

**BRIDGEWATER STATE UNIVERSITY**  
**Policy on the Installation and Use of Video Security Cameras on Campus**

**1. PURPOSE**

The purpose of this policy is to provide guidelines for the installation and use of video security cameras at Bridgewater State University. Security cameras are important tools in enhancing the safety and security of members of the campus community. Cameras can deter crime and assist law enforcement and other university officials charged with investigating alleged violations of law or university policy. Cameras must be used, however, in a way that respects the privacy expectations of members of the university community.

**2. APPLICABILITY**

This policy applies to the permanent installation and use, by the university, of video security cameras on all property owned or controlled by Bridgewater State University.

**3. POLICY**

Responsibility for oversight of the installation, utilization, and maintenance of security cameras shall be jointly exercised by the university's Operations Division, Information Technology Division, Police Department, and Cabinet.

This responsibility includes the following specific areas:

- Creation and review of a campus strategy for the procurement, deployment, and use of security cameras, including this and related policies;
- designation of the standard campus security camera system or service;
- authorizing the placement of all security cameras;
- authorizing the purchase of any new security cameras or camera systems;
- reviewing existing security camera systems and installations and identifying modifications required to bring them into compliance with this policy;
- creating and approving campus standards for security cameras and their use; and
- maintaining existing cameras.

The executive director of public safety and chief of police, in consultation with the vice president of operations, is responsible for authorizing the location of security cameras on campus.

Consistent with the requirements of state law, security cameras utilized by the university will not monitor or record sound. Audio recordings shall be prohibited unless permitted by law and specifically authorized by the executive director of public safety and chief of police.

Installation and use of security cameras shall be limited to public areas, and shall be aimed away from private areas at all times.

Inoperative, placebo, or decoy security cameras should not be installed or utilized, as they may lead to a false sense of security that someone is monitoring an operational camera.

The Bridgewater State University Police Department may monitor and review security camera feeds and recordings as needed to support investigations and to enhance public safety. It is not intended or expected that security cameras will be constantly monitored in real time.

With the approval of the executive director of public safety and chief of police, other university personnel may be permitted to monitor live camera feeds and review camera recordings for legitimate public safety reasons.

Monitoring individuals based on characteristics of race, gender, gender identity, ethnicity, sexual orientation, disability, or other protected characteristics is prohibited.

### **Signage Requirements**

All locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras.

Notification signs shall be placed in conspicuous areas in close proximity to the security cameras. For buildings with interior cameras, this shall include, at a minimum, the placement of signs at all primary building entrances.

### **Use of Recordings**

Security camera recordings, with the approval of the executive director of public safety and chief of police, shall be used for the purposes of enhancing public safety, discouraging theft and other criminal activities, and investigating incidents.

Security cameras shall not be utilized to conduct personnel investigations, such as those related to workplace attendance, time studies, or work quality; provided, however, that evidence of criminal activity on the part of university employees may be shared with appropriate university officials.

## **4. DEFINITIONS**

**Private areas:** areas in which a person has a reasonable expectation of privacy, including, but not limited to, non-common areas of residence halls, internal residence hall corridors, university bathrooms, shower areas, locker and changing rooms and other areas where a reasonable person might change clothes. Additionally, areas designed for the personal comfort

of university employees or the safeguarding of their possessions, such as lounges and locker rooms, and areas dedicated to medical, physical, or mental therapy or treatment shall be considered private areas for the purpose of this policy.

**Public areas:** areas made available for use by the public, including, but not limited to, campus grounds, parking areas, building exteriors, loading docks, areas of ingress and egress, gymnasiums, recreation areas, and retail establishments. Areas of the university in which persons would not have a reasonable expectation of privacy, but to which access is restricted to certain university employees, such as storage areas, shall also be considered public areas for the purpose of this policy.

**Security camera:** a camera used for monitoring or recording public areas for the purposes of enhancing public safety, discouraging theft and other criminal activities, and investigating incidents.

**Security camera recording:** a digital or analog recording of the feed from a security camera.

## 5. EXCLUSIONS

This policy shall not apply to use of cameras by private individuals, or by the university or its agents for reasons unrelated to surveillance activity, including remote monitoring of facilities construction and progress; videotaping of university events; the use of cameras for educational purposes; utilization of cameras for marketing and communication purposes; or for commercial reasons with university approval.

This policy will be construed to operate in conjunction with, or in addition to, the Campus Photography Policy.

Finally, this policy does not apply to cameras used by law enforcement personnel in connection with the ordinary law enforcement activities of the university, including the following:

- temporary, covert operations for the purpose of criminal investigation;
- routine monitoring of detainee areas within police facilities;
- routine use of mobile cameras used within law enforcement vehicles;
- use of body-worn or otherwise portable cameras used during the course of investigations or other, routine law enforcement functions.

## 6. POLICY QUESTIONS OR CONCERNS

Questions or concerns about this policy should be directed to the university's executive director of public safety and chief of police.

This policy will be reviewed and revised annually or more frequently as circumstances require.

*Aug. 2017*