

**Policy # A-0020**

**Effective Date: February 1, 2021**

**Expiration: Indefinite**

**Campus Public Safety CCTV Policy**

**Who is Affected by This Policy:** All members of the School of Journalism (SOJ) community. This includes faculty, staff, students, contracted personnel, and visitors to campus.

**General**

Campus Safety and Security is committed to enhancing the quality of life of the campus community by integrating the best practices of campus safety with the state-of-the-art technology. A critical component of a comprehensive security program is the use of Closed-Circuit Television (CCTV). The purpose of this policy is to regulate the use of CCTV by restricting its use to monitoring and recording on campus for the purposes of safety and security only. Please note that this policy does not apply to cameras or other recording technologies not used for security purposes, but used for academic purposes.

CCTV monitoring for security purposes shall be conducted in a professional, ethical and lawfully permissible manner. Personnel involved in CCTV 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 may result in disciplinary action.

**General Principles**

1. The use of CCTV is to deter crime and to assist in protecting the college community and property. Purposes for CCTV monitoring include:
  - a) Protection of individuals, property and assets.
  - b) Confirmation of alarms.
  - c) Virtual patrol of common areas such as hallways, lobbies, and large assembly areas.
  - d) Investigation of criminal activity, especially as it relates to the safety and response to emergencies.
  - e) Monitoring of contracted services for safety and confirmation of services performed.

2. Personnel are prohibited from using or distributing material obtained from the CCTV camera system except for authorized purposes. All information and/or observations made in the use of the CCTV system are considered confidential and shall only be used for official school or law enforcement purposes. Information and results obtained through CCTV system via monitoring and/or recording shall only be released when authorized by the Director of Public Safety and the Assistant Dean for Administration. Images and related data are considered the property of the Craig Newmark Graduate School of Journalism at CUNY.
3. All requests from sources external to the College for the release of information and results obtained through surveillance monitoring or recording must be submitted to the Director of Public Safety. These requests shall be reviewed by the Assistant Dean for Administration and may be forwarded to the school's General Council Officer prior to determining approval for release.
4. CCTV monitoring of public/common areas for security purposes shall be conducted in a manner consistent with existing College policies, including Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant policies, and shall not monitor areas where there is a reasonable expectation of privacy as defined by NYS Penal Law 250.40.
5. The exact location, number and function of all CCTV cameras is considered confidential and for security purposes and shall not be publicly disclosed, however, they shall be installed in such a manner that their presence is clearly and immediately obvious.

## **Responsibilities**

1. The Director of Public Safety has the responsibility for the CCTV system, including the installation and location of cameras, training, assigning viewing permissions, and maintenance.
2. The Director of Public Safety shall make recommendations to the Assistant Dean for Administration regarding the placement of CCTV cameras. Determining locations for cameras shall be based upon factors such as areas with increased pedestrian traffic and analysis of potential crime or other emergencies that would benefit from increased observation by public safety personnel.
3. Officers shall notify the director immediately of any malfunctioning or damaged equipment. The director shall arrange for repair or replacement as quickly as possible following the notification of the existing problem. General maintenance of CCTV cameras shall be completed as needed but at a minimum annually.
4. The Director of Public Safety shall evaluate existing locations of campus CCTV cameras at least once annually. Based upon this assessment, cameras may be repositioned or added and those deemed no longer necessary may be removed.

## **Procedures**

1. All public safety personnel involved in CCTV monitoring shall perform their duties consistent with this policy.
2. Officers shall ensure all equipment is in working order at the start of their tour and at the end of their tour and report any deficiencies/failures as required.
3. The Department of Public Safety Director shall ensure that responsible and proper camera monitoring practices by officers is conducted and continuous.
4. Officers shall monitor CCTV at approved monitoring stations. Remote access monitoring may be performed, however, must be approved by the Director of Public Safety and the assistant dean for administration.
5. Officers shall not monitor individuals based on characteristics of race, religion, gender, age, sexual orientation, national origin, disability or other classifications as protected by CUNY policy.
6. Officers shall ensure privacy screens are in place on computer monitors when the monitoring station is in a public area, such as a lobby.
7. Unless emergent in nature, requests for review by staff other than approved administrators shall be directed to submit their request accordingly to the Director of Public Safety.

## **Documentation**

Each incident that is supported or initiated by CCTV that may require action and or further investigation (crime, accident or other loss, suspicious occurrence, or other) shall be documented.

In the record of the incident the operator shall enter:

1. That CCTV was used and recorded the incident.
2. The specific camera used.
3. Any pertinent information gathered by CCTV.
4. Who was notified of its use and the availability of the record.