

UNIVERSITY OF MASSACHUSETTS AMHERST CAMERA USE POLICY

I. Purpose

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

II. Scope

This policy applies to all personnel, schools and centers of the University in the use of CCTV monitoring and recording.

III. General Principles

- A. The University of Massachusetts Amherst is committed to enhancing the quality of life of the campus community by integrating the best practices of policing with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).
- B. The purpose of CCTV monitoring of public areas by security personnel is to deter crime and to assist the UMass police in protecting the safety and property of the University community. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.
- C. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of the Procedures for video monitoring referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the University.
- D. Information obtained through video monitoring will be used exclusively for security and law enforcement purposes. Information obtained through video monitoring will only be released when authorized by the Chief of Police according to the procedures established in this policy.
- E. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy, the Sexual Harassment Policy and other relevant policies. The procedures for video monitoring prohibit monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.).
- F. Video monitoring 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.
- G. To maintain an informed University community, the location of CCTV cameras monitored by the Police Department will be published on the department web site.
- H. Information obtained in violation of this policy may not be used in a disciplinary proceeding against a member of the University faculty, staff or student body.

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IV. Responsibilities

- A. The University of Massachusetts Police Department is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at the University. All University areas using CCTV monitoring are responsible for implementing this policy in their respective operations. The UMass Police have primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.
- B. The Chief of Police has the responsibility to authorize all CCTV monitoring for safety and security purposes at the University. All new installations will follow the Police Department operating principles. All existing CCTV monitoring systems will be evaluated for compliance with this policy.
- C. All requests for CCTV installations should be submitted to the Chief of Police to be reviewed for conformance with established guidelines and to assure that the proposed system is compatible with Police Department hardware and software. The Chief of Police reserves the right to reject any CCTV projects that are incompatible with UMPD systems.
- D. No CCTV camera and recording systems will be purchased or installed on the Amherst Campus without the review and approval of the Chief of Police.
- E. The University Police Department will monitor new developments in the relevant law and in security industry practices to endure that CCTV monitoring at the University is consistent with the highest standards and protections.

V. Procedures

1. All operators and supervisors involved in video monitoring of public areas will perform their duties in accordance with the Code of Practice consistent with this policy developed by the University Of Massachusetts Police Department.
2. Police Department Management will assure that responsible and proper camera monitoring practices by control operators is continuous.
3. In the Residence Halls, Housing Services will post signage at appropriate locations. Signage will state, ***NOTICE, FOR YOUR SAFETY, ENTRY AND EXIT ACTIVITY IN THIS BUILDING IS VIDEO RECORDED.***
4. The Police Department Dispatch/Monitoring Center and other security monitoring centers will be configured to prevent camera operators tampering with or duplicating recorded information.
5. Recorded images will be stored for a period not to exceed 30 days and will then be overwritten, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police.
6. Video recordings will be stored in a secure location with access by authorized personnel only.
7. Camera control operators will conduct video observation of areas only in plain view of others situated in the public area viewable to the public.
8. Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use.
9. Camera control operators will receive a copy of this policy and provide written acknowledgment that they have read and understood its contents.
10. Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University's Non-Discrimination Policy. Camera control operators will monitor based on suspicious behavior, not individual characteristics.
11. Camera control operators will not spot and continuously view people becoming intimate in public areas.
12. Camera control operators will not view private rooms or areas through windows.

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Examples of Video Monitoring and 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, vending machines, 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.

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