

Camera/Voice recording Guidelines Wesleyan Office of Public Safety

Purpose

Wesleyan University is committed to providing a safe campus environment for the students, faculty, staff and guests of our community. One component used to enhance security is the utilization of surveillance cameras. Surveillance cameras in public areas are intended to deter crime and assist in protecting the safety of community members and Wesleyan property.

These guidelines pertain to the viewing, retention, dissemination, and destruction of recordings.

Installation Procedures and Locations

The use of cameras is limited to areas that do not violate a person's reasonable expectation of privacy. All cameras will only be installed with the advance approval of the Director of Public Safety and appropriate University officials. The use of surveillance cameras for monitoring or recording must be used in a professional, ethical, and legal manner.

The University will limit camera positions and views of certain areas. Any view within a residential living space will require advance approval from the Vice president for Student Affairs. Surveillance cameras will not view private bedrooms, bathrooms, locker room dressing/shower areas, or private offices. All new installation of surveillance cameras must be coordinated through Public Safety and should be able to be viewed by Public Safety supervisors at Headquarters. Equipment that is stand alone and can not be observed by Public Safety is not considered part of the official camera program.

Viewing

Other than Public Safety Personnel, only those determined by the Directors of Public Safety will be involved in, or have access to, surveillance monitoring. Approval may also involve the office of General Counsel or Vice President depending on the request. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week, however the University reserves the right to do so.

Retention and Release of Information

Footage obtained through surveillance monitoring or recording will be retained for a length of time deemed appropriate for the purpose of monitoring. Some footage may have historical value or may be used for a criminal and/or judicial investigation in accordance with university policy. Such recordings will be copied and stored in a secure location with access by authorized personnel only.

University personnel are prohibited from using or disseminating information acquired from surveillance cameras except for official purposes. All information and/or observations made in the use of surveillance cameras are considered confidential and can only be used for official University and law enforcement purposes. Information and results obtained through surveillance monitoring or recording will only be released when authorized by the Directors of Public Safety.

Phones:

Public Safety's phones and radios, as well as the Physical Plant radios, are recorded. Officers have a limited playback window in the Dispatch area but cannot save/email audio recordings. Supervisors have access for playbacks to the start of the system and can also save recordings. The listening and retention/release of audio recordings follows the same viewing/retention/release criteria as the video recordings.

Outside Requests

All requests from MPD, or anyone outside of the department, if not specifically cleared above, need to be cleared by a Director prior to them seeing or hearing any footage/recordings.

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