

## **Campus Security Cameras**

Students, faculty, staff, parents/guardians, and visitors should be aware that Mayville State University has surveillance cameras monitoring campus buildings and public areas, including residence hall facilities.

Camera recordings are reviewed by MSU officials for safety and potential student conduct purposes, and may be provided to law enforcement, if deemed necessary. Students, faculty, staff, parents/guardians and visitors should understand that their actions in these public areas may be recorded and that they should have no expectation of privacy in these areas.

### **Specific Policy Provisions**

Mayville State may use video surveillance:

1. To monitor and protect campus property;
2. To foster the safety and security of students, faculty, staff and visitors while at work, while attending classes, or while participating in campus functions;
3. To respond to specific inquiries and proceedings from local law enforcement;
4. To provide evidence and/or information that may be used in student conduct proceedings.

Video cameras will be utilized on campus grounds as recommended by MSU administration and as approved by the President. Video recording equipment may be in operation up to 24 hours per day. MSU shall notify students, faculty, staff and the public that such video surveillance may occur on campus property via signage and/or announcements in student/employee handbooks, or by public e-mail messages.

Equipment shall not monitor areas where students, employees and the public have a reasonable expectation of privacy, such as locker rooms and private/public restrooms. Video monitors shall not be located in areas that enable public viewing. Student, faculty, staff or visitor requests to inspect video surveillance must be made in writing to a Mayville State Cabinet official. All video surveillance equipment shall be used in accordance with local, state and federal laws and regulations.

The use of video surveillance equipment on the MSU campus shall be supervised and controlled by the Cabinet and staff designated by the Cabinet. Specific individuals who shall have access to video surveillance shall include:

- Cabinet Members and designated Administrative Support Personnel
- Director of Physical Plant
- Director of Facilities Services
- Student Conduct Officer

Administrative staff and campus security officials with access to the video surveillance system will be required to review and apply these guidelines in the performance of their duties. In accordance with a standing Memorandum of Understanding, Mayville City Police will be allowed limited access to the video surveillance system to assist with their monitoring of campus property when on patrol, or if they have reason to believe that illegal or suspicious activities have occurred on campus.

Video recordings shall be reviewed only when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples may include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student/faculty/staff/visitor altercations, etc.

Students, faculty, staff, and visitors are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and video camera equipment and will be subject to appropriate disciplinary actions should they be found to have done so.

MSU shall provide reasonable safeguards against unauthorized use of the video camera surveillance system, to include password protection, well managed fire walls and controlled physical access.

**Adopted: February 5, 2010**

**Sponsor: President's Cabinet**