

## **Policy on the Use and Installation of Audio or Video Surveillance Equipment**

### **Introduction**

In order to enhance security at California State University, Fresno, it has been determined that the use of audio or video surveillance equipment may prevent losses and aid in the law enforcement activities of the University Police Department. To ensure the protection of individual privacy rights in accordance with the law, this Policy on the Use and Installation of Audio or Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media.

Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

Appropriate measures to protect individual privacy in the course of audio or video surveillance of non-public areas of the campus will be determined on a case-by-case basis.

### **Permanently Installed Equipment**

From time to time and for various reasons, it may be appropriate to permanently install audio or video devices on the campus (for example, for the surveillance of parking lots, computer labs, or other areas where such devices may enhance campus security). In such cases, the following rules will apply:

1. Individual departments, programs, or campus organizations wishing to permanently install audio or video surveillance equipment shall submit a request to their appropriate vice president, with a statement justifying the benefit of installing surveillance equipment. The statement must include the proposed location of the surveillance device (s), location of the monitor, location of secure storage of recorded media, and the retention schedule for recorded media. The source of funding for the installation must be specifically identified as part of the request.
2. The appropriate vice president will forward the request along with his/her recommendation to the Vice President for Administration.

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3. The Vice President for Administration will review the request. After consultation with the University Police Department, the Office of General Counsel, and the University President, the Vice President for Administration will approve or disapprove the installation of surveillance equipment.
4. Unless otherwise directed by the Vice President for Administration, the individual department, program, or campus organization shall contact the Department of Plant Operations to oversee the installation of the surveillance equipment.
5. All pre-existing permanently installed audio or video surveillance equipment on campus must conform with this policy.

### **Temporary Installation of Audio or Video Surveillance Equipment**

From time to time and for various reasons, it may be appropriate to temporarily install audio or video devices on campus (for example, in the course of police investigations in areas of the campus where thefts or breaches of security have been noted). To ensure individual privacy rights are protected in accordance with the law during the temporary installation of surveillance equipment, the following procedures must be followed before such devices may be temporarily installed anywhere on campus:

1. The University Police Chief shall submit a request to the Vice President for Administration, with a statement justifying the benefits to be derived from the installation of portable surveillance equipment and the duration of the requested installation. This statement must also describe the proposed location of the installation of the portable surveillance device (s) as well as the location of the monitor, location of secure storage of recorded media, and the retention schedule for recorded media.
2. The Vice President for Administration will review the request. After consultation with the Office of General Counsel and the University President, the Vice President for Administration will approve or disapprove the temporary installation. The Vice President for Administration is the custodian of the equipment, and his/her approval is necessary before the equipment will be given out to the University Police Department.
3. To the extent possible, the University Police Department will coordinate the use of portable audio or video surveillance equipment with the designated users of the space involved (for example, dean, department chair, or other university administrator). This policy acknowledges, however, that this may not always be possible, given the nature of investigations that may be undertaken by the University Police Department.

4. No audio or video surveillance equipment may be temporarily installed anywhere on campus except as provided in this policy.

### **Viewing of Recorded Media**

Only authorized members of the University Police Department or the university's Risk Management Department may review the results of the use of surveillance equipment. Other individuals who may have a legitimate need to review the recorded material may be permitted to do so, but only with the prior approval of the Vice President for Administration. The following two special circumstances may be noted regarding recorded media:

1. If it is determined that a crime has occurred in an area where audio or video recording may have taken place, then the recorded media shall be reviewed by authorized members of the University Police Department to determine if the incident has actually been recorded. If it is determined that the media does contain evidence of a crime, then that media will be maintained according to police procedures.
2. If it is determined that an accident has occurred in an area subject to audio or video surveillance, then the recorded media shall be reviewed by authorized members of the University Police Department and/or the university's Risk Management Department to determine if it contains evidence. If it is determined to contain such evidence, then the media will be maintained according to appropriate procedures.

### **Retention Period for Recorded Media**

The results of audio or video surveillance activities shall be maintained for a reasonable period that will allow sufficient time for the public to report a crime or an accident (which is minimally defined herein as five days). For each approved surveillance system, a clear retention schedule shall be established as part of the approval process and must be adhered to very strictly. All recorded media must be stored in a secure location, the nature of which must be identified as part of the approval process.

**Approved Academic Senate, 10/8/01**  
**Approved by the President, 10/23/01**