

January 31, 2006

**Northwestern University
Video Recording and Surveillance Policy**

I. Purpose

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras or other video equipment to monitor and record public and restricted areas for the purposes of safety and security.

II. Scope

This policy applies to all personnel, schools, colleges, departments, offices, and other subdivisions of the University in the use of video recording and surveillance. Other permissible uses of this technology may be covered by other University policies (e.g., those governing human subjects research) and, therefore, are excluded from this policy.

III. General Principles

A. The University Police Department has the primary responsibility for crime prevention, law enforcement, and other public safety and security matters on both the Evanston and Chicago campuses. University Police works closely with students, staff and faculty to create a reasonably safe living, learning and research environment for the Evanston and Chicago campuses. In furtherance of this approach, University Police is committed to enhancing its public safety efforts through the use of video recording and/or surveillance under appropriate circumstances.

B. The purpose of video recording of public areas by security personnel is to deter crime and to assist University Police in protecting the safety and property of the University community.

C. Video recording for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video recording will be appropriately trained in the responsible use of this technology. Violations of this policy may result in disciplinary action consistent with the rules and regulations of the University.

D. Information obtained through video recording will be used only as provided herein. Information obtained through video recording will only be released when authorized by the Chief of the University Police Department according to the procedures established in this policy.

E. Video recording of public areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Policy on Discrimination and Harassment, the Policy on Sexual Harassment, and other relevant policies.

F. Video recording of public areas for security purposes at the University is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

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G. To maintain an informed University community, University Police will periodically disseminate written materials describing the purpose and location of video recording equipment and the guidelines for its use. The location of outdoor video recording equipment monitored by University Police will be published on the University Police Department's website.

H. All existing uses of video recording and surveillance will be brought into compliance with this policy within 12 months of the approval of this policy. All departments with existing equipment must provide the University Police with a written compliance plan within six months of the approval of this policy.

IV. Responsibilities

A. The University Police Department is the department authorized to oversee and coordinate the use of video recording for safety and security purposes at the University. All University areas using video recording are responsible for implementing this policy in their respective operations. University Police has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.

B. The Chief of the University Police Department must authorize all video recording for safety and security purposes at the University. All new installations will follow the University Police Department's operating principles. All existing video recording systems will be evaluated for compliance with this policy. In determining whether video recording is advisable, the Chief of the University Police Department will consider, among other things, whether other security or safety measures may better address a particular security or safety concern.

C. Units considering the purchase and installation of video equipment must first contact University Police Technical Services. Technical Services will assist in evaluating and assessing each department's security concerns and provide relevant information to the Chief of Police for his/her consideration as outlined in paragraph B of this section.

D. University Police will monitor new developments in the relevant law and in security industry practices to ensure that video recording at the University is consistent with any such developments.

3. The Chief of the University Police Department will review all requests to release recordings. No releases of video recordings will occur without authorization by the Chief of the University Police Department and the Office of General Counsel. Excluded from this review are those recordings directly related to a criminal investigation or arrest or releases required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing.

4. The University Police will review this policy annually and recommend revisions if needed.

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V. Procedures

1. All operators and supervisors involved in video recording of public areas will perform their duties in accordance with this policy.

2. The University Police Department will post signage at appropriate locations. Signage will state:

**THIS AREA MAY BE SUBJECT TO VIDEO RECORDING
AND SURVEILLANCE UNDER THE DIRECTION
OF UNIVERSITY POLICE**

3. The University Police Department will limit camera positions and views of residential housing. Any view given to the housing will be no greater than what is available with unaided vision. Furthermore, the view of a residential housing facility must not violate the standard of reasonable expectation of privacy

4. The University Police Department and other central security monitoring centers will be configured to prevent camera operators from tampering with or duplicating recorded information.

5. Digital Media will be stored on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and then the oldest segments are overwritten by the newest segments. Digital Media may be retained longer or transferred from the hard drive to removable media as part of a criminal investigation, legal proceeding, or other bona fide use as approved by the Chief of the University Police Department.

6. Digital Media will be stored in a secure location with access by authorized personnel only.

Examples of Video Recording of Public Areas:

Legitimate safety and security purposes include, but are not limited to, the following:

Protection of buildings and property.

Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.

Monitoring of access control systems.

Monitor and record restricted access transactions at entrances to buildings and other areas

Verification of security alarms.

Intrusion alarms, exit door controls, hold-up alarms, etc.

Video patrol of public areas.

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Transit stops, parking lots, public (enclosed and unenclosed) streets, shopping areas, vehicle intersections, etc.

Criminal investigation.

Robbery, burglary, and theft surveillance

Protection of pedestrians.

Monitor pedestrian and vehicle traffic and vehicles in traffic areas at intersections

Monitoring fan behavior at sporting events.