

Security Surveillance Cameras

811.1 POLICY

Portland State University will use surveillance cameras to enhance the safety and security of students, employees, visitors, and property, while protecting individuals rights to privacy. The primary intent of surveillance camera use at Portland State university is to discourage the occurrence of unlawful behavior and enhance the likelihood of apprehending offenders.

811.2 RATIONALE

Portland State University has adopted this policy to reflect its commitment to providing a safe and secure learning environment. The use of surveillance cameras is part of an intergraded security approach that includes a number of strategies, including physical presence of staff, access controls and alarms. Surveillance cameras may be used in circumstances where potential users demonstrate that cameras will support crime prevention and the apprehension of offenders.

811.3 SCOPE

This policy applies to employees and students living or working in Portland State University facilities. It also applies to contractors, service providers, clients, customers, and visitors.

811.4 USE AND MANAGEMENT OF RECORDINGS

- (a) Surveillance camera recordings and their contents must not be used or disclosed for purposes other than those specified in this surveillance camera policy.
- (b) All recordings and their contents are the copyrighted property of Portland State University and shall not be copied, distributed or used for any broadcast, performance or publication, except when such actions are taken by Campus Public Safety in conjunction with investigations or criminal prosecutions.
- (c) The Campus Public Safety Office shall have the only access to recordings and has the right to control, view, hold, store and dispose of recordings in accordance with this policy. No review of the recordings shall be done unless a crime or unusual event has taken place.
- (d) Unless the Director of Public Safety instructs otherwise, recordings may be kept for thirty (30) days, after which they are erased or destroyed unless they are required for ongoing investigations. Recordings will not be made available for civil proceedings involving third parties except where required by law.

811.5 CONDITIONS NECESSARY FOR CAMERA INSTALLATION

- (a) Demonstrated need, which includes evidence of high risk of unlawful incidents occurring or re-occurring.
- (b) Consideration of alternative non-surveillance camera security strategies should be implemented first if appropriate.

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- (c) Budgets for cameras are the responsibility of the requesting department and should include funding for the equipment, such as the cameras, videos, monitors, and licensing.
- (d) The Campus Public Safety Office shall be responsible for approving any proposed camera installations.

811.6 CAMERAS

- (a) Cameras shall be located only in the physical area indicated by the registration process, based on the guidelines accompanying this policy.
- (b) Inoperable, fake, or dummy video cameras shall not be used.
- (c) All cameras shall be connected to the Lenel OnGuard alarm monitoring system.
- (d) Cameras shall not be installed in areas where students, staff, and the public could reasonably expect complete privacy. Such areas include, but not limited to, restrooms, toilet and shower cubicles, locker rooms, changing rooms, etc.

811.7 POLICY REVIEW AND OVERSIGHT

At the instigation of the Campus Public Safety Office this policy may be reviewed two years after it is accepted, and every two years thereafter. Recommendations will then be forwarded to the Director of Public Safety.