

**CLOSED CIRCUIT TELEVISION (CCTV) MONITORING AND RECORDING OF
PUBLIC AREAS FOR SAFETY AND SECURITY PURPOSES**

Policy No.: 800-60

Effective: 5/16/14

POLICY & PURPOSE:

The purpose of this policy is to provide guidance regarding the use of CCTV on the California State University, Northridge (CSUN) campus. CCTV is used to enhance security, safety and the quality of life of the campus community by integrating the best practices of “virtual policing” with state-of-the-art technology.

The CSUN Department of Police Services (CSUN PD) is charged with reviewing, recommending, approving (in conjunction with Human Resources) and managing proposed and existing video surveillance applications on the CSUN campus. The Chief of Police is responsible for the annual review of this policy to reflect changes in the University environment or applicable federal/state laws and regulations.

Definitions:

CCTV: CCTV (closed circuit television) is a generic term used to describe a variety of video surveillance technologies. More specifically, CCTV refers to a system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central television monitor or recorded. As used in this policy, the term CCTV applies only to video recordings. The electronic interception and/or recording of audio are outside the scope of this policy.

PUBLIC AREAS: Video surveillance will normally be restricted to areas of general public access; it will not be used to view or record workstations, including private offices, desks or cubicles; classrooms or rooms not generally open to the public where students and/or faculty commonly work, study or hold discussions; living areas; or other areas where a reasonable expectation of privacy exists. Exceptions may include areas where cashiering services are performed or money is stored/exchanged, as well as other areas containing valuable equipment or objects such as art collections and laboratories.

VIDEO SURVEILLANCE: The use of image capture, processing, transmission and storage equipment for authorized monitoring of public areas. This includes full-motion and still images, use of network transmission capacity, and digital storage and retrieval software.

APPLICABILITY:

This policy applies to all CSUN faculty, students and staff with regard to the use of CCTV monitoring and recording. Additionally, this policy applies to all CSUN departments, colleges, divisions and auxiliaries. Auxiliaries may develop alternative policies specific to their operation, subject to the approval of the Chief of Police and AVP of Human Resources. This policy does not address the use of general-purpose web cameras for special interest applications or University promotion purposes, but it should be noted that such cameras must not be used as a substitute for a security system. In addition, this policy does not apply to videography and filming for entertainment or promotional purposes.

PROCEDURES:

Policy Statement:

The CSUN PD is using CCTV to monitor selected public areas in order to deter crime in providing for the security and safety of individuals and property of the campus community. Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.

The CSUN PD must review and approve any proposed or existing installation of video security applications on property owned by the University. All video security applications must conform to federal and state law in addition to University policy. Video security applications must conform to standards established by the CSUN PD so recorded data is easily retrievable.

The use of temporary CCTV monitoring (such as mobile video equipment or covert surveillance cameras) used by the CSUN PD for criminal investigations or specific court order is exempt from this policy.

Legitimate safety and security purposes for CCTV monitoring include, but are not limited to the:

- Protection of persons, property and buildings (e.g., may include things such as building perimeter, entrances and exits, lobbies and corridors, receiving docks, cashier locations, reception areas, access control points, etc.)
- Confirmation of security alarms (e.g., may include intrusion alarms, door controls, panic alarms, hold-up alarms, etc.)
- Video patrol of Public Areas (e.g., parking lots and facilities, transit stops, streets and ways, commercial areas, public gathering locations, etc.)
- Criminal investigation (e.g., robbery, burglary, theft surveillance, etc.)
- Protection of pedestrians (e.g., pedestrian and vehicle traffic activity, etc.)

Video monitoring for security purposes at CSUN will be conducted in a professional, ethical and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Information obtained through video monitoring will normally be used exclusively for safety, security, and law enforcement purposes. Recorded images will be retained/stored in a secure location within the CSUN PD for 30 days with access by appropriate staff authorized by the Chief of Police. After 30 days the recording will be destroyed (or recorded over) unless retained as part of a disciplinary matter, a criminal investigation, a civil or criminal court proceeding, or pursuant to a preservation or legal hold notice. No attempt shall be made to alter any recording.

Video security records shall not be used for purposes related to the routine evaluation of employee job performance, nor shall they be used as a means to track employee attendance and/or as a timekeeping record. However, the University may use such records, obtained through the course of a police investigation, in support of disciplinary proceedings against faculty, staff, or student(s), or in a civil suit involving person(s) whose activities are shown on the recording and are relevant to the suit.

Information obtained in violation of this campus policy may not be used in a disciplinary proceeding against a member of CSUN's faculty, staff, or student population. It is not the intent of this policy to use video cameras for the monitoring of employees for disciplinary purposes, performance evaluation or corrective action.

Any person who tampers with or destroys a camera or any part of an electronic surveillance system may be prosecuted in the criminal justice system as well as through an internal campus discipline process.

RESPONSIBILITIES:

CSUN Police Department:

The CSUN PD is the department authorized by the President to oversee and coordinate the use of CCTV monitoring for safety and security purposes at CSUN. The Chief of Police has the responsibility to authorize all CCTV monitoring for safety and security purposes at CSUN. The Chief of Police and Associate Vice President for Human Resources will review annual revisions to this policy as well as new public installation proposals for compliance with this campus policy and will provide 30-day notice of the proposed policy revisions or new installations to appropriate parties (i.e., unions, Faculty Affairs, etc.). Unions may request to meet and confer on the impact of proposed changes.

The CSUN PD will maintain the campus database of all University owned and controlled camera locations. Any requests for the release of recordings obtained through video security will be referred directly to the Chief of Police and the Chief of Police will be responsible for the release of such data. No other University department may release data obtained through video security. All releases of recordings authorized by the Chief of Police will be documented by the CSUN PD.

Signage providing notice of the University's possible CCTV monitoring of a public area shall be posted at Public Areas monitored by video surveillance. Normally, signage will state:

THIS AREA IS SUBJECT TO VIDEO RECORDING

FOR MORE INFORMATION CONTACT THE

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

DEPARTMENT OF POLICE SERVICES AT (818) 677-2111

An exception to the signage requirement may be made if announcing the use of video surveillance would undermine its purpose, such as in the investigation of criminal activity. Any such decision must be made jointly by the Chief of Police and Associate Vice President of Human Resources.

Campus Department Responsibilities:

- a. Departments with existing video security applications must have their applications reviewed by the CSUN PD and brought into conformance with campus standards.
- b. Departments wishing to install new video security applications must submit their request to the CSUN PD for review. The Chief of Police will review such requests with the Associate Vice President of Human Resources as noted above.

APPROVED BY THE PRESIDENT