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EAST TENNESSEE STATE  
UNIVERSITY

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## **Security Camera Policy**

## **Policy Name:** Security Camera Policy

### **Policy Purpose**

This policy specifies the authorized use of security cameras on the campus of East Tennessee State University (ETSU or University).

### **Applicability**

This policy applies to all faculty, staff, students, visitors, and third-party vendors.

### **Responsible Official, Office, and Interpretation**

The ETSU Chief of Police is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Police Department. The Chief Operations Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

### **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

N/A

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## **Policy**

The ETSU Police Department determines the appropriateness of installing University authorized security cameras on campus that are used for non-instructional purposes. The Chief Operating Officer has established a Security Camera Advisory Group to review and make recommendations regarding locations of security cameras based on the parameters described below.

### **1. Appropriate Uses of Campus Security Cameras**

Security camera use on campus for non-instructional purposes is considered appropriate when it enhances:

- 1.1. The safety and security of individuals, equipment, and facilities.
- 1.2. The safety and security of public areas.
- 1.3. The safety and security of building entrances and exits.
- 1.4. The investigation of criminal activity.

### **2. Inappropriate Uses of Campus Security Cameras**

Security camera use on campus for non-instructional purposes is considered inappropriate when:

- 2.1. It infringes on a person's reasonable expectation of privacy.
- 2.2. It is used as a means of surreptitiously evaluating employee performance.
- 2.3. It entails the installing of dummy cameras that do not operate on a regular basis.

### **3. Principles Regarding the Use of Security Cameras at ETSU for Non-Instructional Purposes.**

The following principles will guide the use of security cameras at ETSU for non-instructional purposes:

- 3.1. All recording of the activities of individuals or groups by University authorized security cameras will be conducted in a manner consistent with existing University policies and will never be based on the subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability, or other protected classifications.

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- 3.2. All recording of video records will be conducted in a professional, ethical, and legal manner. The ETSU Police Department or any other University department personnel assigned to review video records will receive training in the effective, legal, and ethical, use of the recording equipment. Misuse of security camera recordings will subject the individual to appropriate disciplinary action up to and including termination.
- 3.3. All recording of public areas for security and safety purposes by University authorized security cameras is limited exclusively to practices that will not violate the standard of a reasonable expectation of privacy.
- 3.4. Recorded images made by University authorized security cameras will be archived for the University in a security location for a specific predetermined period of time by Information Technology Services and will be accessible to authorized University personnel on an as-needed basis only. All video surveillance records shall be stored in a secure University centralized location for a period of no less than 14 days and then be erased or written over as needed, unless retained as part of a criminal investigation or court proceedings (criminal or civil), as part of a bona fide use as approved by the Chief of Police, or in response to a preservation request issued by the Office of University Counsel. The alteration of previously recorded images is strictly prohibited.
- 3.5. Signage giving notice of recording by security cameras will be posted in areas as deemed appropriate by the Security Camera Advisory Group.
- 3.6. Notwithstanding the provisions herein, the University will comply with its legal obligations with respect to search warrants.
- 3.7. Concerns about the possible infringement of these principles should be directed immediately to the Department of Public Safety.
- 3.8. Any persons who tamper with or destroy video security equipment are subject to criminal proceedings and/or campus judicial action.

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## **Procedures**

### **1. Implementation.**

- 1.1. ETSU Departments wishing to install cameras in departmental controlled areas may make a request using the [Renovation and/or Space Use Request Form](#), located on the Facilities Management website.
- 1.2. If approved, the equipment and installation cost as well as a prorated amount of ongoing maintenance costs is the responsibility of the requesting department.
- 1.3. Any cameras purchased by the department must conform to the University standard and be placed on the University system.
- 1.4. ETSU Departments shall in no case be allowed to install or control their own security cameras.

## **Applicable Forms and Websites**

[Renovation and/or Space Use Request Form](#).

## **Authority and Revisions**

**Authority:** T.C.A. § 49-8-203, et seq.

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.