

Yale *Public Safety*

SYSTEMS & SERVICES GENERAL ORDER			
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SUBJECT:	Yale Public Safety Security Camera Policy	08-14-2018	

PURPOSE: Yale University is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the use of Public Safety video surveillance systems. Security cameras are strategically placed throughout the Yale University community to meet the specific needs of departments and to assist the Yale University Department of Public Safety to deter crime, manage emergency response situations, and investigate suspected criminal behavior.

This document sets out the guidelines and requirements for the installation and use of video surveillance cameras.

POLICY: This policy concerns the installation and use of equipment for video surveillance, monitoring, and recording on Yale University -owned, leased or controlled properties; this policy does not apply to the use of video applications for academic, research, or educational purposes of Yale University.

PROCEDURE: No video surveillance cameras may be installed without authorization of the Department of Public Safety.

1. Responsibilities of the Video Review Committee (VRC)

The Department of Public Safety established a Video Review Committee, comprised of five members. The membership includes:

- Director Strategic Planning and Management, Public Safety
- Director Public Safety System & Services
- Director Public Safety Information Technology

- Associate Director Project Management, Public Safety
- Physical Security Systems Manager

The VRC shall be responsible for the oversight of temporary or permanent Public Safety video surveillance systems on campus. Any camera installations must be approved by the VRC.

The VRC will:

- Determine standards for Public Safety Camera Systems to include but not be limited to manufacturers, models, and software platforms.
- Develop steps necessary for the integration of current and future systems according to the established standards and installation protocols.
- Develop procedures to regularly assess and review existing Public Safety Camera Systems.

2. Installation – Placement of Cameras

Video cameras to be used for safety, security or facilities management purposes may be installed in any location, on approval of the VRC, except for the following;

- Student dormitory rooms in the residence halls
- Living quarters of other residential facilities
- Bathrooms
- Locker rooms and other changing facilities
- Offices
- Classrooms not used as a lab

3. Responsibilities for Review of all Requests for Records Release

All other requests to view or obtain video must be approved by the Director of Public Safety Systems & Services and the Office of the General Counsel.

4. Storage and Retention of Recordings

All surveillance records shall be stored in a secure university centralized location for a period of 45 days or, if required for specific purposes for certain locations, a set number of days. The video will then promptly be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Public Safety and Chief of Police or designee. Individual departments shall not store video surveillance recordings.



5. Use of Recordings

- Public Safety Camera Systems shall be used primarily for the purposes of enhancing public safety.
- Recordings may support disciplinary proceedings involving employees and/or students, and/or a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.

6. Exceptions

Uses of Public Safety Camera Systems beyond those described in this policy is prohibited. Persons having questions about the use of Public Safety Camera Systems not subject to this policy should direct those questions to the VRC at VRC@yale.edu.

7. Facial Recognition

Facial Recognition technology is prohibited from any type of use on the Public Safety Video Management System including mobile devices.



