



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> CLOSED CIRCUIT TELEVISION (CCTV) MONITORING AND RECORDING		<b>NO. OF PAGES:</b> 4
<b>NUMBER:</b> Standard Operating Procedure	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> AS NEEDED
<b>General Order 048</b>	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PURPOSE:** To outline the procedures to be used in the governance, operation and maintenance of the Texas Southern University security camera program. Emphasis will be placed on balancing the University’s safety and security needs with the need to maintain an academic environment that fosters the free exchange of ideas as well as maintaining the personal privacy of faculty, staff, students and visitors.

**GOAL:** It is the goal of the Department of Public Safety to promote an environment conducive to the Universities educational mission. The safety and security of the University community is one of the critical components of a positive learning environment. The security camera program is one of many strategies used to enhance personal safety and security as well as protect valuable capital assets. The security camera program is solely for the purpose of deterring or documenting criminal acts. The diversion of security technologies or personnel for other purposes, (e.g., monitoring free speech areas, academic activities or religious activities) would emasculate the acceptability of the security camera program and therefore is prohibited by this policy.

Texas Southern University Department of Public Safety will serve as the central communication And control point for all security camera program issues.

**DEFINITIONS:**

**Academic Area:** Any faculty lounge or meeting room, classroom, lecture hall, testing area or faculty office.

**Client:** A Texas Southern University Auxiliary, College or Department that has or desires to initiate the Security Camera Program in their facilities or grounds.

**DPS:** Texas Southern University Department of Public Safety.

**Record:** Any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, and a videotape.

**Security camera System:** Includes the cameras, reception devices, digital recording devices, network hardware and the monitoring equipment.

Signage:

Approved signs for parking lots, buildings and interior building areas to inform persons that they may be under video surveillance.

- I. Installation and Placement
  - A. The Chief of Police has the final approval authority for new camera installation and placement.
  - B. All clients will collaborate with the DPS in determining camera placement.
    - Information Technology and Facilities Operations will be consulted to determine the technical feasibility of camera placement.
  - C. No cameras may be installed in an area that would violate a person's reasonable expectation of privacy. This would include:
    1. Restrooms
    2. Dressing Rooms
    3. Locker Rooms
    4. Living quarters
    5. Health Center Examining Areas
  - D. The DPS will limit the views of residential housing to public areas and entries and "block out" views into private rooms or private areas.
  - E. No cameras will be allowed to be installed in an academic area.
  - F. Members of the University community may appeal the proposed placement or current placement of a camera by petitioning the Chief of Police.
  - G. All equipment will be required to meet technical specification.
  - H. The client is responsible for the purchase, repair and replacement of their camera(s). Networking, recording, transmission equipment and infrastructure support will be provided by Plant Operations and Information Technology.
- II. Notice
  - A. All parking lots that are monitored by the security camera program must have the approved signage posted.
  - B. All buildings that have any area monitored by the security camera program must have the approved signage posted on all exterior doors.
  - C. All non-corridor areas such as computer labs, lounges, game rooms etc. must have the approved signage posted at the entrance(s).
  - D. The DPS will publish and distribute information concerning the objectives of the security camera program and disseminate information concerning the location of the cameras at least on an annual basis.

- III. Records Usage and Release
  - A. Records in or generated from the Security Camera System will be maintained by the DPS for a period not to exceed ninety days or a shorter period based on the systems recording capacity.
  - B. Only the DPS may generate records off of the Security Camera System.
  - C. Records generated for criminal investigations will be maintained in the case folder and retained until the evidence in the case reaches its final legal disposition date.
  - D. Records may not be used for the investigation of University Rules and Regulation violations unless that violation also constitutes a criminal act.
  - E. Records may only be used for the investigation of criminal activity.
  - F. Records may only be released upon the approval of the Chief of Police.
  
- IV. Access
  - A. Unless otherwise authorized by the President access, for viewing on site monitors will be limited to:
    - 1. Authorized DPS personnel
    - 2. Authorized Information Technology personnel for system maintenance only.
  
- V. Responsibilities
  - A. The responsibilities for the maintenance of the camera security system are as follows:
    - 1. The DPS will monitor client cameras on a daily basis and generate email notification to Information Technology for cameras that are off line.
    - 2. Information Technology will trouble shoot reported problems and determine the appropriate course of action to repair the system.
    - 3. Clients will be responsible for bearing the cost of camera replacement or repair if not under manufactures warranty.
    - 4. Security camera monitors will notify Dispatch immediately whenever any suspicious, criminal or life threatening activity is observed.
    - 5. Monitors must document all observations in detail on a Daily Event Log.
    - 6. Monitors will conduct observation of public areas that are in plain view.
    - 7. Monitors will be trained in the technical, legal, and ethical parameters of appropriate camera use.
    - 8. Monitors will monitor based on suspicious behavior, not group characteristics.

- B. Texas Southern University General Counsel will review legislative and case law on an annual basis to insure the security camera program meets or exceeds all legal standards.

**QUALITY ASSURANCE PROCEDURES:**

DPS management and Monitoring Center supervisory staff will provide ongoing oversight of CCTV operator activities and performance. DPS management will also conduct periodic, unscheduled reviews of the network digital recorder.

Supervisors must supply each center monitor with a copy of the university CCTV Monitoring and Recording Standard Operating Procedures.

Periodically and without prior notice, management will have center monitors demonstrate their knowledge and understanding of relevant policies, procedures, and technical skills.

**Documentation:**

Each Incident that is supported or initiated by CCTV will be documented. In the record of the incident, the operator will enter:

- That CCTV was used on the incident;
- The specific camera used; and
- Any pertinent information gathered by CCTV.

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008