenance of these legacy systems is the responsibility of the department. Upon equipment failure or the need for cameras with more functionality, the department shall upgrade to the current campus standard. The current standard is IP networked cameras which record footage to the centralized Network Video Recorder (NVR) Server. The NVR Server is maintained by the Campus Computing, Communications & Information Technologies (CCIT).

2.3 Camera Footage: Real-time monitoring of CCTV security cameras will not be staffed, and any footage or information obtained through CCTV monitoring will be used exclusively for security, law enforcement, and official Colorado School of Mines business purposes, or as otherwise required or permitted by applicable law.

3.0 RESPONSIBILITIES

Administrative and operational responsibilities for **new CCTV cameras and recordings** are shared among the following areas:

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3.1 Campus Computing, Communications & Information Technologies (CCIT): Shall oversee any new CCTV camera installation for technical compliance with network resources and campus network policies. The custodian of record for CCTV camera recordings is the Chief Information Officer within CCIT.

3.2 Department of Capital Planning and Construction: Shall review camera placement and associated building code-related issues.

3.3 Department of Facilities Management: Shall oversee any new CCTV camera installation.

3.4 Department of Public Safety: Shall oversee and coordinate the use of CCTV monitoring for safety and security purposes.

3.5 Departments that own equipment: Administrative and operational responsibility for **legacy camera systems** resides with the departments that own the equipment. Each department will have a designee to serve as the custodian of the CCTV recordings for that department.

4.0 OPERATIONS

4.1 Camera Placement: Requests for placement of new CCTV cameras can be made by submitting a help center request through the CCIT website (<http://helpdesk.mines.edu>) or by submitting a work order through the Department of Facilities Management website (<http://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=697622574>).

Prior to installation, all requests will be reviewed by a committee consisting of representatives from the Department of Public Safety, CCIT, Facilities Management, Capital Planning and Construction, and Legal Services. The committee will make a recommendation to the appropriate vice president, who will make the final decision regarding camera placement in the area in question and in a manner consistent with the stated policy.

4.2 Equipment and Technology: Purchase of equipment should be made in consultation with the review committee. Costs of new equipment, associated infrastructure, on-going maintenance, and hardware upgrades are the responsibility of the department. Once the request for installation is approved and the equipment is purchased, Facilities Management or Capital Planning and Construction staff will oversee and/or install CCTV hardware, and CCIT staff will make the appropriate connection to the master NVR Server. The NVR server for the security camera system shall be maintained in a secure server room with limited access.

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4.3 Camera Footage: Video recordings will be stored for a maximum of seven days subject to the availability of disk space, and will then be erased unless retained as part of an investigation, or pursuant to an order of preservation of evidence or court proceeding, or for other official campus business purposes as determined by the appropriate vice president in consultation with the university's legal counsel.

Recordings may be viewed by designated departmental representatives and other university employees outside of the Department of Public Safety for legitimate business purposes on a need-to-know basis as determined by the appropriate Vice President.

Requests to inspect video records or obtain copies of video recordings must be made in writing to the Chief Information Officer and must comply with the provisions of C.R.S. 24-72-201 through -205 (the Colorado Open Records Act). Depending on the nature of the request, certain fees permitted by law may be charged to the requesting party.

5.0 DISCLAIMER

No person 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 tool in the School's continuing efforts to promote campus security and safety.

6.0 ATTACHMENTS

CCIT Help Center Request: <http://helpdesk.mines.edu>

Facilities Management Work Request:
<http://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=697622574>