



*University of Pittsburgh
Department of Public Safety
and Emergency Management*

**Video Surveillance Installed on University Premises
for Safety and Security Purposes**

1.0 Purpose:

The purpose of this policy is to regulate the use of surveillance cameras to monitor and record University of Pittsburgh premises.

2.0 Scope:

This policy applies to all University personnel in the use of video monitoring and recording equipment and systems.

3.0 General Information:

- A. The University of Pittsburgh Department of Public Safety and Emergency Management (Department of Public Safety) is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private security with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is video surveillance.
- B. The primary purpose of video technology is to deter crime and to assist the security officers in protecting the safety and property of the University community.
- C. Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in the use of video equipment will be appropriately trained and supervised in the responsible use of this technology.
- D. Information obtained through video recording and/or monitoring may be used for security and law enforcement purposes and for compliance with University policy. Information obtained through video recording/monitoring will only be released when authorized by the Executive Vice Chancellor; the Department of Public Safety Director; the Chief of Police; or the Office of General Counsel, according to the procedures established in this policy.
- E. Video monitoring 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 University prohibits video 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 areas for security purposes at the University is limited to locations that do not violate the reasonable expectation of privacy as defined by law.
- G. Except as indicated below, all video camera installations will be visible.
- H. The equipment used by the University does not normally possess the capability of recording sound at any time.

4.0 Responsibilities:

- A. The University of Pittsburgh Integrated Security Department is authorized to oversee and coordinate the use and implementation of video equipment for safety and security purposes at the University.
- B. The Integrated Security Department Director, and/or his designee, has the responsibility to authorize the use of video equipment for safety and security purposes at the University. All new installations will follow the Department of Public Safety's operating principles and must be authorized by the Integrated Security Department.
- C. The Department of Public Safety will monitor new developments in the relevant law and in the security industry practices to ensure that video monitoring at the University is consistent with the highest standards and protections.

5.0 Procedures:

- A. All operators and supervisors involved in the use of video equipment and systems will perform their duties in accordance with department rules and regulations.
- B. Personnel are prohibited from using or disseminating any of the information acquired from the video equipment except for official purposes. All information and/or observations made in the use of surveillance equipment are considered confidential and can only be used for official University and law enforcement business upon the approval of the Executive Vice Chancellor, the Department of Public Safety Director, Chief of Police, or the Office of General Counsel.
- C. Camera locations are determined by the Integrated Security Department Director before installation takes place. Consultation with the University Police Department will occur as necessary.
- D. The Department of Public Safety, or its designee, will post signage in appropriate campus areas. Signage will state the following: THIS AREA IS SUBJECT TO 24 HOUR MONITORING
- E. Recorded events are stored temporarily on a Digital Video Recorder (DVR), unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide uses as approved by the Executive Vice Chancellor or Office of General Counsel.
- F. The DVRs are capable of storing images up to 28 days, depending on the amount of recording taking place. The DVRs automatically record over the oldest image when the hard drive is full.

- G. Periodically, the University experiences patterns of criminal activity, both to persons and property. Much of the problem has been confined to acts of vandalism, such as graffiti, or the theft of office equipment. In an effort to combat these problems, either by deterring the activity or apprehending violators, the University may use video equipment for covert surveillance purposes. As previously noted, the cameras will not be installed in any area that would violate the reasonable expectation of privacy as defined by law. No further announcement will be made prior to the actual placement of covert video equipment.
- H. Cameras are NOT monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include the following: high risk areas, restricted access areas/locations, in response to an alarm, at times and locations that have previously experienced violations, special events, and specific investigations upon reasonable suspicion.
- I. Should monitoring reveal activity that violated laws or policy, further investigation may be initiated.
- J. Exceptions for use of video surveillance for purposes such as testing centers, laboratory research, or other educational, and or research functions may be granted after review by the Department of Public Safety Director. Each application will be reviewed on a case-by-case basis, and may require specific supplemental documentation by the requesting department should the exception be approved.
- K. All procurement of surveillance equipment for any University purpose is the sole responsibility of the Integrated Security Department. If any form of video surveillance equipment is required, all requisitions must be reviewed by the Integrated Security Department Director for verification of intended use, and if it meets the criteria of this policy, be handled through the Integrated Security Department for procurement, implementation, and continued service and maintenance.