

**University of Chicago Police Department
GENERAL ORDER**

<i>Effective Date</i> June 12, 2023		<i>Number</i> GO 710
<i>Subject:</i> Security Cameras		
<i>References:</i> CALEA Standards: 91.1.7		
<i>Reevaluation Date</i> Annually		<i>No. Pages</i> 5
<i>Amends</i> 17 DEC 2021 version 09 SEP 2013 version (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kyle L. Bowman, Chief of Police		Signature: Original signed document of file in Accreditation Office

710.1 PURPOSE

The purpose of this policy is to outline the responsibilities and regulations regarding the use of security cameras to monitor and record activity in public areas at the University of Chicago.

710.2 SECURITY CAMERAS

- A. The decision to deploy security cameras and the placement of those cameras falls under the authority of the Department of Safety and Security (DSS). DSS will base decisions on mitigating risks, vulnerabilities and history of criminal behavior. Camera locations may be assessed regarding anticipated operational needs, for instance new buildings.
 - 1. Mobile or portable video equipment may be used in criminal investigations, when authorized by the AVP or Chief of Police. Mobile or portable video equipment may also be used during special events when there may be a significant risk to public safety or security and when the use is authorized by the AVP or Chief of Police.
 - 2. The AVP or their delegate will review the locations of temporary cameras to be used for special events for approval before the event. (Note: “temporary cameras” does not include mobile video equipment or surveillance cameras that are temporarily installed for criminal investigation purposes.)
- B. Video monitoring will be used exclusively for security, health and safety, and law enforcement purposes.
- C. Monitoring of security cameras will be conducted in a manner consistent with University policies, including the Non-Discrimination Policy, and the Unlawful Discrimination and Harassment Policy. Video monitoring based on legally protected status alone (e.g., race, ethnicity, gender, sexual orientation, national origin, disability, religion, socioeconomic

status, etc.), is prohibited. This does not prohibit monitoring protected groups or individuals if there is a pattern of victimization which is being addressed through monitoring.

D. Under no circumstances will UCPD use security cameras to monitor Staff, Faculty, Other Academic Appointees, Postdoctoral Researchers, Students, Vendors, Contractors or other Visitors work behavior unless there is a legitimate investigation pertaining to conduct contrary to the law or University Policy. Any such monitoring or review must be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. UCPD will seek guidance from University Human Resource Services, the Office of the Provost, and the Office of Legal Counsel, to ensure legal and policy compliance.

E. Responsibilities

1. The Investigations Sergeant will annually reevaluate incidents and camera locations. This evaluation will be routed to the Executive Director of Campus Safety and the Professional Standards Commander.
2. The Executive Director of Campus Safety will review all requests received by DSS to release camera recordings. No release of recordings will occur without authorization by the Executive Director of Campus Safety, except for official requests directly related to a criminal investigation, arrest or subpoena. The Executive Director of Campus Safety may approve release of recordings only for legitimate purposes, such as to protect the University and its affiliates from lawsuits or harm. The Executive Director of Campus Safety will consult the General Counsel's office in these cases prior to the release of recordings.
3. Security Systems has the primary role overseeing maintenance and testing. Maintenance and testing will be conducted as needed.
 - a. Strategic Operations Center (SOC) personnel who note a problem with the system shall contact Security Systems to report the problem and request repair.

F. Procedures

1. In most cases, recorded video media will be stored for a minimum of 30 days, and will not exceed 60 days. An exception to this is video retained as part of a criminal investigation or court proceeding, or other bona fide use as approved by the Executive Director of Campus Safety. Images saved for such purposes may be recorded to a DVD or other multimedia storage device in accordance with applicable general orders. Only authorized personnel may make such recordings, subject to computerized security access protocols.

2. Monitoring personnel will be trained in the parameters of appropriate camera use.
 - a. Monitoring personnel will electronically receive and review this policy and acknowledge that they have read it and understood its content.
 - b. Monitoring personnel will receive training in cultural diversity and awareness.
 3. Some campus security cameras may be passively monitored by Dispatch personnel. If a police response is required concerning an incident viewed on the system, Dispatch personnel are responsible for assigning the appropriate number of responding officers based on the nature of the incident.
 4. Active monitoring/video patrol, see section 3 below. Monitoring personnel are required to comply with sections B,C,D above, as well as F.2 above and G below.
- G. Security and law enforcement purposes for monitoring include, but are not limited to:
- Protection of community members, buildings and property*
 - Monitoring of Access Control systems*
 - Verification of security alarms*
 - Video “patrol” of public areas (for criminal or suspicious activity)*
 - Criminal investigation*
 - Investigations into violations of University policy, subject to the limits of this policy*
 - Monitoring of pedestrians and traffic for safety purposes*
 - Special Event Security*

710.3 STRATEGIC OPERATIONS CENTER POLICY

A. VIEWING

All University of Chicago Police Department video surveillance cameras are capable of being recorded continuously by a digital video recording system. This does not include University of Chicago Medicine cameras, other University cameras, nor Chicago Police Department cameras, to which UCPD may have access. Recorded video will be used exclusively for the investigation of law enforcement, security, health and safety incidents and not for other purposes. Viewing of surveillance camera footage (either live video feed or recording) shall be conducted only by personnel authorized directly by the Chief of Police and/or other designated supervisors. A request to review recorded footage must be submitted in writing via a Video Retrieval Request form to the Strategic Operations Center. Any member of the Investigations Unit may submit a request via the Video Retrieval Request form to the Strategic Operations Center to view specific footage for a particular investigation reason outlined in their request. Any member of the Patrol Division may submit a request via the Video Retrieval Request form to the Strategic Operations Center to view specific footage for a particular patrol reason outlined in their request. In some limited circumstances, Chief of Police and/or other designated

supervisors may authorize other designated supervisors to view surveillance camera footage.

All UCPD employees authorized by the Chief of Police and/or other designated supervisors to view surveillance camera footage shall perform their duties in a legal, responsible, and ethical manner. The Chief of Police and/or other designated supervisors, and other designated individuals viewing the live footage or conducting investigations of stored video footage, shall not discuss information contained within or regarding the footage to anyone other than the Chief of Police and/or other designated supervisors or those employees specifically designated by them. Anyone requesting to view live feed and/or review recorded video footage will be required to submit a signed Video Retrieval Request form to prevent unauthorized disclosure.

The University has an expectation that surveillance cameras are monitored 24-hours a day, seven days a week. SOC members that are Community Service Officers (CSOs), will be responsible for monitoring video surveillance. Video Surveillance monitoring will be performed 24-hours per day, seven days a week by the CSOs.

The Chief of Police and/or other designated supervisors have exclusive control of the release of video recordings produced by this system. Only personnel authorized by the Chief of Police and/or other designated supervisors may review surveillance camera recorded data. Any requests for access to video recordings must be approved by the Chief of Police and/or other designated supervisors by the requestor first submitting a signed Video Retrieval Request Form. Circumstances that may warrant a review should be limited to instances where incidents have been reported to UCPD, incidents that have occurred, or incidents that have been observed in which the Investigations Unit has opened or initiated an investigation of the incidents.

Other circumstances that may warrant a review should be limited to incidents that have been reported to UCPD, in which the Patrol Division requires specific information for report purposes and/or to complete a preliminary investigation of the incident. All requested viewing shall be recorded on a Video Retrieval Request Form identifying the need to review the recording, the individuals requesting to view footage, and the date and time of the request. The Video Retrieval Request Forms shall be maintained for a period of at least 12 months by authorized personnel of the Strategic Operations Center.

Requests from outside agencies to release or obtain a copy of recorded data must be authorized by the Chief of Police and/or other designated supervisors prior to release. Outside requests must be vetted through the Investigations Unit for authenticity. Recorded data may be released when it is related to a criminal investigation, civil suit, subpoena or court order, arrest of any person occurring on University property or disciplinary or personnel action against an employee. Any release of recorded data shall be detailed on a written log, including a brief description of the footage released; date,

time, location; and any supporting documentation necessitating its release (i.e. subpoena, court order, etc.).

B. STORAGE AND RETENTION

Storage and retention of images and video captured by the surveillance cameras will be for a minimum of 30 days and not to exceed 60 days, unless required for a continuing investigation of an incident, after which the recorded data will be erased or destroyed. An exception to this is video retained as a part of a criminal investigation or court proceeding, or other bona fide use as approved by the Executive Director of Campus Safety. Requests to maintain footage after the 30-day period for a continuing investigation must be made to Executive Director of Campus Safety. Images saved for such purposes may be recorded on a DVD or other multimedia storage devices. All other recorded data shall be stored on assigned secure network video recorders with secure access. Recorded data retained for investigation purposes shall be strictly managed, with access limited to personnel authorized by the Chief of Police and/or other designated supervisors.