POLICY MEMORANDUM

Use of Cameras to Monitor Facilities and/or Activities

POLICY STATEMENT:

Based on the successful implementation of a server-based security camera program on the campus of Missouri University of Science and Technology, several campus business units have expressed an interest in having security cameras in their respective workspaces and common areas. Based on this interest, a security camera request form was prepared and placed on the University Police Department’s webpage (police@mst.edu).

The purpose of this policy is to ensure that all cameras on campus used for monitoring are consistent with server-stored memory using the platform identified by the University Police Department.

DEFINITION:

Any campus business unit that needs a camera for monitoring shall request said camera using the form located on the University Police webpage. After submission, the request will be evaluated by departments under the Division of Finance and Operations to ensure that the requesting business unit’s specific needs are met using the most appropriate and cost effective method. For cameras outside the scope of law enforcement, the request will also be reviewed by the Security and Safety Working Group. The requesting business unit will be informed of the estimated costs for the project. The information recorded on the camera will be stored on one of the University Police Department’s camera servers. The requesting business unit may request the camera views just be stored on the server or be stored on the server and viewed by the University Police Department. The amount of time the recorded views will remain on the server will depend on server space availability. Any request to review historical footage or camera footage that is outside the scope of safety and security will be addressed by the Safety and Security Working Group prior to approval. Any requests to view camera footage by a department or agency outside the University System and outside the scope of law enforcement, will be directed to UM System General Counsel.

All existing cameras used for monitoring on campus shall conform to this policy. All exceptions must be requested and go through the process as defined in ROLES and RESPONSIBILITIES.

ROLES AND RESPONSIBILITIES:

All requested exceptions to this policy will be made in writing and forwarded to the Chief of Police for initiation. The Chief of Police will discuss any requested exemptions with the Safety and Security Working Group. The Chief of Police will receive recommendations from University leadership representatives and communicate the final exemption decision (approved or denied) to the requesting individual or department. Any request that is denied may be appealed to the Vice Chancellor of Finance and Operations and, if appropriate, to the Provost’s Office. UM System General Counsel may also be consulted for specific questions on exemption requests.
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This policy does not apply to human subject research conducted with Institutional Review Board (IRB) approval.

EFFECTIVE DATE: TBD
RESPONSIBILITY: University Police
Safety and Security Working Group
Vice Chancellor of Finance and Operations
BASIS: Implementation of server-based security program on campus.

Mo. Dehghani, Ph.D.
Chancellor