



## **San José State University Police**

### **VIDEO SECURITY APPLICATION GUIDELINES**

#### **BACKGROUND:**

Video security applications have two significant purposes. They can act as a visible crime deterrent. When a crime has been committed, the video system can facilitate the investigation of the incident and the identification of the responsible person (s). To ensure the ability to use the data, the video security systems should be standardized, secure and easily accessible to UPD.

#### **ANALYSIS:**

Currently, San Jose State University does not have a promulgated policy for the procurement, installation and management of video security systems. A review of video security applications at San Jose State University revealed the presence of many independent and disparate systems. There is no comprehensive list of video security systems and no standard way to access data. These systems are not uniform in terms of security, recording speeds, and video storage. Further, there has not been any consistent maintenance of these systems and there is no mechanism to assess the effectiveness of a system. These weaknesses can result in lost opportunities for the apprehension and prosecution of criminal suspects.

#### **POLICY STATEMENT:**

The San Jose State University Police Department (UPD) has been charged with reviewing, recommending, approving and managing proposed and existing video security applications on properties owned, leased or controlled by San Jose State University. All video security systems must conform to federal and state laws and University policy. In addition, the systems must conform to standards established by UPD and Information Technology Services (ITS). ITS is responsible for reviewing the technological aspects of proposed and existing video security systems, to ensure compatibility with San Jose State infrastructure. In addition, they will ensure that the systems are properly maintained.

#### **RESPONSIBILITIES:**

UPD

- a) Reviews and approves the installation of video security applications.
- b) Manages video security systems at San Jose State University.
- c) Maintains a list of University cameras and locations.
- d) Receives and processes all requests for the release of video recordings.
- e) Releases video recordings upon the authorization of the Chief of Police or designee.

- f) Documents the release of video recordings.
- g) Reviews policy annually and updates as necessary.

#### ITS

- a) Reviews and approves hardware and software to be used in a video security system, to ensure compatibility with University infrastructure.
- b) Reviews, approves and oversees a maintenance program for University video security systems.

#### **PROCEDURES:**

- a) Information obtained through video security applications will be used primarily for security and law enforcement purposes. It may also be used in civil suits.
- b) Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel will be trained and supervised in the appropriate use of video security applications.
- c) Video security monitoring will be based on the suspicious behavior of person/persons. Video security applications will not be used to monitor a person based on individual characteristics such as race, color, national origin, religion, gender, age, ethnicity, sexual orientation, disability, citizenship status, and political activities or affiliations.
- d) Video security applications will not be approved for private living spaces but are permitted in hallways, stairways, entrances, exits and common areas.
- e) Camera control operators and managers will be trained in the technical, legal and ethical parameters of security camera use. They will receive a copy of this procedure and will provide written acknowledgement of such receipt.
- f) Dummy cameras will not be used because they could lead to a false sense of security.
- g) Campus entities approved for video security applications will allow UPD unlimited access to video recordings and applications for use in police investigations.
- h) Video security application DVRs/Servers will be stored in a secure location with access by authorized personnel only.
- i) UPD will be consulted prior to the release of any video recordings.
- j) Campus entities with video security systems will provide UPD with a list of persons who can be contacted about the system during non-business hours.
- k) Approved video security systems will record at a minimum of fifteen (15) frames per second.
- l) Video recordings will be stored for three hundred and sixty-five (365) days and then erased unless retained as part of a criminal investigation, court proceeding, personnel action or other use approved by the Chief of Police or designee.

m) The installation and maintenance of video security applications are the financial; responsibility of the requesting campus entity.

**REQUESTS:**

All requests for video security applications will be submitted to UPD via the on line video security system request form.

**APPEALS:**

In those instances in which an application for permission to install a video security system is not approved, the requesting entity may appeal to the Vice President of Administration and Finance.