Policy Title:

Video Surveillance Policy

Background:

Clemson University is obligated to provide a safety conscious and enriched environment for its faculty, staff, students and those visiting the campus at all times. The use of video surveillance technology allows the public safety department to assess trends and foresee problems to increase their response time, to cover a larger portion of the campus and better utilize resources. At the same time, there is a need to systematically protect the privacy of the members of the campus community when using video surveillance technology. A unified approach regarding where, when and what types of video surveillance are deployed, along with a proactive approach concerning how the system is to be used and by whom, will promote effective use of this technology at the university.

Advances in technology coupled with the lower cost of ownership have prompted many departments across the campus to invest independently in video surveillance systems, creating a distributed and non-standardized system. There is no single point of contact for any system and no centralized database of where and what kind of video surveillance is available to the campus public safety, creating inefficiency and possibly duplication of cost and effort.

This policy is intended to create a governance and usage structure for video surveillance at Clemson University, which will apply to all members of its community.

Policy

Any video surveillance device installed, used, monitored, or recorded on or within premises otherwise considered to be Clemson University property must have the approval of the Executive Director of Public Safety, his/her designee, or any committee/council designated by the Executive Director of Public Safety and charged with the governance of video surveillance for Clemson University. It is the responsibility of the Executive Director of Public Safety to establish and maintain approval and operational guidelines concerning the installation and continued use of video surveillance technologies. Buildings that have video surveillance capabilities are required to place signs in conspicuous places notifying the public that a video surveillance system is operating.

The Executive Director of Public Safety, designee or designee committee/council assumes no financial responsibility for the installation or maintenance of any video surveillance system installed on Clemson University property. Departments that desire to install, use, or monitor video surveillance equipment must first seek and be granted the appropriate approval by the
Executive Director of Public Safety, be financially responsible for all costs associated with installation and maintenance and adhere to all guidelines establish by the Executive Director of Public Safety, designee or designee committee/council. In addition to any specific operational guidelines overseen by the Executive Director of Public Safety, all video surveillance equipment will follow these general principles.

**General Principles**

A. Clemson University is committed to the development and perpetuation of programs designed to provide a safe and healthy campus. Integral to this commitment is the use of video equipment to deter crime, assist in response to security issues and provide information for criminal investigations. Safety and security purposes include, but are not limited to:
- Protection of individuals, including students, faculty, staff, and visitors;
- Protection of property, both university owned and privately owned;
- Patrol common areas and areas accessible to the public;
- Investigation of criminal activity and/or disciplinary issues.

B. Any video recorded, collected or preserved in any manner is the property of Clemson University and cannot be released to external entities without the proper approval process established by the Executive Director of Public Safety and/or Clemson University’s Chief Public Information Officer.

C. Any diversion of video technology for any purpose other than safety or security concerns (e.g. monitoring of political or religious activities, personal gain, employee performance) is therefore prohibited by this policy. No video surveillance equipment will be installed for the sole purpose of covertly monitoring employee behavior in the absence of evidence pointing to criminal behavior involving a particular employee(s).

D. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner and will not violate anyone’s reasonable expectation of privacy. Cameras will not be installed in areas where there is an "expectation of privacy". Personnel involved in video monitoring will be appropriately trained and regularly supervised in the responsible use of this technology.

E. Video monitoring of public areas for security purposes at Clemson University is limited to uses that do not violate the reasonable expectation to privacy as defined by law. An individual’s or a group’s behavior may warrant specific monitoring with community safety in mind. However, no one will be selected for monitoring based on discriminatory criteria such as gender, race, sexual orientation, national origin or disability.

F. Covert video surveillance equipment that complies with other areas of this policy and used within the legal bounds and process may be used. Covert cameras will only be used to aid in criminal investigations and require approval of the Executive Director of Public Safety.
G. Video surveillance equipment found to be illegal, installed without approval, or used in such a manner that violates any portion of this policy can and/or will be removed and/or confiscated under authority of the Executive Director of Public Safety and at a cost to be billed to the violating department or individuals.

H. For purposes of this policy, webcams in scope are ones intended for use on official Clemson University websites, not ones used for personal video uses such as chat, experimental lab observation or video conferencing capabilities. Webcams personally owned and operated by individuals are not in scope, but still may subject the owner to statutory privacy and workplace laws when being used. Privately owned cameras will be the sole responsibility of the user. Employees are to check with their supervisor before using personally owned or operated webcams in their workspace.

I. Video surveillance that is collected for purposes of established experimentation approved clinical observation or other related approved research is not subject to this policy. Video from those areas may be retrieved if determined to be relevant to an ongoing investigation. Approved research in which surveillance of human subjects is conducted must be completed in accordance to guidelines established by Clemson’s Intuitional Review Board (IRB). Please refer to the Office of Research Compliance for approval of such research protocols.

Specific guidelines and the approval process for video surveillance installations are maintained by the Executive Director of Public Safety and are included as attachments.

Definitions

CCTV – Closed Circuit Televisions are video camera technologies used to transmit a signal to a specific place for viewing or recording that is not broadcast to the general public for consumption. Typically these specific locations have a limited set of monitoring devices or recording devices designed for the sole purpose of observing or retrieving these images.

Video Surveillance Device – Camera or camera equipment used in the collection and/or monitoring of video imagery for the purposes of observing persons, places or things. These may include CCTV systems or web based cameras known as webcams, and some may have the capability to store images in an electronic format for later viewing.

Webcams - are video cameras designed to feed images in real time to a computer or computer network via USB, wired ethernet or through Wi-Fi enabled connections, some may feed real time imagery to webpages for viewing. Typically the images are not recorded and the feeds are not monitored.
Communications (who needs to know, who does it affect or apply to)

All members of the Clemson University community (faculty, staff, students, and visitors) and any affected business associated partners of Clemson University.

Disciplinary Sanctions

The University will impose disciplinary sanctions on employees who violate the above policy. The severity of the imposed sanctions will be appropriate to the violation and/or any prior discipline issued to that employee.

All suspected violations of this policy should be reported to the Executive Director of Public Safety. In certain situations other university, state, or federal representatives might be included in those investigations.

Purpose

This policy is to serve as the governing document covering the installation, use and monitoring of any video surveillance device installed and under the control of Clemson University, its employees, or any business affiliated partner using such technologies on Clemson University property. It is not the intent of this policy to restrict departments from using video surveillance technologies for safety reasons within their respective areas but to establish a governance structure and guidelines for continued operational use. The intent is to promote the use of these technologies in a consistent, ethical and appropriate manner.

This policy does not in any way imply or guarantee that video surveillance devices will be indefinetely operational or actively monitored at any time. The presence of physical video surveillance does not in any way imply that activity is recorded or monitored. Public areas will be defined as any portion of Clemson University’s buildings or facilities that are accessible to the general public and where no expectation of privacy is granted by statutory law. Additionally, public area monitoring may extend to common areas of the campus where typically only members of the campus are reasonably expected to gather and no expectation of privacy is granted by statutory law (e.g. hallways, building entrances and lobbies, etc). All privacy protections granted by law will be adhered to.
Responsible Department/Division

Clemson University Police Department
Student Affairs
Director Johnson W. Link

Approval Dates:
Administrative Council: 05/27/2013
President:
Other: if appropriate

Reviewed/Revised Dates:

Monitoring Procedures and Exemptions (if applicable):

Published Location(s): To be determined by each Building Security Coordinator
Attachment

Guidelines for Completing
Clemson University Police Department’s
Video Security System Application/ Permit

Enter department name and number requesting and responsible for the proposed system. ie. Police Department # 4012

Provide contact information for three individuals, one of whom can be contacted for information and or access to your system at all times.

Prior to presenting this form, please review the Clemson University Video Surveillance Policy. Briefly describe the proposed camera location(s) and the areas intended to be monitored with this (these) camera(s) as well as the security concern prompting the placement.

If this placement is covert and being placed pursuant to a criminal investigation provide case number, purpose and location of proposed placement, proceed to signature line and present form directly to the Executive Director of Public Safety.

Let us know of your intentions regarding monitoring.

Storage device refers to devices such as digital video recorders (DVR) or computer servers (local or remote)

Several factors affect the length of time that systems can store video. What is the minimum time that you intend for this system to retain recordings?

Many systems provide their own viewing platforms. Two commonly in use on campus are Integral’s Remote View Client Genetec’s live viewer.

Prior to signing and submitting this form, be sure you fully understand the university’s entire policy. Pay particular attention to portions of the policy regarding ownership of, and access to, video. Also familiarize yourself with proper and improper placement and use of video surveillance along with consequences of improper use. This form should only be signed and submitted by someone who is in a position of sufficient responsibility for and control of the proposed system to ensure compliance with policy.

The portion of the Application/ Permit below the bold line near the bottom of the page is for use by the Executive Director of Public Safety or their designee.
Clemson University Police Department
Video Security System
Application/ Permit

University department requesting new video placement

Names of Contacts______________________________ phone number___________________
______________________________________________ phone number___________________
______________________________________________ phone number___________________

Is this a covert system being placed pursuant to a criminal investigation? Yes_____ No_____
If yes case number________________________

Purpose and location of system:
______________________________________________________________________________
______________________________________________________________________________

Will this system be monitored? Yes _____ No _____
If yes, by whom will it be monitored? _____________________________ Ph. #_____________

Will this system be recorded? Yes _____ No _____
If yes what kind of storage device will be employed? ________________________________

For how long, if known will recordings be stored?
_____________________________________

If law enforcement should require access to specific recording(s) by what remote viewing
platform will that be achieved? _______________________________________________

I have read, understand, and agree to abide by the Clemson University Video Surveillance Policy
and take full responsibility for operation of the above described system and its continued
compliance with this policy.

Name (print)____________________ Signature ______________________ Date _______

Clemson University Police Department
Approved_______ Disapproved _______ Reason for disapproval_________________________

Name (print)________________________ Signature________________________ Date___