Security Surveillance Camera and Video
Policy

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<th>Functional Owner</th>
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**Policy Summary**

The policy codifies the use of cameras and video equipment in the protection of lives, research, and property of the University of Wisconsin-Madison campus community. Video surveillance (CCTV and Web Cam) is used to enhance security, safety, and quality of life of the community by integrating best practices with state-of-the-art technology. The policy outlines when and how fixed security cameras are to be installed, how images and data are to be stored and recorded, and the conditions under which stored images, video or data are to be used and released. 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.

**Who This Policy Applies To**

The policy is applicable to current and future UW-Madison and UW System sites and facilities including, UW Transportation Lots and parking garages, all properties leased and sub leased from and for UW-Madison, which fall under the operational jurisdiction of any or all of the following entities of the UW-Madison: Police Department (UWPD), Division of Information Technology (DoIT), Facilities Planning and Management and FP&M.

The policy applies to all personnel, schools, colleges, departments, offices and other divisions of the University of Wisconsin-Madison that utilize video surveillance except those exempted below.

The following are exempt from this policy:

- Video recording equipment used by the UWPD for evidentiary or investigative purposes
- Cameras used for academic and research purposes, including libraries
- Video equipment used for the recording of public events or for broadcast, educational or operational purposes. Examples include videotaping of athletic events for post-game review; videotaping of concerts, plays and lectures; videotaped interviews of persons; Automated Teller Machines.
- Transportation Services parking gate cameras used for operational purposes (to the extent that FP&M Transportation Services personnel may view the camera images without permission, but the video will be stored in a secure location as specified below).

**Rationale**

The policy is in place to:
• Ensure people viewing video surveillance are authorized to do so
• Ensure individuals requesting video surveillance and/or recording are authorized to do so
• Ensure a process of accountability for the use of video surveillance and/or recording
• Ensure that standard equipment is being installed campus-wide
• Ensure compliance with Federal, State and/or University of Wisconsin guidelines

Policy Detail

SCOPE: Monitoring of public areas for security purposes will be conducted in a manner consistent with all existing university policies, including Non-Discrimination Policy, Sexual Harassment Policy and CLERY. Monitoring of public areas for security purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by law. Examples include but are not limited to individual dormitory rooms, restrooms and locker rooms.

When applicable, staff involved in video monitoring will be appropriately trained and supervised by a member of the UWPD in the responsible use of this technology. Video information obtained through monitoring will be used exclusively for safety, security, human Resources, risk management, training, and law enforcement purposes. Recorded data will be stored in a secure location with access limited to authorized staff.

I. RESPONSIBILITIES

A. The UWPD is authorized to oversee and coordinate the use of video surveillance.
B. The Associate Vice Chancellor/Chief of Police or designee must authorize all video surveillance.
C. The Associate Vice Chancellor/Chief of Police or designee will review all requests to release video records. Any request for release of records will be made in writing.
D. The UWPD Director of Security Video Operations is appointed the administrator of the campus surveillance camera and video system.
E. The Associate Vice Chancellor/Chief of Police, Associate Vice Chancellor for FP&M and the Director, DoIT Systems Engineering & Operations at the direction of the Chief Information Officer and Vice Provost for Information Technology oversight board and will review this policy annually to recommend revisions, if needed.
F. DoIT will manage the servers associated with cameras and video surveillance.
G. FP&M or their designee will be responsible for, and have the authority over, the execution of construction activities of premise wiring in all UW-Madison buildings to ensure that all installations are both code compliant and meet University standards. FP&M Physical Plant will coordinate all installations with UWPD and DoIT.
H. Requests for repair, maintenance and replacement will be routed through the UWPD to the FP&M Physical Plant.
I. Purchasing of cameras will be handled by UWPD in consultation with DoIT and FP&M Physical regarding specifications such as camera types and megapixels.
J. UWPD IS Unit, DoIT and FP&M Physical Plant will review campus standards pertaining to cameras annually and make necessary adjustments.
K. Deans, Directors or designees of each School or College are responsible for the full implementation of this policy within their respective areas.

L. Building designee that is appointed to work with the camera administrator is responsible for keeping their list of users up to date and notifying the camera administrator of changes.

II. SECURITY SURVEILLANCE CAMERA ACCESS AND RECORDED DATA USE AND OPERATION

A. UWPD will have access to all video surveillance.

B. UWPD, DoIT and FP&M will monitor developments in the law, technology and security industry practices to ensure that camera surveillance is consistent with best practices and compliant with federal and state laws.

C. UWPD will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed and report results to the oversight board.

D. UWPD staff involved in video monitoring will be appropriately trained in responsible use of the technology.

E. UWPD’s IS Unit, in conjunction with DoIT, will provide periodic administrative updates and guidance to video surveillance camera systems operators including Web-Client users.

F. Video surveillance information obtained through monitoring will be used exclusively for safety, security, human resources, risk management, training and law enforcement purposes, except where noted as “exempt” above.

G. Monitoring of individuals solely based on characteristics of race, gender, sexual orientation, disability or other protected classification is explicitly prohibited.

H. Monitoring of the non-public areas of privately owned buildings within the view of the cameras is prohibited except by court order or immediate life safety issues.

I. Authorized Web Client users or operators of video surveillance systems located in their respective buildings are individuals who have been assigned responsibility by deans, directors, or other executive authorities. The list of the authorized users will be updated annually by the UWPD IS Unit.

J. All surveillance records will be stored in a secure centralized location for a period of 120 days.

K. Any Select Agent (SA) location will be on its own video network, separate from the general campus-wide security surveillance network. The SA labs and research areas will be equipped with a notification system informing DoIT and UWPD of problems or issues with the video surveillance system.

III. INSTALLATION AND ISSUANCE

A. UWPD will make assessments for new camera locations not already in existence. The assessments will be made in consultation with building occupants, DoIT and FP&M as needed and appropriate.

B. UWPD’s IS Unit will maintain a current inventory of permanent camera installations.

C. UWPD’s IS Unit will facilitate access to recorded images of possible crimes and incidents requiring investigation.
D. All requests for installing video surveillance on UW-Madison property must be routed to the IS Unit of the UWPD. A representative of the IS Unit trained in camera placement will then conduct a site assessment documenting proposed camera locations and document requested areas where current conditions are not feasible for placement and forward to the appropriate entities, i.e., FP&M Physical Plant Customer Service, DoIT, AIMS, to develop a cost estimate to be provided to the requestor.

E. All video surveillance equipment must comply with current University standards. See Appendix.

F. Notification of camera and network problems or issues will occur through an alarm or other notification system authorized by DoIT.

G. Video surveillance will connect to the authorized server and in circumstances identified by the UWPD IS Unit, will be encrypted.

H. All new installations of video surveillance scheduled after the effective date of this policy must be in compliance with the terms and conditions of this policy and must meet the technical specifications and campus standards listed in the Appendix.

I. Existing installations must be brought into compliance with this policy at the time that replacement or upgrades of security surveillance camera systems and components occurs.

J. All original recorded images generated by surveillance cameras must be stored in a secure location established by DoIT and UWPD.

Consequences for Non-Compliance VIOLATIONS AND SANCTIONS:

Violations of this policy by operators of surveillance camera systems will be considered misconduct on the part of the employee and will be subject to institutional or criminal sanctions. UWS 18.06 Conduct on University Lands

(6) PHYSICAL SECURITY COMPLIANCE. (a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof. (b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same. (c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device. (d) Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized University official.

UWS 18.13 Penalties

Unless otherwise specified, the penalty for violating any of the rules in ss. UWS 18.06 to 18.12 shall be a forfeiture of not more than $500, as provided in s. 36.11(1)(c), Stats.
Note: Violations of the rules in ss. UWS 18.06 to 18.12 will be processed in accordance with the citation procedure established in s. 778.25, Stats.

History: Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. Register, November, 1991, No 431, eff. 121-91; CR 08-099: renum. From UWS 18.07 and am. Register August 2009 No. 644, eff. 9-1-09.

Supporting Tools
Appendix: Camera Specifications from 2014 Request for Proposal – UW-Madison Standards

Responsibilities
This policy will be maintained by the Video Surveillance Oversight Board and revisions may be made as needed.
Members: UW-Madison Associate Vice Chancellor/Chief of Police, UW-Madison Associate Vice Chancellor for Facilities Planning and Management and the Director of the UW-Madison Division of Information Technology.

Appendix – Camera Specifications from 2017 Request for Proposal

All Cameras:
- Work with the Milestone XProtext Corporate 2016 R2 Edition
- PoE
- Work within WI temperatures Indoors- -10C to 50C, Outdoors -40C to 50C

PTZ (Point to Zoom) Outdoor Cameras:
- Day/Night Functionality
- H.264 compliant
- Tour Recording Capable
- 20x optical zoom or better
- Wide Dynamic Range compatible with the ability to account for varying environmental conditions
- 1080p compliant or better
- Image stabilization
- SD/ Card compatible with ability up to or more than 64gb
- Standard 3 year warranty or better
- Auto focus
• IR Illuminator

**PTZ Indoor:**
• Wide Dynamic Range compatible with the ability to account for varying environmental conditions
• H.264 Compliant
• Tour Recording Capable
• 20x optical zoom or better
• 1080p compliant or better
• Image stabilization
• SD/ Card compatible with ability up to or more than 64gb
• Standard 3 year warranty or better
• Auto focus
• Day/Night Functionality
• IR Illuminator

**Indoor-Fixed:**
• Auto focus
• Wide Dynamic Range compatible with the ability to account for varying environmental conditions
• 1080p compliant or better
• H.264 compliant
• 4x digital zoom or better

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**Outdoor Fixed:**
• Auto focus
• Wide Dynamic Range compatible with the ability to account for varying environmental conditions
• 1080p Compliant or better
• H.264 Compliant
• 4x digital zoom or better
• 180 degree