POLICY & PROCEDURE MANUAL
North Dakota State College of Science

Video & Surveillance Camera Policy

Source: NDSCS President

Applies to: This policy applies to all audio and/or video imaging and recording equipment installed on campus for the purposes of capturing video or still images over time for live viewing or for later playback. This policy does not apply to the use of hand-held cameras in public areas of campus by NDSCS students or employees, media organizations, or the public.

Purpose: The intent of this policy is to ensure video cameras are installed in a manner that protects the privacy of the campus community, are consistent with security efforts and presents the college in a favorable light.

Policy

The NDSCS Chief Information Officer shall have primary oversight responsibilities for campus video cameras. These responsibilities will include maintaining a current list of video cameras and/or systems, and ensuring that these cameras are installed and operated in compliance with the requirements below.

1. **Security Considerations.** Campus police shall be informed of all video cameras installed on campus, regardless of whether they are attached to the campus network. Campus police may request the removal of cameras in areas of campus where there is a reasonable expectation of privacy, or where installation of such devices would compromise security or otherwise interfere with the safe and appropriate operation of the college.
2. **Bandwidth and Network.** Any camera, monitoring or recording equipment connected to the campus data network must have prior approval from the NDSCS Chief Information Officer before it is purchased or installed.
3. **Sponsorship.** Any camera or recording device installed on campus must be sponsored by Campus Police, College Relations & Marketing, Instructional Technologies or other departments as approved by the CIO, within the following constraints. Cameras installed without the appropriate sponsorship or permission shall be removed from service.
    - Cameras intended for security purposes must be operated under the sponsorship of Campus Police. Access to the video captured by these cameras should only be available to Campus Police or its designated monitoring staff. Campus Police will establish additional guidelines for these cameras as necessary.
    - Cameras that are available for public viewing (even if not promoted for that purpose) must be operated under the sponsorship of College Relations & Marketing. College Relations & Marketing may establish additional guidelines for these cameras as necessary.

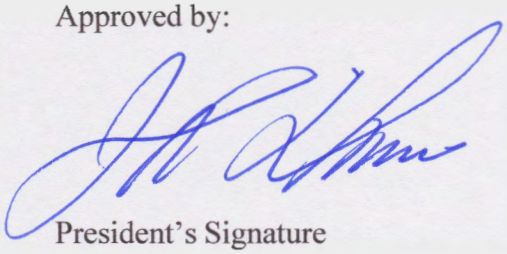
- Secure (e.g., password-protected), closed-circuit cameras that are intended for a narrow purpose (e.g., monitoring a reception area or service counter to determine if customers are present) within a specific department may be installed with prior approval of the Chief Information Officer and notification of Campus Police.
- Videoconferencing cameras installed in classrooms and conference rooms are the responsibility of and fall under the sponsorship of the Instructional Technology Department.
- In the event that there is disagreement on the applicability of these guidelines to a particular video or image-capture device, the matter will be resolved by an ad hoc group consisting of the head of Campus Police, the director of College Relations & Marketing, and the Chief Information Officer.

4. **Installation and Maintenance.** The ITS Department will serve as the primary contact regarding video and surveillance cameras for matters including support and repair. ITS and Facilities Management will collaborate to provide appropriate project oversight, contract management, security and technical specifications related to the installation of all cameras on campus, either directly or through the engagement of vendors, subject to the guidelines provided in this policy. Sponsoring departments will be responsible for all costs related to equipment, cabling, installation, maintenance, and bandwidth related to video camera installations. Outside vendors may be engaged to install and maintain cameras on campus in collaboration with relevant departments (e.g., Campus Police, Residence Life), subject to the approval of the Chief Information Officer and the Director of Facilities Management.

Where to Obtain Additional Information

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu.

Approved by:



President's Signature

3-16-16

Date