

**Chapter 390, Emergency Management and Campus Security**

**Section 55, Video Security**

**Date:** Draft 2/10/14

**Supersedes:** New

**Responsible Department:** Police Department

**Source Document:** N/A

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**I. Purpose**

This section sets forth requirements and standards for the installation and use of video security devices on all property owned or maintained by UC Davis.

**II. Policy**

- A. UC Davis respects the freedom, privacy and civil liberties of all individuals accessing university owned or operated property. This policy is specific to video security.
  - 1. Security video recording devices are used for prevention, deterrence, and investigation of criminal activity.
  - 2. All video images are considered confidential.
- B. Video images and data taken on UC Davis property for security purposes are monitored and maintained exclusively by the UC Davis Police Department.
  - 1. Access to video images and data will be limited to the Chief of Police or his or her Police designee except as described in III.C, below.
  - 2. All images taken or recorded by UC Davis on its property for security purposes are the property of the university.
  - 3. This policy does not apply to video images taken for the purpose of research or any other purpose not related to University security.

**III. Requirements**

- A. Approval for video recording devices
  - 1. UC Davis Police Department is the sole entity to approve requests for installation, maintenance, and continued use of all video recording devices placed on University property for the purpose of security including crime prevention, deterrence, and investigation.
  - 2. The UC Davis Chief of Police (or designee) is responsible for reviewing each request to determine if the installation request is consistent with University policy.
  - 3. Following approval of a request for video recording device installation by the UC Davis Police Department, notification of the intention to install cameras shall be made by the Police Department to all parties having a recognized interest in the request including the Academic Senate, Graduate Student Association (GSA), Associated Students University of California (ASUCD), Union Representatives, and University Administration.
- B. Standardization of video recording device equipment
  - 1. A campus standard as determined by the UC Davis Chief of Police shall be developed concerning the type and quality of recording equipment to be installed for security purposes.
  - 2. Upon adoption of this policy, all new requests for camera installation should conform to the campus standard.

3. Equipment that does not meet this standard will be reviewed for approval on a case by case basis by the UC Davis Chief of Police to determine if the inability to meet the campus standard shall detrimentally affect the health, safety or welfare of the UC Davis community.

C. Location of and signage for video recording devices

1. Signage advising that an area is being recorded by video devices will be placed in all areas where video monitoring will be in effect unless such signage is determined in a specific instance to be detrimental to a criminal investigation. Signage and notification are not required if a video-recorded event requires enhanced security.
2. UC Davis Police Department determines where cameras are placed in accordance with applicable laws relating to privacy and consistent with University rules and policies.
3. Primary locations for the installation of security cameras include but are not limited to the following:
  - a. University owned or operated property and buildings
  - b. Public rooms and laboratories containing high value equipment or information
  - c. Buildings required to be monitored by law or regulation
  - d. Public access areas
  - e. Parking facilities
  - f. Other areas targeted as part of a criminal investigation
4. Video recording equipment is not permitted in the following areas without a court order:
  - a. Restrooms
  - b. Locker rooms
  - c. Residential rooms

D. Monitoring, Retention, Release, and Use of Recorded Images

1. Video recordings for security purposes are administered and maintained by the UC Davis Police Department
2. Video monitoring will be conducted in a professional, ethical and legal manner, by operators trained in the proper use of the technology. Training will be periodic and consistent with industry standards, and includes technical, legal and ethical parameters for proper use.
3. All recorded images retained by UC Davis are maintained for the primary purpose of the prevention, deterrence, and investigation of criminal activity by the UC Davis Police Department.
  - a. Use for any other purpose is prohibited unless otherwise sanctioned by the Chief of Police and the Chancellor or Provost and Executive Vice Chancellor (or designee).
    - 1) If the recorded images involve a member of the faculty as defined in APM Section 110-4(14), the Provost and Executive Vice Chancellor shall consult in writing with the Chair of the Academic Senate.
    - 2) The time period allowed for consultation will be specified by the Provost and Executive Vice Chancellor, not to exceed 5 working days.

- b. Custody of retained images for security and criminal investigative purposes will be under the sole control of the UC Davis Police Department. Images are retained for no more than 30 days unless needed for evidentiary purposes or determined necessary for retention for a period longer than 30 days by the UC Davis Chief of Police.
  4. Requests for access to recorded media as evidence maintained by the UC Davis Police Department should be made in writing to the UC Davis Chief of Police. Release of images will be limited to the following:
    - a. Any law enforcement entity having a valid subpoena, search or seizure warrant signed by a court of law.
    - b. Any private entity having a valid subpoena signed by a court of law.
    - c. Any campus entity having demonstrated a justifiable security need approved by the Chief of Police and University Administration consisting of the Chancellor and/or Provost or his or her designee.
    - d. As otherwise required by law.
  5. Information obtained in the course of legitimate law enforcement review may be used to support disciplinary proceedings against faculty, staff, and/or students.
- E. Relinquishment of Existing Video Recording Equipment
  1. Monitoring of all video recording equipment currently in use on property owned or maintained by UC Davis for the purpose of security shall be relinquished to the UC Davis Police Department.
  2. Should technical or financial issues delay the implementation of this requirement, system administration will be turned over to the UC Davis Police Department as soon as possible.
- F. Annual Video Policy Review
  1. The video policy review committee annually reviews this policy and the placement of cameras that have occurred during the preceding year.
  2. Committee members include representatives from the following:
    - a. Academic Senate
    - b. Academic Federation
    - c. Staff Assembly
    - d. GSA
    - e. ASUCD
    - f. Union Representatives
    - g. University Administration
    - h. UC Davis Police Department.

#### **IV. Further Information**

For further information contact the UC Davis Police Department (<http://police.ucdavis.edu/>; 530-752-1727).