



Santa Clara University Campus Safety	Policy Manual
Security Camera (CCTV)	Effective Date: 10/15/2023

Purpose:

Campus Safety Services utilizes different resources and technologies to amplify safety and security. Cameras are used on a daily basis to assist with that endeavor. The purpose of this policy is to provide guidelines to staff members for their use.

Policy:

Campus Safety Services is committed to maintaining a safe and secure environment for all, while respecting the rights of all. CSS uses cameras to assist in maintaining the highest level of campus safety possible. While doing so, we are committed to using the highest ethical and training standards to ensure proper use.

The use of cameras is limited to uses that do not violate a person's reasonable expectation of privacy. All cameras, including those in temporary locations or for active monitoring, will only be installed with the advance approval of the Director of Campus Safety Services.

All staff members will be trained and proficient in the proper use of all CSS camera equipment. Staff members will be ethical in their use of security camera equipment, respecting the rights of community members and visitors alike. Exterior camera placement shall be available to the campus community upon request. Staff members will not:

- Use cameras in a manner that violates an individual's expectation of privacy
- Proactively use cameras to monitor or follow a specific person without the existence of facts giving rise to a reasonable suspicion of improper conduct that justifies doing so
- Use cameras to address minor infractions (eg., smoking)
- Access or use footage for personal use or to show others for any personal use

- Provide footage to anyone other than law enforcement or campus partners for legitimate investigative purposes
- Use cameras for any other purpose that is not directly related to the staff member's exercise of their work-related duties

Retention:

All video recordings will be kept in Campus Safety and retained for length of time deemed appropriate for the purpose of monitoring, but generally not to exceed thirty (30) days, unless such images have historical value, or are being used for a criminal, judicial, or University investigation, or when the images are subject to a litigation hold. Surveillance recordings will be retained in a secure location with access by authorized staff only.

Release:

Release of any video recording shall be approved by the Assistant Director or Director. Staff are prohibited from using, disseminating, or otherwise releasing video recordings except for approved official purposes.

Releases that are not urgent should wait until the next business day. Shift Supervisors will log any release of video. Information will include date and time of release, who the video was released to, who approved the release, and any accompanying CSS and/or SCPD case number. A summary of video release should be included in Campus Safety's annual report. The following are examples of entities that may request and have a legitimate need to review the video:

- SCPD
- Office of Student Life (Dean or similar)
- Office of Risk Assessment
- Office of Emergency Management
- General Counsel

Depending on the circumstances, other offices or entities may have a legitimate basis for requesting a review of the video.

VIDEO RELEASE LOG