

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Closed Circuit Television (CCTV)

NUMBER: Policy VII-9

REVISION DATE: September 2022

Closed Circuit Television (CCTV) is a critical component of the comprehensive safety plan at the South Dakota School of Mines & Technology (South Dakota Mines). This policy provides guidelines for the use of CCTV on university property to ensure security is enhanced while reasonable privacy is maintained.

General Principles & Procedures

- A. CCTV at South Dakota Mines exists to deter crime and protect the safety of the people and security of the property of the university community.
- B. Footage and information from CCTV will be available only to South Dakota Mines Public Safety personnel or designee.
 - a. Footage and information will be released to others, internally and externally, only by approval by the Chief of Public Safety or designee.
 - b. Receipt of a subpoena for release of footage will be forwarded to the Chief of Public Safety or designee for review prior to release of any footage.
- C. The existence of this policy does not imply or guarantee that cameras will be constantly monitored in real time.
- D. Monitoring and footage review will be conducted in a manner consistent with all existing South Dakota Board of Regents and South Dakota Mines policies including the Non-Discrimination Policy and the Human Rights Policies. Monitoring and footage review based on classifications contained in the Non-Discrimination Policy (e.g., sex, race, national origin) is prohibited.
- E. CCTV installation is focused on:
 - a. High-traffic areas, including but not limited to:
 - i. Building entrances/exits
 - ii. Property perimeter areas
 - iii. Walkways
 - iv. Parking facilities
 - v. Elevators
 - vi. Parking lots
 - vii. Laundry facilities
 - viii. Facilities open to the public
 - b. Areas that house critical equipment or items of high value.

- c. Other areas, may be included upon a petition to the Chief of Public Safety or designee, and approved by the South Dakota Mines Executive Council.
- F. CCTV shall be limited to uses that ensure a reasonable expectation of privacy.
 - a. In Residential facilities, CCTV camera positions and views are focused on high-traffic points limited to elevators, community laundry facilities, and entry/exit points.
 - b. CCTV use in residential hallways/lounges will only be used when a specific safety risk is determined. Monitoring and footage review will be approved by the Chief of Public Safety or designee in consultation with the Senior Residence Life representative.
 - c. CCTV use in workspaces, residential rooms, suites, or apartments is not permitted without authorization from all residents of the subject workspace, room, suite, or apartment, in consultation with the Chief of Public Safety or designee. Faculty, staff, students, or affiliates are not permitted to install temporary or permanent CCTV system, game cameras, video recording door bells, or related products.
 - d. CCTV use in bathrooms, locker rooms, or changing rooms is not permitted.
- G. CCTV recordings may be retained for a period not to exceed 60 days, unless retained as part of an investigation (civil or criminal), court proceeding, litigation hold, or student conduct investigation.
- H. Recordings will be retained in a secure environment with access by authorized personnel only.

REVISION HISTORY: Oct. 2014, 03/2022, Facilities, Risk, & Services, 2022