

100.5 Policy on Security Camera Use

Approval Authority: Cabinet
Responsible Officer: Vice President for Facilities and Campus Operations
Responsible Office: Stevens Campus Police Department
Effective Date: July 25, 2017

I. Purpose of this Policy

A security camera system is a critical component of a comprehensive University security plan. To ensure the protection of individual privacy rights in accordance with the University's core values and state and federal law, this Policy formalizes procedures for the use of security equipment and the handling, viewing, retention, dissemination and destruction of recorded video.

II. Policy

A. Installation

Unless otherwise authorized by the Stevens Campus Police Department and the Office of the General Counsel, security cameras must be installed under the supervision of the Stevens Campus Police Department. Individual schools, departments, and offices may not install security cameras or engage third-party vendors to do so without the prior express written authorization of the Stevens Campus Police Department and the Office of the General Counsel.

B. Permanent Security Cameras

Permanent security cameras are to be installed only in outdoor areas dedicated to University operations. Permanent security cameras shall not be installed indoors or positioned to view through windows or entryways where privacy interests are paramount, such as private offices, spaces dedicated to health and counseling services, residence hall rooms, locker rooms and bathrooms. All permanent security cameras must be visible. Any exceptions to these requirements require the prior authorization of the Stevens Campus Police Department and the Office of the General Counsel,

C. Temporary Security Cameras

In response to specific safety concerns occasioned by recurring criminal behavior or other credible threats being monitored by the Stevens Campus Police Department, the Chief of Police may utilize security cameras in indoor or outdoor areas on a temporary basis.

Temporary security cameras shall not be installed for the purpose of monitoring workplace behavior of University employees, except (i) as part of an ongoing investigation of criminal activity by the Stevens Police Department or other law enforcement agency or (ii) as part of an investigation of workplace misconduct posing a threat of harm to members of the University community. In either case, such cameras may only be installed upon approval by the Vice President for Human Resources and the Office of the General Counsel; provided that the Vice

President who oversees the relevant workplace and/or employee shall be consulted unless such consultation would impede the investigation

D. Storage, Disposition and Release of Recorded Video

Recorded video images will be stored by the Stevens Campus Police Department for a period generally not to exceed 30 days. Thereafter, such recordings will be erased or overwritten, unless such recordings are (i) retained as part of an active police investigation, (ii) subject to a valid court order or a litigation hold notice issued by the Office of the General Counsel, or (iii) needed for legitimate training or other University purposes.

Recorded video images will be accessible to (i) Stevens Campus Police and (ii) other authorized personnel with the approval of the Office of the General Counsel.

Video recordings may be released by the Chief of Police after consultation with the Office of the General Counsel as follows:

- To the Vice President for Enrollment Management and Student Affairs (or designee) in connection with the adjudication of an alleged violation of a policy or rule involving one or more students;
- To the Provost and Vice President for Academic Affairs (or designee) in connection with the adjudication of an alleged violation of a policy or rule involving one or more members of the faculty or academic research staff;
- To the Provost and Vice President for Academic Affairs (or designee) or Vice President for Human Resources (or designee) in connection with the investigation of workplace misconduct of a hostile or criminal nature, including alleged activity involving harassment or bias;
- In response to subpoenas or court orders requiring production – including to federal, state or municipal law enforcement agencies for purposes of investigation or prosecution of criminal activity; and
- To the Office of the General Counsel in connection with any of the above matters, in defense of legal actions or other proceedings brought against the University, or for other legitimate University purposes.

E. Live Monitoring

Neither the installation of security cameras nor this Policy constitutes an undertaking by the University to provide continuous live monitoring of all locations visible through such cameras.

At the discretion of the Stevens Campus Police, cameras may be monitored in real time when safety or security concerns warrant such monitoring. Such monitoring will be performed in accordance with University Policy including, but not limited to, the University's [Policy on](#)

[Discrimination, Harassment and Bias Incidents](#).¹ Monitoring of security cameras based on individual characteristics such as race, ethnicity or gender constitutes discrimination in violation University Policy and is strictly prohibited.

¹ https://www.stevens.edu/sites/stevens_edu/files/files/UPL/Policy_on_Discrimination_Harassment_and_Bias_Incidents_70p2p2_9-20-17.pdf