



University Police
Department of Public Safety
4393 University Drive, MS 3D3
Fairfax, Virginia 22030
Phone: 703-993-2810; Fax: 703-993-2865

CCTV MONITORING FOR OUTSIDE AGENCIES

I. Scope

This Policy will properly define the security procedures of the University CCTV systems use by outside agencies.

II. Policy Statement

The George Mason University's CCTV system has been evaluated and classified as a highly sensitive information system. This policy requires the system owner to develop, document, implement, and enforce access security procedures and practices commensurate with the sensitivity classification of the system and its data. This policy specifically covers the monitoring procedures of the GMU CCTV system by agencies other than the GMU Police Department. (See ITRM Sec. 4.2.1, pg.17, 4.7.2, pg. 23)

PURPOSE

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras to observe and record areas for the purpose of safety and security. 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.

GENERAL PRINCIPLES

A. George Mason University is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. A critical component of a comprehensive security plan using this technology is closed circuit television (CCTV).

B. The purpose of CCTV surveillance of public areas is to deter crime and to assist the DPS in protecting the safety and property of the campus community. Any diversion of security technologies and personnel for other purposes (e.g., surveillance of political or religious activities, or employee and/or student evaluations) would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.

C. Video surveillance for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video surveillance will be appropriately trained and supervised in the responsible use of this technology. Violations of the Code of Procedures for video surveillance referenced in this policy may result in disciplinary action consistent with the rules and regulations governing employees of this university.

D. Information obtained through the video surveillance will only be released when authorized by the Chief of Police, Assistant Chief, the DPS director or his/her designee according to the procedures established in this policy.

E. Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing campus policies, including the Non-Discrimination policy and Sexual Harassment policy. The code of procedures for video surveillance prohibits surveillance based on the characteristics and classifications contained in the Non-Discrimination policy (e.g., race, gender, sexual orientation, national origin, disability, etc.)

F. Video surveillance of public areas for security purposes at the campus is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

RESPONSIBILITIES

A. The George Mason Department of Public Safety (DPS) is the department authorized to oversee and coordinate the use of the CCTV surveillance for safety and security purposes at the campus.

B. The Physical Security Director has the responsibility to authorize all CCTV surveillance for safety and security purposes on campus. All new installations will follow this policy. The Chief of Police or his/her designee will be notified of and approve all camera locations and focus areas.

C. The George Mason DPS will monitor new developments in the relevant law and in security industry practices to ensure that CCTV systems at the campus stays consistent with the highest standards, protections, and compliant with all Federal, State, and local laws.

D. The DPS officers will accept input and recommendations on camera locations, and also review camera locations to ensure the perimeter of view conforms to this policy.

The proposed location of cameras will be reviewed by the DPS director or designee for approval prior to installation. The locations of temporary cameras to be used for special events will also be reviewed by the DPS Director. (Note: "Temporary" does not include mobile video equipment or hidden cameras used for criminal investigations).

Included with the list of CCTV camera locations will be a general description of the technology employed and the capabilities of the cameras.

The George Mason DPS will review complaints regarding camera locations and determine whether this CCTV policy is being followed. The DPS Director will determine whether the potential increment in community security outweighs any likely infringement of individual privacy. Any appeal of a decision by the DPS Director may be reviewed by the Chief of Police.

E. The Public Safety Director will review all outside agency requests received to release recordings obtained through CCTV cameras. No releases of CCTV recordings will occur without authorization by the Chief of Police, Assistant Chief or the DPS Director or his/her designee. All requests will be filled out on the *CCTV request form* and sent to the Director of Public Safety for review. (*Available on line At Police website*)

F. The Chief of Police or his/her designee may audit any CCTV operations, including recorded footage, at any time.

CODE OF PROCEDURES

A. All individuals who would like to view certain cameras on the GMU CCTV system must send a written request to the Director of Public Safety or his/her designee. In this request, there must be a compelling reason for the access to view these cameras. All requests will be reviewed and the Chief of Police or designee will make the final approval.

B. All individuals given access to University CCTV cameras involved in video surveillance of public areas will view the cameras in accordance with this policy.

C. The George Mason DPS will limit camera positions and views of residential housing. Any view of housing will be no greater than what is available with unaided vision. Furthermore the view of a residential housing facility must not violate the standard of "reasonable expectation of privacy."

D. All individuals given access to CCTV cameras are prohibited from tampering with or duplicating recorded information without the expressed consent of the DPS Director.

E. Recorded video may be stored for a period not to exceed 60 days and will then be overwritten, unless retained as a part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the DPS Director or his/her designee.

F. The CCTV computer hard drive will be secured and only accessed by authorized personnel only.

G. All individuals given access to CCTV cameras will be trained in the technical, legal and ethical parameters of appropriate camera use, will receive a copy of this policy, and will sign a CCTV/Access Sensitive information non-disclosure agreement. The access rights will be reviewed on an annual basis by Public Safety.

H. All individuals given access to CCTV cameras will not monitor individuals based on characteristics or race, gender, ethnicity, sexual orientation, disability or any other classifications protected by the campus Non-Discrimination policy.

I. All individuals will **NOT** view private rooms or areas through windows.

J. The GMU Police Department reserves the right to terminate the viewing access at any time.