

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Closed Circuit Television (CCTV) Policy

NUMBER: Policy VII-9

Closed Circuit Television (CCTV) is a critical component of the comprehensive safety plan at the South Dakota School of Mines & Technology (SD Mines). This policy provides guidelines for the use of CCTV on university property to ensure security is enhanced while reasonable privacy is maintained.

General Principles & Procedures

- A. CCTV at SD Mines exists to deter crime and protect the safety of the people and security of the property of the university community.
- B. Footage and information from CCTV will be available only to SD Mines Campus Safety personnel or designee.
 - a. Footage and information will be released to others, internally and externally, only by approval by the Director of Campus Safety, the Director of Facilities, or the Vice President for Finance and Administration.
 - b. Receipt of a subpoena for release of footage will be forwarded to the Director of Campus Safety, the Director of Facilities, or the Vice President for Finance and Administration for review prior to release of any footage.
- C. The existence of this policy does not imply or guarantee that cameras will be constantly monitored in real time.
- D. Monitoring and footage review will be conducted in a manner consistent with all existing South Dakota Board of Regents and SD Mines policies including the Non-Discrimination Policy and the Human Rights Policies. Monitoring and footage review based on classifications contained in the Non-Discrimination Policy (e.g., sex, race, national origin) is prohibited.
- E. CCTV installation is focused on:
 - a. High-traffic areas, including but not limited to:
 - i. Building entrances/exits
 - ii. Property perimeter areas
 - iii. Walkways
 - iv. Parking facilities
 - v. Elevators
 - vi. Parking lots
 - vii. Laundry facilities
 - viii. Facilities open to the public
 - b. Areas that house critical equipment or items of high value.

- c. Other areas, may be included upon a petition to the Director of Campus Safety, and approved by the SD Mines Executive Council.
- F. CCTV shall be limited to uses that ensure a reasonable expectation of privacy.
 - a. In Residential facilities, CCTV camera positions and views are focused on high-traffic points limited to elevators, community laundry facilities, and entry/exit points.
 - b. CCTV use in residential hallways/lounges will only be used when a specific safety risk is determined. Monitoring and footage review will be approved by the Director of Campus Safety in consultation with the Director of Residence Life.
 - c. CCTV use in residential rooms, suites, or apartments is not permitted without authorization from all residents of the subject room, suite, or apartment, in consultation with the Director of Campus Safety.
 - d. CCTV use in bathrooms, locker rooms, or changing rooms is not permitted.
- G. CCTV recordings may be retained for a period not to exceed 60 days, unless retained as part of an investigation (civil or criminal), court proceeding, litigation hold, or student conduct investigation.
- H. Recordings will be retained in a secure environment with access by authorized personnel only.

SOURCE: Student Development Office, Oct. 2014