

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
UNIVERSITY STUDENT UNION**

**FACILITIES POLICY/PROCEDURE**

**SUBJECT:** Surveillance System Policy & Procedures

**POLICY:** The University Student Union (USU) records activities in and around the USU facilities in an effort to:

- Enhance safety and security of students, faculty, staff, employees and guests;
- Protect the USU facility and personal property;
- Deter theft and vandalism;
- Assist law enforcement officers in investigation and prosecution.

Information and images obtained through the surveillance system shall be used exclusively for security and law enforcement purposes and only released in accordance with this policy. Any other use of the surveillance system is prohibited.

Surveillance system recording and/or monitoring shall be conducted in a professional, ethical and legal manner.

Specific staff will have access and can share with law enforcement, attorneys, CSUN designated officials and others on a need to know basis.

Surveillance equipment will be configured and secured to prevent tampering and unauthorized viewing of recorded information and to maintain personal expectations for privacy in public areas.

*Approved by the USU BOD on May 4, 2015*

## PROCEDURE

Recorded images are available for thirty (30) days unless requested and retained as part of an investigation or critical incident.

Direct access to live images or recordings is limited to:

- Associate Vice President Student Affairs/Dean of Students
- Executive Director
- Associate Director, Operations and Services
- Associate Director, Business & Finance
- Associate Director, Marketing & Programs
- Assistant Director, Facilities & Maintenance
- Director, Student Recreation Center
- Technology Support Services Manager
- Technology Support Services Coordinator
- Law Enforcement Officers

The Technology Support Services Manager and Assistant Director, Facilities & Maintenance are responsible for ensuring the system is adequately functioning. A system check is to occur weekly - verifying the operation of all cameras and the maintenance of thirty (30) recording days.

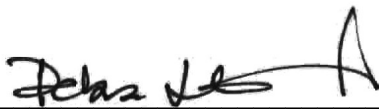
Signage will be posted near entrances where recorded surveillance occurs. Wording of signs shall be, "This facility is subject to video recording."

Requests to view and/or obtain copies of surveillance system recordings shall be directed to the Executive Director/designee.

Digital copies of all requested recordings will be maintained and archived in the **\_Admin Secure/Surveillance System Recordings** electronic folder for six months upon notification to Technology Support Services of any incident documented via the USU Incident Report Form.

Physical copies of all requested recordings will be available in DVD format and will be kept in Technology Support Services safe (vault) for redundancy.

Signed: \_\_\_\_\_



Debra L. Hammond

Date: October 24, 2014