

POLICY MEMORANDUM

No. III-13

Use of Cameras to Monitor Facilities and/or Activities

POLICY STATEMENT:

This policy covers three types of cameras: A) security cameras, B) process monitoring cameras, C) cameras that are installed to intentionally monitor actions of individuals (other uses cameras).

This policy applies only to physically installed cameras and does not apply to cameras used in classrooms, testing centers, or video meetings.

A) Security Cameras

1) General

Based on the successful implementation of a server-based security camera program on the campus of Missouri University of Science and Technology, several campus business units have expressed an interest in having security cameras in their respective workspaces and common areas. Based on this interest, a security camera request form was prepared and placed on the University Police Department's webpage (police@mst.edu).

The purpose of this policy is to ensure that all installed security cameras on campus are consistent with server-stored memory using the platform identified by the University Police Department.

2) Process

Any campus business unit that needs a camera for security monitoring shall request said camera using the form located on the University Police webpage. After submission, the request will be evaluated by departments under the Division of Finance and Operations to ensure that the requesting business unit's specific needs are met using the most appropriate and cost-effective method.

The requesting business unit will be informed of the estimated costs for the project. The information recorded on the camera will be stored on one of the University Police Department's camera servers. The requesting business unit may request the camera views just be stored on the server and not viewed or be stored on the server and viewed by the University Police Department. The amount of time the recorded views will remain on the server will depend on server space availability. Any request to review stored footage by UM System who are non UPD employees will be addressed by the Safety and Security Working Group prior to approval. Any requests to view camera footage by any individual or organization outside the University System and outside the scope of law enforcement will be directed to UM System General Counsel. If an outside law enforcement agency requests to view footage during the course of an investigation, approval will be managed by the Chief of Police or designee.

All existing cameras used for security monitoring on campus shall conform to this policy. All exceptions must be requested and go through the process as defined in ROLES and RESPONSIBILITIES.

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B) Process Monitoring Cameras.

Cameras may be installed to monitor a process or an experiment, as long as the laboratory manager approves. Access to the recordings must be provided to all researchers participating in the experiment. There are no special requirements for where the video is stored or for how long it is kept. No special permission is needed to install this type of camera, but signs indicating that a recording is taking place should be posted in a visible place and visitors entering the space should sign a consent form recognizing that cameras are in use in the room. Environmental Health and Safety will oversee the proper placement of warning signs.

C) Other Uses Cameras.

Cameras shall not be used to purposely monitor the activity of any individual in a building, office, or laboratory. Exceptions to this will be rare and must be authorized by the Chancellor's Office. The Chancellor's Office, in consultation with the person/organization soliciting the exception, will determine the storage place and the length of time that the records may be kept, as well as who will have access to the records.

ROLES AND RESPONSIBILITIES:

Type A cameras. All requested exceptions to the installation of security cameras will be made in writing and forwarded to the Chief of Police for initiation. The Chief of Police will discuss any requested exemptions with the Safety and Security Working Group. The Chief of Police will receive recommendations from University leadership representatives and communicate the final exemption decision (approved or denied) to the requesting individual or department. Any request that is denied may be appealed to the Vice Chancellor of Finance and Operations and, if appropriate, to the Provost's Office. UM System General Counsel may also be consulted for specific questions on exemption requests.

Type C cameras. All requested exceptions to purposely monitor the activity of individuals in buildings, offices or laboratories will be made in writing and forwarded to the Office of the Chancellor. The Chancellor's Office will inform campus police and the Safety and Security Working Group of any request for other-use-cameras in order to assess for any concerns or conflicts that could arise from such use. The Chancellor or designee will make the final determination in consultation with the Title IX office (and the Provost and Deans in cases related to academic affairs). UM System General Counsel may also be consulted for specific questions on exemption requests. The decision of the Chancellor will be final.

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This policy does not apply to human subject research conducted with Institutional Review Board (IRB) approval.

EFFECTIVE DATE: April 6, 2021

RESPONSIBILITY: University Police
Safety and Security Working Group
Vice Chancellor of Finance and Operations

BASIS: Implementation of server-based security program on campus.



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Chancellor