V.D. CLOSED CIRCUIT TELEVISION MONITORING AND RECORDING OF PUBLIC AREAS FOR SAFETY AND SECURITY PURPOSES

(Source: Office of the President, Almanac, April 13, 1999; revised, Division of Public Safety, Almanac, April 29, 2008 (https://almanac.upenn.edu/archive/volumes/v54/n31/cctv.html))

I. Purpose
The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas for the purposes of safety and security.

II. Scope
This policy applies to all personnel, UPHS, schools and centers of the University, in the use of CCTV monitoring and recording. Legitimate uses of this technology related to research are covered by University policies governing research with human subjects and, therefore, excluded from this policy.

III. General Principles
A. The Division of Public Safety is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV).
B. The purpose of CCTV monitoring of public areas by security personnel is to deter crime and to assist the Penn police in protecting the safety and property of the University community. Any diversion of security technologies and personnel for other purposes (e.g., CCTV monitoring of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.
C. Video monitoring for security purposes shall be conducted in a professional, ethical and legal manner. Personnel involved in video monitoring shall be appropriately trained and continuously supervised in the responsible use of this technology. Violations of the Code of Procedures for video monitoring referenced in this policy shall result in disciplinary action consistent with the rules and regulations governing employees of the University.
D. Information obtained through video monitoring shall be used exclusively for security and law enforcement purposes. Information obtained through video monitoring shall only be released when authorized by the Vice President of Public Safety according to the procedures established in this policy.
E. Video monitoring of public areas for security purposes shall be conducted in a manner consistent with all existing University policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, Open Expression Guidelines and other relevant policies. The code of practice for video monitoring prohibits monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (such as, race, gender, sexual orientation, national origin, and disability).
F. Video monitoring of public areas for security purposes at the University is limited to uses that do not violate the reasonable expectation to privacy as defined by law.
G. To maintain an informed University community, the Division of Public Safety shall periodically disseminate written materials describing the purpose and location of CCTV monitoring and the guidelines for its use. The location of outdoor CCTV cameras monitored by the Division of Public Safety shall be published in the Almanac.
H. Information obtained in violation of this Policy may not be used in a disciplinary proceeding against a member of the University faculty, staff or student body.
I. All existing uses of video monitoring and recording must comply with this policy.

IV. Responsibilities
A. The Division of Public Safety is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at the University. All University areas using CCTV monitoring are responsible for implementing this Policy in their respective operations. Public Safety has primary responsibility for disseminating the Policy and assisting other units in implementing the Policy and related procedures.
B. The Vice President of Public Safety has the responsibility to authorize all CCTV monitoring for safety and security purposes at the University. All new installations shall follow the Division of Public Safety’s operating principles. All existing CCTV monitoring systems shall be evaluated for compliance with this policy.
C. The Division of Public Safety shall monitor new developments in the relevant law and in security industry practices to ensure that CCTV monitoring at the University is consistent with the highest standards and protections.
D. A CCTV monitoring Panel shall be established to assure that the Division of Public Safety adheres to established policy and procedure in the use of CCTV and to review camera locations and request for release of tapes.
   1. The CCTV monitoring Panel shall consist of seven members who shall serve for a term of one year:
      The Chairperson of the Safety and Security Committee or his/her designee will serve as chair.
      Two faculty members appointed by the Chair of the Faculty Senate
      One member appointed by the President
      One student member
      One staff member
      The University Compliance Officer
   2. The CCTV Monitoring Committee will review camera locations to ensure the perimeter of view of public cameras conforms to this policy. The proposed location of permanent CCTV cameras will be provided to the CCTV Monitoring Committee for review and published in the Almanac before installation. A list of all University-owned or controlled camera locations will be published semi-annually in Almanac and made available by the Division of Public Safety to anyone requesting the list. The locations of temporary cameras to be used for special events will be reviewed by the CCTV Monitoring Committee for approval and published in Almanac before the event if possible.
V. Procedures

A. All operators and supervisors involved in video monitoring of public areas will perform their duties in accordance with the Code of Practice consistent with this policy developed by the Division of Public Safety.

B. Division of Public Safety Management will assure that responsible and proper camera monitoring practices by control operators is continuous.

C. The Division of Public Safety has posted signage at appropriate locations. Signage state This area is subject to Video Monitoring by the University of Pennsylvania Police Department

D. The Division of Public Safety will limit camera positions and views of residential housing. Any view given to the housing will be no greater than what is available with unaided vision. Furthermore the view of a residential housing facility must not violate the standard of "reasonable expectation of privacy."

E. The Division of Public Safety Central Monitoring Center and other central monitoring centers will be configured to prevent camera operators tampering with or duplicating recorded video information.

F. Recorded video will be stored for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Vice President of Public Safety and the CCTV Monitoring Committee.

G. Recorded video images will be stored in a secure location with access by authorized personnel only.

H. Camera control operators will conduct video observation of areas only in plain view of others situated in the public area viewable to the public.

I. Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use.
   1. Camera control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
   2. Camera control operators will receive training in cultural awareness.

J. Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the University’s Non-Discrimination Policy. Camera control operators will monitor based on suspicious behavior, not individual characteristics.

K. Camera control operators will not spot and continuously view people becoming intimate in public areas.

L. Camera control operators will not view private rooms or areas through windows.

M. Mobile video equipment may be used in criminal investigations. Mobile video equipment will only be used in non-criminal investigations in specific instances creating significant risk to public safety, security, and property as authorized in writing by the President to the Division of Public Safety and the Open Expression Committee.

Portable hidden cameras with recording equipment will only be used for criminal investigation by the University Police Detective Unit with the approval of the Vice President of Public Safety.

Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to the following:

Protection of buildings and property
Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.

Monitoring of Access Control Systems
Monitor and record restricted access transactions at entrances to buildings and other areas.

Verification of security alarms
Intrusion alarms, exit door controls, hold-up alarms

*Video Patrol of Public Areas*
Transit Stops, parking lots, public streets (enclosed and unenclosed), shopping areas and vehicle intersections, etc.

*Criminal Investigation*
Robbery, burglary, and theft surveillance

*Protection of pedestrians*
Monitoring of pedestrian and vehicle traffic activity