PURPOSE

1. The surveillance cameras, positioned around campus, are present to assist the University of New Orleans in its goal to provide and ensure a safe environment for all faculty, staff, students, and visitors.

POLICY

2. It shall be Department policy to regulate the use of surveillance cameras to protect the legal and privacy interests of the University of New Orleans and the UNO community.

GENERAL

3. The function of surveillance cameras is to assist in protecting the safety and property of the UNO community.

4. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations.

5. The conduct of surveillance monitoring or recording, and the use of surveillance cameras at the University are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting electronic surveillance.

6. Cameras will be used in a professional, ethical, and legal manner consistent with all existing University policies.

7. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

8. The surveillance cameras are for official use only and personal use of the cameras is prohibited.

PROCEDURES

9. The officer assigned to oversee the monitors installed in the dispatch area has the ability to select the camera and the duration each individual camera will be monitored.

   a. The camera which is selected to be monitored beyond the interval determined by the surveillance computer system will be chosen based on the security concern for the area.
10. The on duty supervisor shall be responsible for daily checks to ensure the monitors in the dispatch area are operating as designed by the surveillance camera computer system.

**Digital Storage**

11. The Department of University Computing and Communications manages the network of surveillance cameras which utilizes the University’s computer network infrastructure to provide centralized management of the cameras deployed across the main and east campuses.

12. The surveillance videos are stored in digital format within the Main Campus’ Data Center to ensure security.
   
   a. The digital data is stored on the University’s computer network system for a period of 30 days.

**Reproducing Surveillance Footage**

13. The production of copied surveillance footage shall only be authorized by the Assistant Vice President of Public Safety or his designees.

14. Surveillance footage shall only be reproduced for the purpose of a law enforcement investigation or as evidence in a University Judicial Hearing.