

# WAKE FOREST UNIVERSITY PHYSICAL SECURITY TECHNOLOGY



		<b>NUMBER</b> 1-1
	<b>SUBJECT</b> Surveillance Policy	<b>NO. PGS.</b> 03
	<b>DATE OF ISSUE</b> January 28, 2020	<b>EFFECTIVE DATE</b> January 28, 2020
<b>DISTRIBUTION</b> PST/DOC and its constituents	<b>AMENDS</b>	

*Purpose: The purpose of this document is to standardize video usage, viewing and export requests.*

## I. Scope

This policy applies to all WFU employees, students and organizations in their use of cameras for video surveillance purposes.

This policy does not apply to uses of video for non-surveillance purposes. Examples of non-surveillance video are recordings that are made for instructional purposes, for capturing public events and performances, for convenience such as weather or construction site viewing, or for conferencing. Uses of video approved by the University's Institutional Review Board for clinical research are also exempt from this policy. This policy does not address surveillance deployed by University Police, with or without notification, in support of a specific investigation or law enforcement purposes, except as set forth in section VI; University Police are authorized to utilize existing surveillance output of any type for investigative purposes if circumstances arise that warrant it. In addition, this policy does not prohibit the University's Legal and Compliance Departments, either directly or through an agent, from conducting or approving the conduct of an investigation that may include use of video surveillance systems.

## II. General Principles

- A. Wake Forest Physical Security Technology Deacon OneCard is committed to enhancing the quality of security of the residential and working community by integrating best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive security plan is using University video surveillance systems and equipment, which has been proven effective in reducing criminal activity.
- B. The purpose of University video surveillance systems and equipment monitoring of public areas is to deter crime and to assist Wake Forest University Police Department in protecting the safety and property of the community. Inappropriate use of security technologies and/or diversion of personnel for unrelated purposes may compromise the availability of these resources for critical safety efforts, and is therefore prohibited by this policy.

- C. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. All personnel involved in active video monitoring will be appropriately trained and supervised. Violations of procedures for video monitoring may result in disciplinary action.
- D. Information obtained through video monitoring will be used for security and law enforcement purposes. PST/DOC will cooperate and assist university and local police as requested with criminal investigations. Information obtained through video monitoring for local law enforcement will be released when authorized by the WFUPD Chief of Police and/or WFU Legal. It may also be used in cooperation with WFU Human Resources, campus affiliated human resources (Aramark, Spectra etc..) and Residents Life and Housing. In addition it can be used in conjunction with Title IX and/or Office of Student Conduct investigations.
- E. Video monitoring of public areas at all University property is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

### **III. Responsibilities**

- A. PST/DOC is authorized to conduct, oversee and coordinate the installation and use of University video surveillance systems and equipment for safety and security purposes at all University properties.
- B. PST/DOC has the responsibility to authorize all use of University video surveillance systems and equipment on all University property. All new installations will follow the operating principles in this directive. All existing and future University video surveillance systems and equipment will be evaluated for compliance with this policy.
- C. PST/DOC shall be responsible for maintaining overall administration of all University video surveillance systems and equipment subject to this policy, including but not limited to:
  - Approval of all equipment and system software;
  - Approval of all installation and service;
  - Approval of all camera administrators for primary and secondary purposes;
  - Granting administrative and usage permissions;
  - Establishment of proper and ethical usage practices;
  - Removal of or restrictions on usage as necessary for compliance with this Policy.
- D. The Director of PST/DOC shall, in consultation with the Chief of University Police or his/her designee, determine the appropriateness of any surveillance camera system installation, weighing the concerns of the person or persons making the requests and the safety and security of the entire community.
- E. The Director of PST/DOC will monitor new developments in the relevant law to ensure that University video surveillance systems and equipment usage is consistent with legal standards and protections.

### **IV. Procedures**

- A. All operators and supervisors involved in video monitoring of public areas will perform their duties in accordance with the practices consistent with this directive.

Video surveillance systems shall be utilized to monitor areas with public access only. Public area is defined as any portion of any Wake Forest University building or facility that is accessible to the general public. Examples of locations where surveillance systems are generally prohibited include bathrooms, gym locker/changing areas and private offices (unless consent by the office user is given). Examples of locations where cameras are generally acceptable include public areas, hallways, entrances and exits of

academic, administrative, residential and service buildings; parking lots; gymnasiums; cafeterias; supply rooms; and classrooms.

Views of residences must not be greater than what is afforded by unaided, human vision. Viewing through the windows of private rooms is prohibited. Approval may be granted to specific individuals for temporary use and installation of a video surveillance system in residential hallways and lounges, but only where there is a reasonable belief that there is an imminent security risk or an active investigation.

B. The University may post signage at appropriate locations. Signage may state:

**“This area is subject to audio and video surveillance and may or may not be monitored”**

D. Recorded video will be stored for a period of 90 days, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of PST/DOC, WFU Chief of Police or legal.

E. Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications. Camera control operators will monitor based on suspicious behavior, not individual characteristics.

G. Portable hidden cameras with recording equipment may be authorized and used for investigations with a request from WFUPD. Upon request, PST/DOC will evaluate the location and viability of install.

H. Viewing live and/or viewing and/or exporting video recording from University video surveillance systems and equipment adheres to the following:

1. This policy does not imply or guarantee that video systems will be monitored in real time.
2. Any unauthorized use or rebroadcast of video systems or recordings is strictly prohibited. Any violation of this policy may result in revocation of usage permissions, disciplinary action up to and including termination of employment and reporting to the proper authority.
3. The University does not condone use of video surveillance systems as a tool for routine performance management of University employees or the use of personal “webcam” technology for surveillance purposes.
4. Any University department, program, or campus organization that utilizes video surveillance systems must designate an assigned administrator (who must be approved by the Deacon OneCard office) to be responsible for ensuring use of the surveillance system adheres to the requirements of this Video Surveillance Policy.
5. The Director of PST/DOC reserves the right to review all requests to release recordings obtained through University owned or leased camera systems and shall consult with the Chief of University Police and the University Legal Department about such requests. Video recording shall only be released with authorization from the Director of PST/DOC, after consultation with the Chief of University Police or/and the University Legal Department, with the exception of the following:
  - a. Criminal investigations with recorded report number
  - b. Title IX investigations with recorded case number
  - c. HR investigations with written request
  - d. Conduct cases with recorded Maxient number

**V. Request Process**

1. University Police
2. Title IX
3. Auxilliary Departments
4. Outside entities (Insurance Co., WSPD)
5. Student Conduct

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