



UNIVERSITY OPERATING PROCEDURE

Title: Video Security Systems

Overview

The purpose of this University Operating Procedure (UOP) is to regulate, and establish procedures regarding, the use of video security systems (“VSS”) for purposes of safety and security.

Applicability of the Procedure

This Operating Procedure applies to all members of the University community, including, without limitation, individuals who are faculty, staff, students, contractors, consultants, temporary employees, and affiliates of the University.

Definitions

System Owner: Approved department official responsible for monitoring the operation of a specific video security systems system on University premises, with corresponding access rights to live and/or recorded footage from that system under the terms of this UOP.

University Premises: Buildings and grounds that are owned or controlled, via lease or other contractual arrangement, by the University of Vermont.

Video Security Systems (VSS): A system that monitors and/or records a specific location or activity for safety and security purposes on University premises, which may include:

CATcard Operated Cameras: Cameras owned by the CATcard Service Center and operated on the UVM Network, the images from which may be transmitted to and viewed in real-time on a limited set of monitors, and for which recorded images are retained by the University and may be monitored under the terms of this UOP.

Exception Cameras: Cameras owned and operated by individual University departments, outside the centrally managed CATcard system, which were installed and in good working order prior to enactment of this UOP may continue in operation until the system malfunctions or is due for upgrade or replacement. Further exception may be approved by the

assessment shall necessarily include the de-commissioning of VSS where there has been a change in use. The Chief Safety and Compliance Officer, or designee, shall also be responsible for reviewing, and approving or denying, any proposals for the installation of VSS submitted by University departments pursuant to the procedures set forth below.

Decisions as to installation or removal of VSS shall be made following consultation with other University offices as appropriate, including, but not necessarily limited to, UVM Police Services, the Office of the General Counsel, Compliance Services, Privacy Services, Risk Management, and Facilities Services. The Chief Safety and Compliance Officer, or designee, shall maintain a master inventory of all video cameras installed on University premises and a list of system owners who have access to the video systems.

Exceptions

This UOP does not apply to:

Cameras used for the delivery of education in the classroom, lab, or similar setting, including as required for remote learning and educational assessment of performance based learning activities;

Cameras used for research, as defined under federal law and governed by University policy involving human subjects;

The use of video equipment for the recording of public performances, events, or interviews, or when permitted on campus for broadcast purposes in accordance with University procedures governing filming on-campus;

Publicly accessible web-cameras with no recording capability for general use by the University (e.g., the Proctor Maple Research Center's "Foliage Webcam");

Licensed banking operations on University property which are conducted in accordance with state and federal regulations; or

Police operations, including use of body and vehicle mounted recording devices, hidden surveillance in connection with a criminal investigation, and access to CATcard Operated Cameras via live feed or viewing of stored images to the extent such access is in furtherance of event/premises security or an active investigation, respectively.

Departmental Request for a Video Security System

Upon authorization by the appropriate dean or vice president, individual colleges, departments, programs or campus organizations wishing to install a VSS may submit a request to the Chief Safety and Compliance Officer, or designee, using the [Request for Installation of Video Security System \(VSS\) Form](#), describing the proposed location, type of system requested, and the purpose of the proposed installation.

Video Security System Installation

The Chief Safety and Compliance Officer, or designee, shall promptly forward all approved requests for VSS (including those that the Chief Safety and Compliance Officer initiates) to the CATcard Service Center. Upon receipt of an approved Request for Installation of Video Security System (VSS) Form, the CATcard Service Center, with the assistance of UVM Police Services, and/or Facilities, as necessary and desirable, shall oversee inst

Patron Act, or others where a statutory or regulatory right of privacy may exist for individuals situated in view of the camera. Exception Cameras may continue to operate outside the VSS maintained by the CATcard Service Center until the system malfunctions or is due for upgrade or replacement, unless granted further exemption by the Chief Safety and Compliance Officer and the Chief Privacy Officer, or their designees. Exception Cameras must, however, be in compliance with all other elements of this UOP.

VSS installed and operated outside the bounds of this UOP will be removed by a CATcard Service Center technician and impounded by Police Services, when notified by the Chief Safety and Compliance Officer or their designee.

Equipment and Network Maintenance

Troubleshooting, routine maintenance and minor repairs of VSS equipment and software will be handled by the CATcard Service Center on an inspection schedule reasonably designed to ensure that the VSS is functioning optimally. An annual fee per camera may be assessed toward these costs. Fees for cameras supporting units covered by the General Fund will be paid from a central account. Cameras located in facilities operating primarily as income/expense activities will have these fees assessed against those activities. Major repair or replacement of VSS will be charged to the department owning the equipment on a time and material basis. If departments require off-hour service, a special premium overtime charge to the requesting department may be levied by the CATcard Service Center.

Maintenance and repair of Exception Cameras is the responsibility of the system owner.

Video signals are transmitted over fiber owned and maintained by UVM Telecommunications and Network Services. Routine repairs to the network shall be the responsibility of that office.

The system owner of each VSS shall maintain a record containing the following:

- 1) Camera locations;
- 2) Dates/times of monthly equipment inspections;
- 3) Dates/times of system or camera problems noted;
- 4) Dates/times of repairs to system or cameras including work performed and by whom; and
- 5) Dates/times stored video is accessed, including purpose for viewing, names of those who were present, and if video was duplicated.¹

¹ While exempted from this UOP, access to CATcard Operated Cameras by UVM Police Services will be conducted using a single sign-on under the control of UVM Police Services, and the dates and times of access utilizing that log-in will be noted in a log maintained by the CATcard Service Center. If video is duplicated, the CATcard Service Center shall further note that in the log. The purpose of such access shall be identified as "Police Operations". More specific detail as to the nature of those Police Operations, and the name(s) of the officers viewing footage shall be contained solely within records maintained in the Police Services' incident management system, in accordance with established Department Operating Procedures. Such records shall be protected from disclosure in accordance with controlling law.

Placement of Video Security Systems

All VSS cameras approved for use on University premises must be located so that personal privacy is maximized. Use of VSS in individual residence hall rooms, restrooms, locker rooms, individual offices, and non-lab classrooms is prohibited with respect to all activities within the scope of this UOP.

The use of mobile or hidden VSS may only be used pursuant to lawful procedures undertaken by an authorized law enforcement agency. Covert equipment may also be used for non-criminal investigations of specific instances which may pose a significant risk to public safety, security and/or property, as authorized by the Chief Safety and Compliance Officer and the Chief Privacy Officer, or their designees.

Video cameras shall not have audio recording capabilities, or, if available, audio recording capabilities shall not be enabled.

The installation of non-operational ("dummy") cameras on University premises

Related Documents/Policies

[Code of Conduct and Ethical Standards](#)

[Code of Student Conduct](#)

[Computer, Communication, and Network Technology Acceptable Use Policy](#)

[Filming on Campus Procedure](#)

[Personal Safety and Security Policy](#)

[Records and Documents Requests Policy](#)

[Records Management and Retention Policy](#)

[Subpoenas, Complaints, Warrants, and other Legal Documents Policy](#)

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

Responsible Official:	Chief Safety and Compliance Officer	Approval Authority:	Chief Safety and Compliance Officer
Affiliated Policy Number(s):	V. 3.21.2	Effective Date:	May 8, 2017

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